

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, June 23, 2010
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
Scott Bender, Director
Dan Fitzpatrick, Director
Danny Hobson, Director
Peter Rudnick, Director

Leighton Hills, District Manager
Sharry Mullin, District Secretary

Item 2 MOTION TO APPROVE 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 later in the meeting.

- A. **Approval of Minutes** – Regular meeting January 27, 2010, as attached.
- B. **Approval of Financial Statements** – For the period ended March 31, 2010, as attached.

Item 3 NATIONAL PARK SERVICE REPORT

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

Item 4 FIRE DEPARTMENT REPORT

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

Item 5 PASSAGE OF \$300 ANNUAL ASSESSMENT

At the recent June 8 general election, Muir Beachers overwhelmingly supported continuation of the \$300 assessment for capital improvements to the water system, passing the measure by 85%, the highest passage margin in Marin County. Rather than have this \$300 assessment collected by the tax collector, I would like to propose that we collect this charge directly via water billing - \$150 twice a year as with the tax collector. I've been in touch with County Counsel and have their blessing for the direct collection. The primary reason for this modification is the extremely cumbersome process required each year by the tax collector's office (and my desire to streamline this job wherever possible). The tax collector also charges a not insignificant fee – approximately \$2,000 and I don't see the benefit. Finally, there are a number of parcels exempt from collection of charges by the tax collector – and we would not be subject to that limitation. I propose that we bring this collection process in-house.

Item 6 NEW WATER TANK NEARING COMPLETION

The new water tank at the Overlook is nearly complete, with the tank construction crew having finished and departed, and the site grading crew now working on final plumbing connections and restoration of a berm around the site. The rear of the tank will be buried five feet into grade. Upon completion of grading work, Brad Eigsti will plant trees and install landscaping required at part of our Coastal Permit. The landscaping plan included in our Coastal Permit is attached.

Item 7 WATER RATE INCREASE (LAST ONE IN 2005)

MMWD increased rates 9.8% effective 5/1 (the fourth straight year of increases), and North Marin Water District increased rates 11% effective 6/1, increasing more than 30% since 2006. By contrast, we have not changed rates for almost five years. Our total water billings are down from a peak of approximately \$100,062 to approximately \$93,000. Our costs are up – for instance we now spend more than \$6,000/year on silica treatment of water, an expense that was not present in 2005. Electric pumping rates and salaries for our water staff have steadily increased. I propose that the board consider an average increase of 8.5% to basically restore revenues to where they had previously been. The ordinance can be prepared by County Counsel for consideration at a future meeting. Please see the following table showing the existing and proposed rates.

Water Rates					
Tiers	Gallons	Existing	Proposed +8.5%		
<i>Tier One</i>	0 to 2,250	\$ 23.00	\$ 24.96	Flat charge	
<i>Tier Two</i>	2,251 to 5,000	\$ 0.85	\$ 0.92	per 100 gallons used, plus charge from prior tier	
<i>Tier Three</i>	5,001 to 15,000	\$ 1.19	\$ 1.29	per 100 gallons used, plus charge from prior tier	
<i>Tier Four</i>	15,001+	\$ 1.49	\$ 1.62	per 100 gallons used, plus charge from prior tier	
Note: The median usage is close to 5,000 gallons per month, which would increase \$3.94 per month from \$46.38.					

Item 7 RECREATIONAL ITEMS

Comments or updates from members of the audience.

Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 9 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 which lets members of the community know a topic is up for discussion).*
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.*

