

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive Muir Beach, CA 94965 415-388-7804 www.muirbeachcsd.com



**Wed, January 21, 2009
7:00 PM – Regular Meeting**

**Board of Directors
Community Center
19 Seacape Drive
Muir Beach, CA 94965**

TIMING OF ITEMS ON AGENDA

The Board attempts to hear all items in order as stated on the agenda, however it reserves the right to take items out of the order listed at any time during the course of the meeting.

SPECIAL NEEDS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the District Manager at 415-388-7804. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure participation in the meeting.

AGENDA

Item 1 CALL TO ORDER

Steve Shaffer, Board President
Dan Fitzpatrick, Director
Danny Hobson, Director
Peter Rudnick, Director
Shere Stoddard, Director

Maury Ostroff, District Manager
Leighton Hills, Deputy District Manager
Sharry Mullin, Secretary/Treasurer

Item 2 CONSENT CALENDAR

All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single action of the Board. Upon request from a Board member, staff, or member of the public, specific items may be transferred from the Consent Calendar to the Regular Agenda for separate discussion and consideration.

- A. **Approval of Minutes** – Regular meeting October 22, 2008 as attached.
- B. **Approval of Financial Statements** – For the period ended Dec. 31, 2008, as attached.

Item 3 NATIONAL PARK SERVICE REPORT

A representative of the National Park Service may be present to update the community on various ongoing NPS projects.

Item 4 Supervisor Steve Kinsey

Supervisor Steve Kinsey will be on hand to address the meeting and to answer any questions and listen to concerns, particularly with respect to the Big Lagoon Project (now referred to as the Redwood Creek Restoration Project, as there will be no lagoon) and construction of a new Pacific Way Bridge.

Item 5 GENERAL ADMINISTRATION

1. Update on FEMA 2006 Projects
 - a. Culvert from 45 Sunset down to Pacific Way has been successfully sleeved with new plastic pipe, and should last another 30 to 50 years, replacing old culvert which was rusting out on bottom.
 - b. All FEMA 2006 projects are now completed, and final report being prepared for filing with California Department of Emergency Management who oversees the program for the state.

Item 6 FIRE DEPARTMENT REPORT

By John Sward, Fire Chief, or other representative of the Fire Department.

Item 7 WATER DEPARTMENT

1. **Water Capital Improvements.**
 - a. Two new storage containers have been ordered, and should arrive at the end of January. They will be placed next to the existing storage container next to the pump house, ensuring that they are on MBCSD property and do not encroach on NPS Land. Equipment and tools currently in the storage shed closer to the bridge will be moved to the new containers. Once empty, the old storage shed will be demolished and debris removed so that there is no longer an encroachment on NPS land.
 - b. We are waiting for the Lab results on the new backup well to come back, after which we will formally apply to the County for a permit to operate the new well.
2. **Lead and Copper Test Results.** We've received the results for lead and copper taken at selected houses within Muir Beach, and all are now well below Actionable Levels. This is almost certainly attributable to our use of Silica as a treatment to the water, inhibiting corrosion in internal plumbing.
3. **Billing**
 - a. Will offer ability to pay Water Bills via automated charge to credit card.
 - b. Should we go to billing every other month? If so, should we still read the meters every month anyway for purposes of monitoring the system?

Item 8 ROADS AND EASEMENTS

1. Road repairs for Cove Lane completed.
2. Repairs to handrails, broken steps, and other maintenance items on CSD easements continue, along with other routine maintenance such as painting of speed bumps.

Item 9 RECREATION ITEMS

1. Construction on Community Center Storage Shed completed, with the exception of electrical work to provide overhead lights.
2. Stone retaining walls alongside path and around the new shed completed, with funds provided by an anonymous donor via a Marin Community Foundation grant.
3. Next steps for Community Center improvements from the remaining MCF grant funds:
 1. Fix Electrical issues in Community Center
 2. Tree Removal and Landscaping
 3. Fix steps coming down from the Children's Room and the concrete deck outside the office.
4. Redwood tree at bottom of Community Center Property, behind 90 Sunset. As it is blocking the panoramic view of the beach, should it be trimmed further or removed?
5. Proposal for a community garden, probably at the Community Center, but not to interfere with existing children's playground.

Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR

Discussion and action on items, if any, transferred from the Consent Calendar to the Regular Agenda.

Item 11 PUBLIC OPEN TIME

1. *Topics should be within the jurisdiction of the CSD (water, roads, fire & public recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *The Board and staff may only briefly respond to statements and questions (legal requirement for items not posted on an agenda).*
4. *Public comments are limited to 3 minutes per speaker, unless waived by the Board.*
5. *The period for public open time is limited to 15 minutes, unless waived by the Board.*

Item 12 SELECTION OF DATE FOR NEXT MEETING

The 4th Wednesday in March is the 25th.

Item 13 ADJOURNMENT

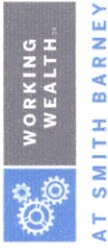
Muir Beach Community Services District

Balance Sheet

As of December 31, 2008

Accrual Basis

	Dec 31, 08
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney	956,339
Cash on Hand	69
Total Checking/Savings	956,407
Accounts Receivable	
Receivables	7,594
Total Accounts Receivable	7,594
Other Current Assets	
Due from Water Fund	23,082
Undeposited Funds	3,864
Deposits	340
Total Other Current Assets	27,286
Total Current Assets	991,287
Fixed Assets	
Building	160,015
Equipment	39,879
Water System	309,186
Land	74,673
Total Fixed Assets	583,753
TOTAL ASSETS	1,575,040
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-483
Total Accounts Payable	-483
Credit Cards	
Chase VISA 5153	1,159
Total Credit Cards	1,159
Other Current Liabilities	
Due to General Fund	23,082
FEMA Grant Deferred Revenue	733
Rental Security Deposits	1,250
Water Security Deposits	10,700
Total Other Current Liabilities	35,765
Total Current Liabilities	36,440
Total Liabilities	36,440
Equity	
Governmental Funds	393,585
Proprietary (Water) Fund	534,982
Retained Earnings	497,277
Net Income	112,755
Total Equity	1,538,599
TOTAL LIABILITIES & EQUITY	1,575,040



Ref: 00021736 00131391

Business FMA Statement

December 1 - December 31, 2008

WEB00074A
MUIR BEACH
COMMUNITY SERVICES DISTRICT
ATTN: SHARRY MULLIN
19 SEACAPE DRIVE
MUIR BEACH CA 94965-9701

Account number: [REDACTED]

Your Broker/Dealer is
CITIGROUP GLOBAL MKTS INC.
Your Financial Advisor
Kenneth Tarrant
750 LINDARO STREET
SUITE 300
SAN RAFAEL CA 94901
415 460 6207
www.smithbarney.com

Business FMA Service Center: 888-557-BFMA
Branch Phone: 800 777 3489
TTY/TDD Deaf & Hard of hearing: 800-227-4238

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Account value	Last period	This period	%
Money fund	\$ 937,315.09	\$ 973,987.35	100.00
Total value	\$ 937,315.09	\$ 973,987.35	100.00

Earnings summary	This period		This year
	Taxable	Non-taxable	
Money fund earnings	\$ 1,447.73	\$ 0.00	\$ 0.00
Total	\$ 1,447.73	\$ 0.00	\$ 0.00

Gain/loss summary	This period	This year
Unrealized gain or (loss) to date	\$ 0.00	

Cash, money fund, bank deposits	This period	This year
Opening balance	\$ 937,315.09	
Deposits	94,311.22	520,644.97
Withdrawals	0.00	(472.65)
Checks written	(59,086.69)	(431,048.42)
Money fund earnings reinvested	1,447.73	
Closing balance	\$ 973,987.35	

A free credit balance in any securities account may be paid to you on demand. Although properly accounted for on our books and records, these funds may be used for our business purposes.

Portfolio summary	This period	This year
Beginning total value (excl. accr. int.)	\$ 937,315.09	\$ 859,868.44
Net security deposits/withdrawals	0.00	0.00
Net cash deposits/withdrawals	35,224.53	89,123.90
Beginning value net of deposits/withdrawals	972,539.62	948,992.34
Total value as of 12/31/2008 (excl. accr. int.)	\$ 973,987.35	\$ 973,987.35
Change in value	\$ 1,447.73	\$ 24,995.01

citi smith barney

Muir Beach Community Services District
Statement of Revenues and Expenditures
October through December 2008

Accrual Basis

	<u>Oct 08</u>	<u>Nov 08</u>	<u>Dec 08</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
Water Operations Income	6,057	5,979	5,038	17,073
Water Capital Improvement Revs	1,608	1,582	29,052	32,242
Tax Revenues	18	1,481	58,581	60,080
Recreational Activities Income	1,905	673	986	3,563
Donations	0	40,000	0	40,000
Grant Revenues	21,231	19,721	17,331	58,284
Interest Income	1,888	1,483	1,448	4,818
Other Income	0	75	0	75
Total Income	<u>32,706</u>	<u>70,995</u>	<u>112,435</u>	<u>216,136</u>
Expense				
Accounting & Bookkeeping	2,163	1,963	2,112	6,239
Community Classes & Functions	349	564	62	975
Employee Benefits	956	964	997	2,916
FEMA Expenditures	21,231	19,721	17,331	58,284
Interest Expense	0	0	0	0
Licenses, Permits & Fees	0	166	0	166
Misc Operating Expenses	18	6	0	24
Office Expense	50	59	102	211
Payroll Expenses	7,986	7,274	6,347	21,607
Repair & Maintenance	0	32	1,193	1,225
Supply	83	87	697	866
Travel Expense	150	150	150	450
Utilities	1,255	630	708	2,593
Water Enterprise	3,160	1,700	4,617	9,477
Total Expense	<u>37,401</u>	<u>33,316</u>	<u>34,316</u>	<u>105,033</u>
Net Ordinary Income	<u>-4,696</u>	<u>37,679</u>	<u>78,119</u>	<u>111,103</u>
Net Income	<u><u>-4,696</u></u>	<u><u>37,679</u></u>	<u><u>78,119</u></u>	<u><u>111,103</u></u>