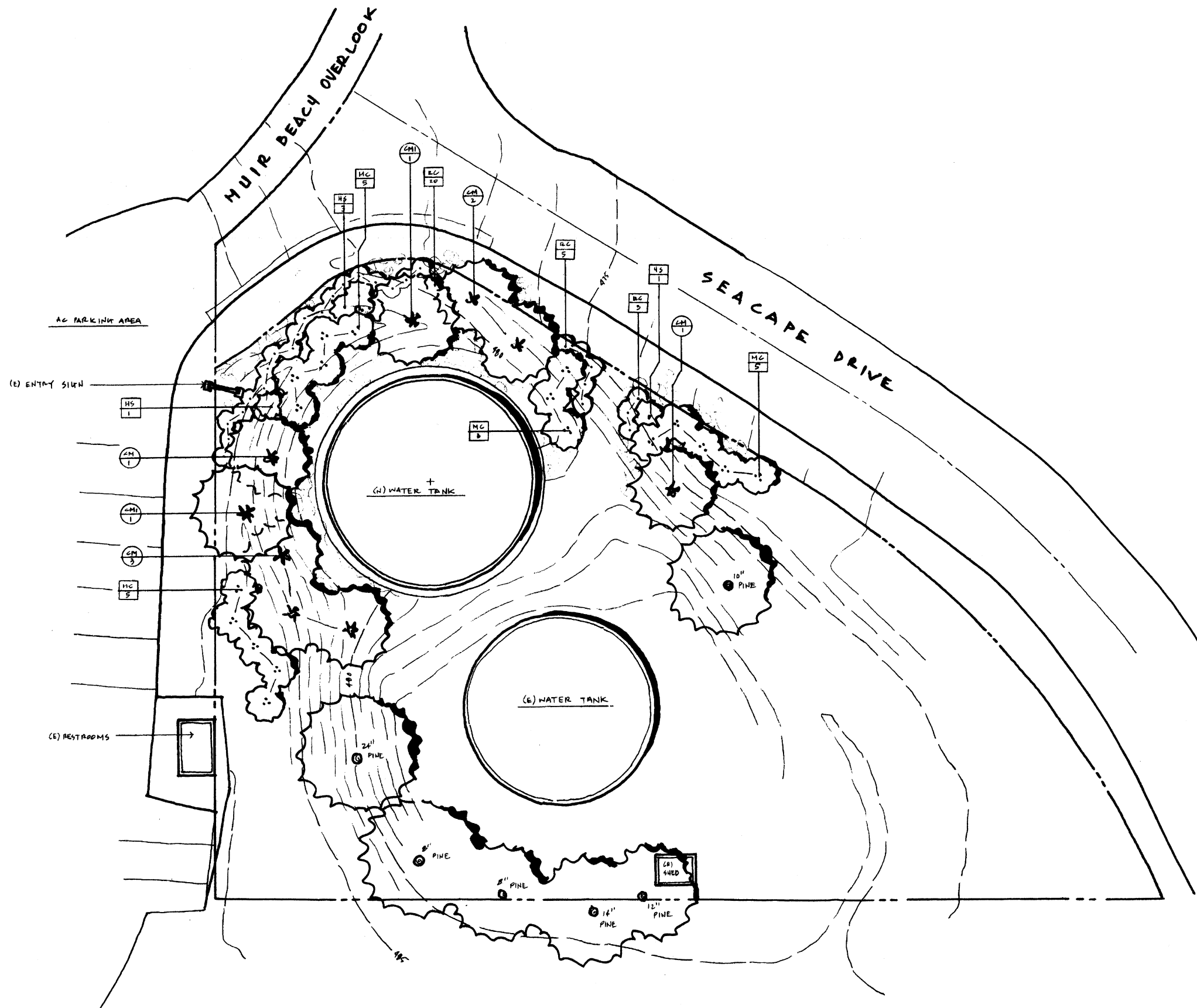
Item 10 SELECTION OF DATE FOR NEXT MEETING

Item 11 ADJOURNMENT









PLANT LEGEND (MUIR BEACH WATER TANK SCREENING)

TREES

ABBR.	BOTANIC NAME	COMMON NAME	SIZE	QUANTITY
CM	CUPRESSUS MACROCARPA	MONTEREY CYPRESS	24" B	7
CM1	CUPRESSUS MACROCARPA	MONTEREY CYPRESS	36" B	2

SHRUBS / PERENNIALS

ABBR.	BOTANIC NAME	COMMON NAME	SIZE	QUANTITY
HS	HAKA SAUVEAENS	SWEET HAKEA	15 G	5
MC	MYRICA CALIFORNICA	WAX MYRTLE	24" B	18
RC	RHAMNUS CALIFORNICA	COFFEE BERRY	1 G	28

PLANTING NOTES

GENERAL NOTES

1. PLANTING SHALL BE INSTALLED IN ACCORDANCE WITH LOCAL CODES BY EXPERIENCED LANDSCAPE WORKMEN.
2. ALL PLANTS SHALL RECEIVE "AGRIFORM" 21 GRAM (20-20-5) FERTILIZER TABLETS PER MANUFACTURER SPECIFICATIONS.