Muir Beach Community Services District

Revenue and Expenditures

Budget vs Actual

Accrual Basis

	<u>Jul - Dec 08</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Water Operations Income	45,378	81,500	56%
Water Capital Improvement Revs	37,902	70,950	53%
Tax Revenues	60,109	123,000	49%
Recreational Activities Income	8,756	16,800	52%
Donations	45,000		
Grant Revenues	66,466	65,400	102%
Interest Income	10,199	20,000	51%
Other Income	80		
Total Income	<u>273,890</u>	<u>377,650</u>	<u>73%</u>
Expense			
Accounting & Bookkeeping	11,051	25,000	44%
Community Classes & Functions	1,522	2,400	63%
Dues & Memberships	0	1,000	0%
Employee Benefits	5,784	18,000	32%
FEMA Expenditures	62,338	57,000	109%
Fire Dept. Supplies & Exps	0	26,000	0%
Insurance	0	6,000	0%
Interest Expense	14		
Legal & Professional	7,208	33,000	22%
Licenses, Permits & Fees	3,347	6,000	56%
Meals & Entertainment	0	500	0%
Misc Operating Expenses	328	1,000	33%
Office Expense	399	2,500	16%
Payroll Expenses	38,170	70,999	54%
Repair & Maintenance	6,508	30,000	22%
Supply	1,410	2,500	56%
Travel Expense	900	3,000	30%
Uncategorized Exp	794		
Utilities	6,087	9,800	62%
Water Enterprise	15,276	21,000	73%
West Marin Expenditures	0	8,400	0%
Total Expense	<u>161,135</u>	<u>324,099</u>	<u>50%</u>
Net Ordinary Income	<u>112,755</u>	<u>53,551</u>	<u>211%</u>
Net Income	<u><u>112,755</u></u>	<u><u>53,551</u></u>	<u><u>211%</u></u>

Muir Beach Community Services District
Expenditures
October 2008

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Cap Impr</u>
Weeks Drilling & Pump Co.	17,760.66	0.00	17,760.66	0.00	0.00	0.00	0.00	0.00
Harvey Pearlman	3,600.00	0.00	0.00	0.00	400.00	362.50	2,837.50	0.00
Mullin, Sharon	2,060.35	1,550.35	0.00	0.00	0.00	0.00	510.00	0.00
Forster Pump & Engineering, Inc.	1,688.70	0.00	1,688.70	0.00	0.00	0.00	0.00	0.00
Water Components & Building Supply	1,639.09	0.00	1,639.09	0.00	0.00	0.00	0.00	0.00
Ostroff, Maury	1,595.00	210.36	0.00	184.62	184.62	276.92	369.24	369.24
Streb, Miles	1,400.00	0.00	0.00	0.00	0.00	0.00	0.00	1,400.00
Salvador Gonzalez	1,037.00	0.00	0.00	0.00	272.00	595.00	170.00	0.00
CalPers	955.91	955.91	0.00	0.00	0.00	0.00	0.00	0.00
Payroll taxes	790.73	790.73	0.00	0.00	0.00	0.00	0.00	0.00
Misc Vendor	752.83	0.00	0.00	0.00	13.50	0.00	79.45	659.88
Pace Supply Corp.	515.57	0.00	0.00	0.00	0.00	0.00	105.14	410.43
PG&E well 745-7	437.87	0.00	0.00	0.00	0.00	0.00	437.87	0.00
State Compensation Insurance Fund	393.34	33.51	0.00	13.40	96.19	72.88	150.55	26.81
Juana Gonzalez	360.00	0.00	0.00	0.00	360.00	0.00	0.00	0.00
Goodman Building Supply	244.45	0.00	0.00	0.00	18.21	0.00	132.89	93.35
PG&E CC 019-6	232.96	0.00	0.00	0.00	232.96	0.00	0.00	0.00
AT&T	211.14	99.45	0.00	35.96	0.00	0.00	75.73	0.00
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00	0.00
Elliott, Dave	180.00	0.00	0.00	0.00	0.00	0.00	180.00	0.00
Wang, Emiko	162.00	0.00	0.00	0.00	162.00	0.00	0.00	0.00
Paychex, Inc.	153.48	153.48	0.00	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey - mileage reimb	150.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00
Redwood Empire Disposal	149.20	0.00	0.00	0.00	149.20	0.00	0.00	0.00
Martin Bros. Supply	142.77	0.00	142.77	0.00	0.00	0.00	0.00	0.00
Pearlman, Nina	116.65	0.00	0.00	0.00	116.65	0.00	0.00	0.00
PG&E pumphouse 623-9	108.20	0.00	0.00	0.00	0.00	0.00	108.20	0.00
Cash & Carry	64.93	0.00	0.00	0.00	64.93	0.00	0.00	0.00
Chevron	54.61	0.00	0.00	0.00	54.61	0.00	0.00	0.00
Office Depot	36.79	0.00	0.00	0.00	0.00	0.00	36.79	0.00
General Hardware	35.43	0.00	0.00	0.00	0.00	0.00	35.43	0.00
Knox, Nancy - bistro exp	35.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00
AT&T Mobility	32.21	0.00	0.00	0.00	0.00	0.00	32.21	0.00

Muir Beach Community Services District
Expenditures
October 2008

Herb's Pool Service	26.18	0.00	0.00	0.00	0.00	0.00	26.18	0.00
Fedex	21.47	0.00	0.00	0.00	21.47	0.00	0.00	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00	0.00
Safeway	17.97	17.97	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>37,393.34</u>	<u>3,832.61</u>	<u>21,231.22</u>	<u>233.98</u>	<u>2,391.34</u>	<u>1,307.30</u>	<u>5,437.18</u>	<u>2,959.71</u>
PAID PER SPREADSHEET ABOVE:								
Paid from FEMA Grants			21,231.22					
Paid from the Water Capital Improvements Fund			2,959.71					
Paid from General Funds			13,202.41					
BALANCE SHEET ACCOUNTS:								
Paid from the Rental Security Deposit Trust								
Bowyer	250.00							
Grove	500.00							
Jeschke	250.00							
Joselowsky	500.00							
McGeorge	500.00							
Schultz	500.00							
Therapy Network	250.00							
Tyree	500.00							
Williams	<u>250.00</u>							
Total paid from the Rental Security Deposit Trust			3,500.00					
Paid from the Water Security Deposit Trust								
Biondi	<u>100.00</u>							
Total paid from the Water Security Deposit Trust			100.00					
Paid from Other Restricted Funds			8,670.00					
Total checks issues				<u>49,663.34</u>				

Muir Beach Community Services District
Expenditures
November 2008

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>W Cap Imp</u>
Forster Pump & Engineering, Inc.	9,731.31	0.00	9,731.31	0.00	0.00	0.00	0.00	0.00
Water Components & Building Supply	3,758.18	0.00	3,758.18	0.00	0.00	0.00	0.00	0.00
Schwartz & Associates	2,907.00	0.00	2,907.00	0.00	0.00	0.00	0.00	0.00
Harvey Pearlman	2,050.00	0.00	0.00	0.00	262.50	0.00	1,787.50	0.00
Mullin, Sharon	1,854.76	1,516.01	0.00	0.00	0.00	0.00	338.75	0.00
Ostroff, Maury	1,595.00	210.36	0.00	184.62	184.62	276.92	369.24	369.24
Efrain Martinez	1,150.00	0.00	1,150.00	0.00	0.00	0.00	0.00	0.00
Nova Tech International	1,094.16	0.00	0.00	0.00	0.00	0.00	0.00	1,094.16
Jose Alcala	1,070.00	0.00	0.00	0.00	0.00	650.00	420.00	0.00
CalPers	963.56	963.56	0.00	0.00	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	801.75	50.26	0.00	20.11	166.59	146.86	377.72	40.21
Payroll taxes	711.08	711.08	0.00	0.00	0.00	0.00	0.00	0.00
Gustavo Rivas	570.00	0.00	570.00	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey - V	555.67	0.00	0.00	0.00	314.71	25.96	215.00	0.00
Carlos Salcedo	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00
Martin Bros. Supply	483.87	0.00	483.87	0.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	476.00	0.00	0.00	0.00	306.00	0.00	170.00	0.00
Leonel Cardenas-Lepe	468.00	0.00	468.00	0.00	0.00	0.00	0.00	0.00
Juana Gonzalez	360.00	0.00	0.00	0.00	360.00	0.00	0.00	0.00
PG&E well 745-7	350.99	0.00	0.00	0.00	0.00	0.00	350.99	0.00
Gustavo Cardenas	350.00	0.00	350.00	0.00	0.00	0.00	0.00	0.00
Orchard Supply	321.69	0.00	0.00	0.00	0.00	0.00	321.69	0.00
Wang, Emiko	216.00	0.00	0.00	0.00	216.00	0.00	0.00	0.00
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00	0.00
AT&T	202.93	95.91	0.00	34.38	0.00	0.00	72.64	0.00
Maryland Fire Equipment	193.85	0.00	0.00	0.00	0.00	0.00	193.85	0.00
Paychex, Inc.	167.11	167.11	0.00	0.00	0.00	0.00	0.00	0.00
PG&E pumphouse 623-9	107.71	0.00	0.00	0.00	0.00	0.00	107.71	0.00
State Water Resources Control Board	101.22	0.00	0.00	0.00	0.00	0.00	101.22	0.00
Office Depot	86.59	0.00	0.00	0.00	86.59	0.00	0.00	0.00
Home Depot	80.09	0.00	0.00	0.00	0.00	0.00	80.09	0.00
Herb's Pool Service	32.91	0.00	0.00	0.00	0.00	0.00	32.91	0.00
AT&T Mobility	32.61	0.00	0.00	0.00	0.00	0.00	32.61	0.00

Muir Beach Community Services District
Expenditures
November 2008

Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00	0.00
Knox, Nancy	20.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00
Misc Vendor	13.00	0.00	0.00	0.00	13.00	0.00	0.00	0.00
Delano's Market	7.74	0.00	0.00	0.00	0.00	0.00	7.74	0.00
Smith Barney	6.45	6.45	0.00	0.00	0.00	0.00	0.00	0.00
Goodman Building Supply	5.92	0.00	0.00	0.00	5.92	0.00	0.00	0.00
TOTAL	<u>33,628.00</u>	<u>3,741.59</u>	<u>19,918.36</u>	<u>239.11</u>	<u>2,145.93</u>	<u>1,099.74</u>	<u>4,979.66</u>	<u>1,503.61</u>

PAID PER SPREADSHEET ABOVE:

Paid from FEMA Grants	19,918.36
Paid from the Water Capital Improvements Fund	1,503.61
Paid from General Funds	12,206.03

BALANCE SHEET ACCOUNTS:

Paid from the Rental Security Deposit Trust	
Total paid from the Rental Security Deposit Trust	<u>0.00</u>
Paid from the Water Security Deposit Trust	
Total paid from the Water Security Deposit Trust	<u>0.00</u>
Paid from Other Restricted Funds	30,565.08

Total checks issues	<u>64,193.08</u>
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Muir Beach Community Services District
Expenditures
December 2008