SOIL PREPARATION

1. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR FINISH GRADING AND FOR ALL PLANTING AREA DRAINAGE.
2. CONTRACTOR SHALL ENSURE PERCOLATION OF ALL PLANTING PITS PRIOR TO INSTALLATION.
3. THE LANDSCAPE CONTRACTOR SHALL INCORPORATE 6 CY OF TOPSOIL AMENDMENT PER 1,000 SF OF PLANTING AREA. IN AREAS OF SHADE AND PART SHADE, AMENDMENT TO BE "RHODODENDRON MIX" BY WHEELER ZAMARONI OR EQUAL. IN SUN AREAS, TOPSOIL AMENDMENT TO BE "RAISED BED MIX BY WHEELER ZAMARONI OR EQUAL. ROTOTILL THOROUGHLY INTO THE TOP 6" OF SOIL. WHERE ROTOTILLING IS NOT POSSIBLE, WORK AMENDMENTS INTO THE SOIL USING HAND TOOLS.

TREE PLANTING

1. ANY CHANGES BASED ON AVAILABILITY TO MAINTAIN DESIGN INTENT AS SHOWN ON THE DESIGN REVIEW DRAWINGS.
2. THE TREES SHALL BE SPOTTED AS PER PLAN AND THE LOCATIONS APPROVED PRIOR TO THE DIGGING OF THE HOLES. PLANT MATERIAL TO BE ADJUSTED BY THE LANDSCAPE ARCHITECT PRIOR TO PLANTING.
3. ALL TREES SHALL BE STAKED WITH 3 LOGS/POLE STAKES WITH TIES PER TREE.

SHRUB / PERENNIAL / VINE PLANTING

1. THE SHRUBS SHALL BE SPOTTED AS PER PLAN AND THE LOCATIONS APPROVED PRIOR TO THE DIGGING OF THE HOLES. PLANT MATERIAL TO BE ADJUSTED BY THE LANDSCAPE ARCHITECT PRIOR TO PLANTING.

DEER PROTECTION AND SPRAY

1. MYRICA SHRUBS ARE TO BE PROTECTED WITH TEMPORARY 2 X 4 WWM FENCING STAKED WITH STEEL POSTS. FENCE TO BE 6' IN HEIGHT, MINIMUM.
2. ALL SHRUBS NOT PROTECTED BY DEER FENCING ARE TO BE SPRAYED WITH LIQUID FENCE DEER REPELLENT SPRAY FOLLOWING DELIVERY AND AGAIN FOLLOWING PLANTING INSTALLATION.

IRRIGATION

1. ALL PLANTS TO BE WATERED THROUGH A TEMPORARY DRIP IRRIGATION SYSTEM.
2. CONTROLLER TO BE BATTERY POWERED AND MOUNTED TO EXISTING SHED.
3. IRRIGATION TO BE DISCUSSED IN THE FIELD AS NECESSARY.

Muir Beach Community Water Tank

87 Seacape Drive Muir Beach, CA.

AP#: 199-262-11

Date: 3/28/10

Scale: 1"=10'-0"

Landscape Planting Plan

SHEET L1

IMPRINTS

Landscape Architecture
27 Starbuck • Muir Beach, CA 94965
(415) 380-0755
imprints@earthlink.net
www.imprintsgardens.com