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>W Cap Impr</u>
Thornton Paving	13,827.00	0.00	13,827.00	0.00	0.00	0.00	0.00	0.00
Brenntag Pacific	3,868.60	0.00	0.00	0.00	0.00	0.00	3,868.60	0.00
A. Desautels Construction	2,100.00	0.00	2,100.00	0.00	0.00	0.00	0.00	0.00
Mullin, Sharon	2,012.30	1,622.30	0.00	0.00	0.00	0.00	390.00	0.00
Harvey Pearlman	1,812.50	0.00	0.00	0.00	287.50	137.50	1,387.50	0.00
Ostroff, Maury	1,595.00	210.36	0.00	184.62	184.62	276.92	369.24	369.24
Payroll taxes	1,146.41	1,146.41	0.00	0.00	0.00	0.00	0.00	0.00
Schwartz & Associates	1,084.25	0.00	1,084.25	0.00	0.00	0.00	0.00	0.00
CalPers	996.78	996.78	0.00	0.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	816.00	0.00	0.00	0.00	331.50	399.50	85.00	0.00
Office Depot	685.88	0.00	0.00	0.00	671.82	0.00	14.06	0.00
Cactus Metal Design	650.00	0.00	0.00	0.00	0.00	650.00	0.00	0.00
Brelje and Race Laboratories, Inc.	515.00	0.00	0.00	0.00	0.00	0.00	515.00	0.00
Juana Gonzalez	360.00	0.00	0.00	0.00	360.00	0.00	0.00	0.00
State Compensation Insurance Fund	326.70	33.51	0.00	13.40	97.53	37.93	117.52	26.81
Apple Stoves	285.00	0.00	0.00	0.00	285.00	0.00	0.00	0.00
PG&E well 745-7	239.12	0.00	0.00	0.00	0.00	0.00	239.12	0.00
AT&T	230.38	115.60	0.00	35.49	0.00	0.00	79.29	0.00
Fose Tree Service	225.00	0.00	0.00	0.00	0.00	225.00	0.00	0.00
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00	0.00
Efrain Martinez	200.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00
Paychex, Inc.	161.74	161.74	0.00	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey - V	150.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00
Gustavo Rivas	120.00	0.00	120.00	0.00	0.00	0.00	0.00	0.00
PG&E pumphouse 623-9	95.90	0.00	0.00	0.00	0.00	0.00	95.90	0.00
Goodman Building Supply	92.07	0.00	0.00	0.00	0.00	24.77	67.30	0.00
PG&E CC 019-6	81.81	0.00	0.00	0.00	81.81	0.00	0.00	0.00
Jose Alcala	80.00	0.00	0.00	0.00	0.00	0.00	80.00	0.00
Pace Supply Corp.	47.37	0.00	0.00	0.00	0.00	0.00	47.37	0.00
Knox, Nancy	40.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00
Norton Antivirus	39.99	39.99	0.00	0.00	0.00	0.00	0.00	0.00
United Site Services, Inc.	33.00	0.00	0.00	0.00	33.00	0.00	0.00	0.00
Herb's Pool Service	32.91	0.00	0.00	0.00	0.00	0.00	32.91	0.00

Muir Beach Community Services District
Expenditures
December 2008

AT&T Mobility	32.21	0.00	0.00	0.00	0.00	0.00	32.21	0.00
Misc Vendor - bistro exp	22.30	0.00	0.00	0.00	22.30	0.00	0.00	0.00
Walgreens	21.54	0.00	0.00	0.00	0.00	0.00	21.54	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00	0.00
Jackson's Hardware	10.72	0.00	0.00	0.00	0.00	0.00	10.72	0.00
Delano's Market	9.73	0.00	0.00	0.00	0.00	0.00	9.73	0.00
TOTAL	<u>34,278.06</u>	<u>4,347.54</u>	<u>17,331.25</u>	<u>233.51</u>	<u>2,605.08</u>	<u>1,751.62</u>	<u>7,613.01</u>	<u>396.05</u>

PAID PER SPREADSHEET ABOVE:

Paid from FEMA Grants	17,331.25
Paid from the Water Capital Improvements Fund	396.05
Paid from General Funds	16,550.76

BALANCE SHEET ACCOUNTS:

Paid from the Rental Security Deposit Trust	
Total paid from the Rental Security Deposit Trust	<u>0.00</u>
Paid from the Water Security Deposit Trust	
Total paid from the Water Security Deposit Trust	<u>0.00</u>
Paid from Other Restricted Funds	20,839.77

Total checks issues 55,117.83

Test Results for Lead and Copper - at Muir Beach Residents' Taps

		210 Sunset Pinto		170 Pacific White		21 Ahab Wynn		11 Charlotte's Yamamoto		19 Seacape Comm Ctr		70 Lagoon Onoroto		160 Pacific Pearlman, Harvey		240 Pacific Shaffer		51 Seacape Moore		15 Sunset Pearlman, Gerry	
<u>Test Date</u>	<u>Avg Copper</u>	<u>Lead</u>	<u>Copper</u>	<u>Lead</u>	<u>Copper</u>	<u>Lead</u>	<u>Copper</u>	<u>Lead</u>	<u>Copper</u>	<u>Lead</u>	<u>Copper</u>	<u>Lead</u>	<u>Copper</u>	<u>Lead</u>	<u>Copper</u>	<u>Lead</u>	<u>Copper</u>	<u>Lead</u>	<u>Copper</u>	<u>Lead</u>	<u>Copper</u>
12/8/2008	329	ND	410	ND	440	ND	280	ND	79	ND	300	5.0	700	ND	450	ND	210	ND	91	ND	410
9/26/2007	681	ND	620	ND	600	ND	1,000	ND	310	ND	520	7.6	820	ND	750	9.7	770	ND	740	ND	780
3/15/2007	1,353	ND	1,100	ND	1,300	5.0	2,600	ND	ND	ND	1,100	7.3	1,300	ND	1,300	ND	1,800	ND	320	ND	1,400
10/25/2006	885	ND	1,200	ND	850			ND	410	ND	790	6.3	960	ND	870	6.7	1,000			ND	1,000
9/28/2005	2,311	33.0	2,000	6.8	2,000	ND	2,000	ND	700	7.1	1,800	9.7	2,600	ND	2,400	7.7	2,600			ND	4,700
2/1/2005	3,100	11.0	5,400	14.0	1,300	5.4	3,200	5.1	800	6.0	2,400	10.0	3,300	ND	3,200	9.7	2,300			ND	6,000
1/18/2000	1,859	ND	920	12.0	2,900	20.0	2,800	7.0	630	12.0	2,400	11.0	2,400	ND	2,300	5.0	520				

All results are in parts per billion (ppb).

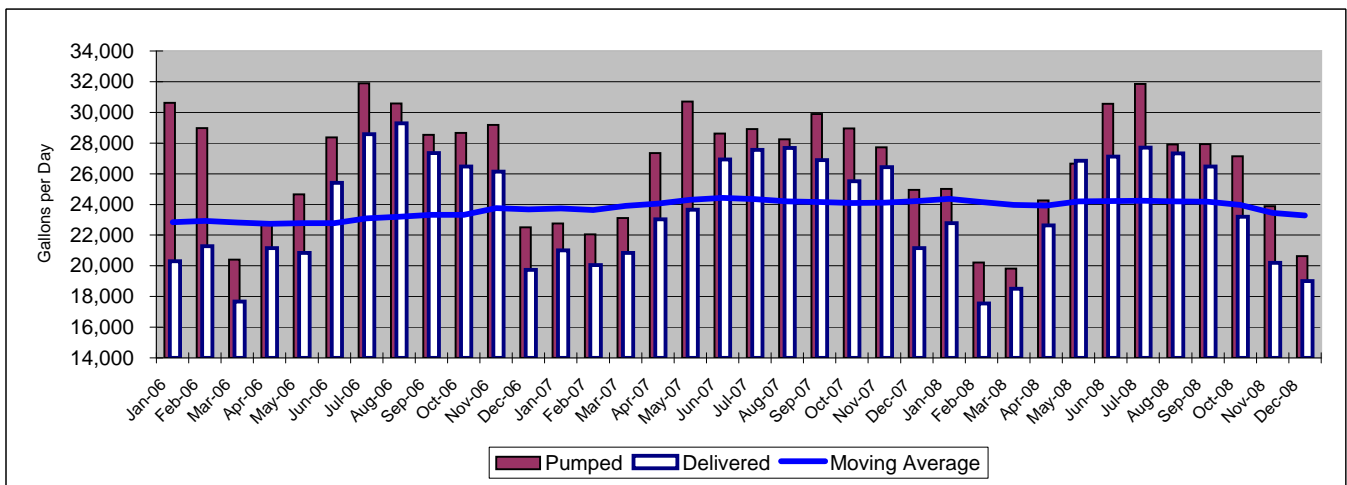
Action Level for Lead = 15 ppb, for Copper = 1,300 ppb

ND = Not Detectable (below lab's measurable limits).

Muir Beach began treating the water with silica on May 6, 2006 to reduce levels of copper and lead at residents' taps (shown as dashed line above).