Muir Beach CSD

Income Statement

February 2009 through March 2010

	Feb '09 - Mar 10
Ordinary Income/Expense	
Income	
Water Operations Income	
Water Service Income	83,495
48-HR Notice Fee	425
Misc Water Income	100
Water Correspondence	0
Total Water Operations Income	84,020
Water Capital Improvement Revs	
Annual Tax for Water Cap Impr	46,415
Consumption Surcharge	20,958
Non District In Lieu Fee	1,400
Total Water Capital Improvement Revs	68,773
Tax Revenues	
Fire Tax Revenues	33,395
Property Tax Revenues	71,891
ERAF Revenues	62,049
Total Tax Revenues	167,334
Recreational Activities Income	
Rental Income	13,015
Community Functions Income	
Bistro Income	2,148
Children's Income	86
Phone Book Income	20
Tai Chi Income	1,734
Total Community Functions Income	3,989
Total Recreational Activities Income	17,004
Donations	
Restricted Donations	50,000
Total Donations	50,000
Grant Revenues	
West Marin Grant Earned Revenue	8,400
Total Grant Revenues	8,400
Interest Income	3,543
Other Income	3,433
Total Income	402,507
Expense	
Accounting & Bookkeeping	
Audit Expense	15,687
Preparation of Minutes Expense	800
Accounting & Bookkeeping - Other	21,002
Total Accounting & Bookkeeping	37,488
Administration Fees	737
Community Classes & Functions	
Bistro Expenses	2,193
Event Costs	790
Tai Chi Expense	1,297
Total Community Classes & Functions	4,280
Dues & Memberships	691
Employee Benefits	
Hills Benefits	6,224
Harvey Benefits	6,942
Total Employee Benefits	13,165

Muir Beach CSD
Income Statement
February 2009 through March 2010

	<u>Feb '09 - Mar 10</u>
FEMA Expenditures	
Project Costs	(427)
Total FEMA Expenditures	(427)
Fire Tax Expenses	4,456
Insurance	
Vehicle Insurance	2,936
P & L Insurance	5,351
Total Insurance	8,287
Interest Expense	3
Legal & Professional	
Consulting	1,000
Legal Fees	1,444
Legal & Professional - Other	174
Total Legal & Professional	2,618
Licenses, Permits & Fees	4,806
Meals & Entertainment	71
Misc Operating Expenses	
Meeting Expense	120
Bank Service Charges	1,237
Total Misc Operating Expenses	1,357
Office Expense	
Office Supply	674
Postage & Delivery	566
Office Expense - Other	41
Total Office Expense	1,281
Payroll Expenses	
Empr PR Taxes	6,107
Payroll Service	1,842
Wages	79,836
Workers Comp	7,002
Total Payroll Expenses	94,787
Reimbursable Expenses	1,368
Repair & Maintenance	26,414
Supply	3,670
Travel Expense	2,325
Utilities	
Electric	6,278
Propane	790
Refuse Service	1,066
Telephone	4,219
Total Utilities	12,353
Water Enterprise	
Water Dept. Expense	16,556
Water Testing	2,463
Water Treatment	10,069
Total Water Enterprise	29,088
Total Expense	248,818
Net Ordinary Income	153,689
Net Income	<u><u>153,689</u></u>

Muir Beach CSD
Balance Sheet
As of March 31, 2010

	Mar 31, 10
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney	
Government Dept. Cash	
General Fund Cash	373,266
Fire Dept Cash	
Fire Tax Cash	47,424
Fire Station Reserve Cash	17,096
West Marin Fund Cash	22,087
Total Fire Dept Cash	<u>86,606</u>
Total Government Dept. Cash	459,872
Water Cap Impr Fund Cash	344,702
SB Unallocated Interest	6,307
Total Smith Barney	<u>810,881</u>
73800 Fund	
Government Fund	
General Fund	968
Total Government Fund	<u>968</u>
Total 73800 Fund	968
Cash Clearing	45
Total Checking/Savings	<u>811,894</u>
Accounts Receivable	
Receivables	5,133
Undisbursed Receipts at County	1,264
Total Accounts Receivable	<u>6,397</u>
Other Current Assets	
Deposits	
Brentag Container Deposits	270
State Fund Deposit	762
Total Deposits	<u>1,032</u>
Undeposited Funds	2,806
Total Other Current Assets	<u>3,838</u>
Total Current Assets	<u>822,129</u>
Fixed Assets	
Building	
Building-Cost	370,818
Building Accum Depr	(185,142)
Shed -Cost	52,103
Total Building	<u>237,779</u>
Equipment	
Equipment-Cost	139,072
Equipment Accum Depr	(93,194)
Total Equipment	<u>45,878</u>