Water Production Table

End Date	Monthly Totals (Gallons)					Gallons Per Day			Billing		
	Pumped	Delivered	Est Maint	Unaccounted For		Pumped	Delivered	12 Mo Avg (Delivered)	Month	Rolling 12 Months	% change prev month
Dec 16, 08	598,541	551,419	-	47,122	8%	20,639	19,014	23,277	\$ 6,287	\$ 96,995	-1.1%
Nov 17, 08	788,024	666,591	25,000	96,433	12%	23,880	20,200	23,456	\$ 7,412	\$ 98,047	-0.7%
Oct 15, 08	814,365	696,194	20,000	98,171	12%	27,146	23,206	23,975	\$ 7,539	\$ 98,698	-0.3%
Sep 15, 08	782,230	741,381	-	40,849	5%	27,937	26,478	24,168	\$ 8,360	\$ 99,034	-0.9%
Aug 18, 08	921,225	901,604	-	19,621	2%	27,916	27,321	24,202	\$ 10,162	\$ 99,892	0.6%
Jul 16, 08	1,019,495	886,431	50,000	83,064	8%	31,859	27,701	24,232	\$ 9,943	\$ 99,295	0.8%
Jun 14, 08	886,260	786,171	50,000	50,089	6%	30,561	27,109	24,219	\$ 9,117	\$ 98,461	-0.3%
May 16, 08	799,880	805,496	-	(5,616)	-1%	26,663	26,850	24,204	\$ 9,240	\$ 98,718	1.2%
Apr 16, 08	751,932	701,613	2,000	48,319	6%	24,256	22,633	23,937	\$ 7,940	\$ 97,595	-0.2%
Mar 16, 08	574,692	536,377	-	38,315	7%	19,817	18,496	23,970	\$ 6,313	\$ 97,787	-0.5%
Feb 16, 08	626,884	544,007	-	82,877	13%	20,222	17,549	24,165	\$ 6,326	\$ 98,279	-1.1%
Jan 16, 08	775,196	705,942	-	69,254	9%	25,006	22,772	24,374	\$ 8,356	\$ 99,368	0.8%
Dec 16, 07	748,500	634,576	-	113,924	15%	24,950	21,153	24,227	\$ 7,339	\$ 98,560	0.7%
Nov 16, 07	859,301	819,373	-	39,928	5%	27,719	26,431	24,108	\$ 8,062	\$ 97,842	-1.1%
Oct 16, 07	868,701	765,543	50,000	53,158	6%	28,957	25,518	24,085	\$ 7,876	\$ 98,950	-1.1%
Sep 16, 07	926,834	833,808	1,200	91,826	10%	29,898	26,897	24,163	\$ 9,218	\$ 100,062	-1.2%
Aug 16, 07	875,355	857,880	3,500	13,975	2%	28,237	27,674	24,201	\$ 9,565	\$ 101,310	0.3%
Jul 16, 07	867,395	826,506	-	40,889	5%	28,913	27,550	24,335	\$ 9,109	\$ 101,025	-0.2%
Jun 16, 07	887,125	834,569	-	52,556	6%	28,617	26,922	24,421	\$ 9,374	\$ 101,193	0.4%
May 16, 07	920,930	709,577	80,000	131,353	14%	30,698	23,653	24,295	\$ 8,117	\$ 100,762	1.0%
Apr 16, 07	847,807	713,964	8,000	125,843	15%	27,349	23,031	24,061	\$ 8,132	\$ 99,806	0.4%
Mar 16, 07	647,188	583,249	10,000	53,939	8%	23,114	20,830	23,905	\$ 6,805	\$ 99,383	0.9%
Feb 16, 07	683,373	621,782	15,000	46,591	7%	22,044	20,057	23,641	\$ 7,415	\$ 98,530	0.0%
Jan 16, 07	705,527	651,133	10,000	44,394	6%	22,759	21,004	23,743	\$ 7,547	\$ 98,542	0.3%
Dec 16, 06	675,238	592,003	20,000	63,235	9%	22,508	19,733	23,684	\$ 6,621	\$ 98,285	-0.4%
Nov 16, 06	904,647	810,577	28,000	66,070	7%	29,182	26,148	23,764	\$ 9,170	\$ 98,673	1.9%
Oct 16, 06	859,632	793,854	10,000	55,778	6%	28,654	26,462	23,326	\$ 8,988	\$ 96,843	1.5%
Sep 16, 06	970,337	929,759	5,000	35,578	4%	28,539	27,346	23,332	\$ 10,466	\$ 95,399	3.0%
Aug 13, 06	855,958	819,839	10,000	26,119	3%	30,570	29,280	23,205	\$ 9,280	\$ 92,615	1.0%
Jul 16, 06	957,120	857,517	48,000	51,603	5%	31,904	28,584	23,099	\$ 9,277	\$ 91,700	2.5%
Jun 16, 06	879,256	787,796	13,000	78,460	9%	28,363	25,413	22,790	\$ 8,943	\$ 89,506	1.8%
May 16, 06	739,958	625,160	12,000	102,798	14%	24,665	20,839	22,783	\$ 7,162	\$ 87,915	1.5%
Apr 16, 06	705,739	655,919	10,000	39,820	6%	22,766	21,159	22,732	\$ 7,709	\$ 86,600	1.5%
Mar 16, 06	571,475	494,809	8,000	68,666	12%	20,410	17,672	22,814	\$ 5,952	\$ 85,312	0.8%
Feb 16, 06	898,450	659,446	13,000	226,004	25%	28,982	21,272	22,919	\$ 7,427	\$ 84,599	1.7%
Jan 16, 06	949,228	629,373	-	319,855	34%	30,620	20,302	22,841	\$ 7,290	\$ 83,220	



1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Board of Directors' meeting held on**
3 **Wednesday, October 22, 2008**

4
5
6 **OFFICIAL MINUTES ONLY UPON APPROVAL**
7

8 Prior to approval of these minutes by the Board of Directors in a public meeting, these
9 minutes are draft only and subject to change. Upon approval by the Board, these minutes
10 become the Official Minutes of the meeting.
11

12 **Item 1 CALL TO ORDER**
13

14 President Shaffer called the regular meeting of the Muir Beach Community Services District
15 Board of Directors to order at 7:15 PM on Wednesday, October 22, 2008.
16

17 **Roll Call**

18
19 DIRECTORS PRESENT: Hobson, Rudnick, Fitzpatrick, Shaffer
20 OFFICERS PRESENT: District Manager Ostroff, Deputy District Manager Hills
21
22

23 **Item 2 CONSENT CALENDAR**
24

25 A. **Approval of Minutes** – Regular meetings August 27, 2008 and special meeting
26 September 24, 2008.
27

28 B. **Approval of Financial Statements** – For the period ended September 30, 2008.
29

30 MOTION: To approve items A and B above.

31 Moved: Rudnick, seconded by Hobson

32 Vote: AYES: Unanimous
33

34 **Item 3 NATIONAL PARK SERVICE REPORT**
35

36 Carolyn Shoulders and Brian Aviles from NPS were on hand to represent NPS. Carolyn
37 reported that the Big Lagoon project is in the final stages of the planning process and hope to
38 come to a Record of Decision. A revision to the beach parking lot has been to make it longer
39 but narrower, so that it is further from Redwood Creek. The entrance to the parking lot will
40 be along Pacific Way, past the bridge but before the houses that start at 160 Pacific Way. A
41 wider boardwalk will be installed for pedestrian traffic from the parking lot to the beach.
42

43 The current goal is to break ground in August 2009. Another public hearing and presentation
44 is tentatively scheduled for December 2008. A specific schedule for construction will be
45 prepared by the engineers, but a broad estimate by Carolyn Shoulders is that the project will
46 encompass a four year time span, with work being done only in summer and early autumn,
47 and even then it wouldn't be constant construction during the dry season. It was further noted

1 that funding is not yet completed for the project, and NPS is still looking at grants and other
2 sources of funding.

3
4 Brian Aviles reported on progress of the General Management Plan, and assured us that they
5 have read every one of the comments submitted. Their next step is to arrive at a preferred
6 alternative. While there are many aspects of the alternatives that are not finalized, Brian was
7 able to tell us that there is no longer any plan to relocate Slide Ranch from its present
8 location.

9
10 **Item 4 GENERAL ADMINISTRATION**

11
12 The final version of the Fiscal Year 2008-2009 Budget was submitted for approval. Due to a
13 clerical error, the \$100,000 allocation for Water Capital Improvements was missing from the
14 printed budget as submitted. It was also noted that in this year's budget it was decided not to
15 allocate administrative costs to the Fire Department, but rather it should be handled just like
16 any other department within the CSD such as roads and recreations, where administrative
17 costs are simply assigned to General Administration.

18
19 MOTION: To approve the budget for FY 2008-2009 as submitted, with an
20 amendment for \$100,000 for Water Capital Improvements.

21 Moved: Rudnick, seconded by Hobson

22 Ayes: Unanimous.
23
24
25

26 **Item 5 FIRE DEPARTMENT REPORT**

27
28 Chief John Sward reported that negotiations are proceeding with the NPS for use of buildings
29 down at the dairy for the Fire Department. The outlines of the proposal are that the Fire
30 Department would renovate the building currently used as a fire house at the approximate
31 cost of \$300,000. Additionally, there would be a provision for using some portion of the
32 recently renovated farmhouse for storage and meeting rooms. Chief Sward reports that
33 they've been looking at various alternatives for a fire house over the years. The CSD will
34 look at other alternatives for a new Fire Truck garage. Deputy District Manager Leighton
35 Hills will attend the next with NPS on this topic representing the CSD.
36
37

1
2
3 **Item 6 WATER DEPARTMENT REPORT**
4

5 1. An exemption to the policy of charging a base amount for all water meters installed, even
6 if no water is used was granted to the owners of meter 1096B, based on an historical
7 assurance by Hazel Melo that they would not have to pay when the meter was installed on a
8 still empty lot. The exemption will be in force for as long as the owner continues to own the
9 property – upon transference of the lot the new owner will be charged the base amount.

10
11 MOTION: To approve the exemption of meter 1096B from paying the base amount
12 for water usage when no water is used.
13 Moved: Rudnick, seconded by Hobson
14 Ayes: Unanimous.
15
16

17 2. District Manager Ostroff reports that the noticed water conservation has worked, and that
18 consumption has dropped by 10%. Moreover, all residents that previously over the 2000
19 cf limit are now using less than that. President Shaffer congratulated the previous board
20 for their work in negotiating the 2000 cubic feet limit on water usage during periods of
21 Noticed Water Conservation.
22
23

24 **Item 7 ROADS & EASEMENTS**
25

26 Bids ranging from \$25,000 to \$16,000 were obtained for repaving Cove Lane. We will
27 continue to seek new bids until we obtain one within the remaining FEMA budget for that
28 project.
29

30 Walter Postle talked about how the CSD should take more of a leadership role when it comes
31 to areas of the common good, citing specific examples of septic concerns and fire hazards. It
32 was noted that piles of brush have appeared at various locations. Harvey and Maury will
33 make a list of all piles and see to their removal.
34

35 **Item 8 RECREATIONAL ITEMS**
36

37 A proposal to increase the hourly rental for non-profit organizations from \$10 to \$50 per
38 hour, with a four-hour minimum was discussed, voted on, and approved.
39

40 MOTION: To increase the hourly rental of the Community Center to \$50 per hour,
41 with a four hour minimum.
42 Moved: Fitzpatrick, seconded by Hobson
43 Ayes: Unanimous.
44
45
46
47
48

1 Funding for the upcoming Day of the Dead Party was discussed, and \$500 was approved.

2
3 MOTION: To provide up to \$500 for expenses related to the Day of Dead party, to be
4 held at the Community Center.

5 Moved: Hobson, seconded by Rudnick

6 Ayes: Unanimous.
7
8
9

10 **Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR**

11
12 No items were removed from the Consent Calendar.
13
14

15 **Item 11 NEXT MEETING DATE**

16
17 The next public meeting date is scheduled for Wednesday, January 21, 2009.
18

19 **Item 12 ADJOURNMENT**

20
21 The meeting was adjourned at 8:48 PM.