Muir Beach CSD
Balance Sheet
As of March 31, 2010

	Mar 31, 10
Water System	
Water System-Cost	
Upper Tank Replacement	125,425
Water Lines	95,672
Water Aeration Equipment	1,432
Water Tank Controls	14,197
Water Equipment	20,000
Water Well	21,620
Pumphouse Cost	2,712
Water System-Cost - Other	612,502
Total Water System-Cost	893,559
Water System Accum Depr	(345,401)
Total Water System	548,158
Land	74,673
Total Fixed Assets	906,488
TOTAL ASSETS	1,728,617
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,520
Total Accounts Payable	4,520
Credit Cards	
Chase VISA 5153	511
Total Credit Cards	511
Other Current Liabilities	
Rental Security Deposits	1,000
Water Security Deposits	11,200
Total Other Current Liabilities	12,200
Total Current Liabilities	17,231
Total Liabilities	17,231
Equity	
Governmental Funds	
General Fund	404,285
Total Governmental Funds	404,285
Proprietary (Water) Fund	
Water Operations Fund	524,245
Total Proprietary (Water) Fund	524,245
Retained Earnings	731,099
Net Income	51,755
Total Equity	1,711,386
TOTAL LIABILITIES & EQUITY	1,728,617

Muir Beach Community Services District Expenditures

January 2010

Name	Memo	TOTAL	Gov't	Water	W Cap Impr
Natgun Corporation	progress payment on new tank	93,711.42	0.00	0.00	93,711.42
Leighton Hills	reimb for advanced application fee for Coastal Permit	8,276.00	0.00	0.00	8,276.00
Meridian Surveying Engineering, Inc.	\$2500 for topo at firehouse site, \$3120 for upper tank survey	5,620.00	2,500.00	0.00	3,120.00
Brenntag Pacific	water treatment supplies	3,825.63	0.00	3,825.63	0.00
Robertson Engineering, Inc.	\$798 fire tax expense, \$2273 for upper tank work	3,070.08	797.50	0.00	2,272.58
Mullin, Sharon	Secretary-Treasurer wages	2,111.53	1,617.00	494.53	0.00
Harvey Pearlman	wages	1,450.00	262.50	1,187.50	0.00
Jose Alcala	wages	1,280.00	420.00	260.00	600.00
Richmond, Lonna {v}	annual wages for running Bistro	1,200.00	1,200.00	0.00	0.00
Schwartz & Associates	repair of Sunset Way culvert	1,135.00	1,135.00	0.00	0.00
CalPers	medical coverage: Hills \$535, Pearlman \$511	1,047.15	523.57	523.58	0.00
Lawrence R. Mitchell & Company, CPA's	retainer for upcoming audit work	1,000.00	1,000.00	0.00	0.00
Ostroff, Maury	District Manager's salary	923.08	553.84	184.62	184.62
State Compensation Insurance Fund	worker's compensation insurance	735.46	579.79	125.47	30.20
Martin Bros. Supply	materials for roads & easements repair	724.86	724.86	0.00	0.00
Marin County Registrar of Voters	fee for tabulating the election results	606.02	606.02	0.00	0.00
PG&E	\$73 Community Center, \$420 well site & pump house	493.40	73.19	420.21	0.00
California Special Districts Assn.	annual membership fee	490.00	490.00	0.00	0.00
Miller Pacific Engineering	geotechnical costs for upper tank	407.20	0.00	0.00	407.20
Juana Gonzalez	wages for Community Center cleaning	360.00	360.00	0.00	0.00
Payroll taxes	employer payroll taxes	327.82	327.82	0.00	0.00
Pace Supply Corp.	water department expense	306.06	0.00	306.06	0.00
AT&T	telephone service	262.43	168.43	94.00	0.00
Bankcard Services	merchant fees for credit card processing	166.11	0.00	166.11	0.00
Tam Rentals	equipment rental for roads & easements repair	159.50	159.50	0.00	0.00
Paychex, Inc.	payroll service	157.42	157.42	0.00	0.00
Redwood Empire Disposal	refuse service	157.02	157.02	0.00	0.00
Pearlman, Harvey - V	mileage allowance	150.00	0.00	150.00	0.00
Salvador Gonzalez	wages	136.00	136.00	0.00	0.00
Anthing Email	domaine name license	107.95	107.95	0.00	0.00
Daves Appliance	repair of CC stove	100.00	100.00	0.00	0.00
Ideal Stationers	for Coastal Permit for upper tank	70.51	0.00	0.00	70.51
Wang, Emiko	tai chi instruction	68.00	68.00	0.00	0.00
AT&T Mobility	Harvey's cell phone	50.91	0.00	50.91	0.00
Delano's Market	\$39 refreshments for public meeting, \$7 water dept exp	45.48	38.94	6.54	0.00
Herb's Pool Service	water department expense	39.42	0.00	39.42	0.00
Marin County Public Health Laboratory	water testing	30.00	0.00	30.00	0.00
Goodman Building Supply	Community Center supplies	26.68	26.68	0.00	0.00

Muir Beach Community Services District
Expenditures

January 2010

Maxemail	voicemail service	20.85	20.85	0.00	0.00
Armor Locksmith Services	for Community Center	15.16	15.16	0.00	0.00
Home Depot	for Community Center	8.18	8.18	0.00	0.00
Woodland Center Auto	water department expense	6.99	0.00	6.99	0.00
USPS	postage	6.38	6.38	0.00	0.00
		<u>130,885.70</u>	<u>14,341.60</u>	<u>7,871.57</u>	<u>108,672.53</u>

Muir Beach Community Services District
Expenditures
February 2010

Name	Memo	TOTAL	Gov't	Water	W Cap Impr
Robertson Engineering, Inc.	fire station project	1,158.01	1,158.01	0.00	0.00
CalPers	medical coverage: Hills \$523, Pearlman \$523	1,045.78	522.89	522.89	0.00
Mullin, Sharon	Secretary-Treasurer wages	817.30	808.50	8.80	0.00
Ostroff, Maury	District Manager's salary	802.82	433.58	184.62	184.62
Moore, Anthony R.	repair of shed roof at Community Center	798.60	798.60	0.00	0.00
Harvey Pearlman	wages	775.00	387.50	387.50	0.00
Payroll taxes	employer payroll taxes	685.01	685.01	0.00	0.00
Leighton J Hills	wages	593.41	0.00	0.00	593.41
JOU*Academic Superstore	office software	472.68	472.68	0.00	0.00
PG&E	\$65 Community Center, \$388 well site & pump house	452.88	65.18	387.70	0.00
State Compensation Insurance Fund	worker's compensation insurance	451.53	193.19	174.46	83.88
Paychex, Inc.	payroll service	333.85	333.85	0.00	0.00
Salvador Gonzalez	wages	272.00	272.00	0.00	0.00
McPhail's	propane at CC	260.62	260.62	0.00	0.00
AT&T	telephone service	254.49	160.75	93.74	0.00
Juana Gonzalez	wages for Community Center cleaning	180.00	180.00	0.00	0.00
Pearlman, Harvey - V	mileage allowance	150.00	0.00	150.00	0.00
Wang, Emiko	tai chi instruction	72.00	72.00	0.00	0.00
Home Depot	Community Center supplies	71.18	71.18	0.00	0.00
Norton Antivirus	office software	49.99	49.99	0.00	0.00
AT&T Mobility	Harvey's cell phone	32.91	0.00	32.91	0.00
Bankcard	merchant fees for credit card processing	29.95	0.00	29.95	0.00
Maxemail	voicemail service	20.85	20.85	0.00	0.00
Dynamic Network Services	creek monitor	15.00	0.00	15.00	0.00
Goodman Building Supply	Community Center expense	4.79	4.79	0.00	0.00
		<u>9,800.65</u>	<u>6,951.17</u>	<u>1,987.57</u>	<u>861.91</u>
		CF			

Muir Beach Community Services District
Expenditures

March 2010

Name	Memo	TOTAL	Gov't	Water	W Cap Impr
County of Marin	variance permit for upper tank	4,360.00	0.00	0.00	4,360.00
Robertson Engineering	engineering work on upper tank	3,679.14	0.00	0.00	3,679.14
Harvey Pearlman	wages	1,737.50	362.50	1,375.00	0.00
Mullin, Sharon	Secretary-Treasurer wages	1,489.71	806.00	683.71	0.00
Jose Alcala	wages	1,430.00	410.00	1,020.00	0.00
CalPers	medical coverage: Hills \$523, Pearlman \$523	1,045.78	522.89	522.89	0.00
Leighton J Hills	District Manager's salary	923.08	553.84	184.62	184.62
Salvador Gonzalez	wages	918.00	612.00	306.00	0.00
Miller Pacific Engineering	geotechnical costs of upper tank	795.40	0.00	0.00	795.40
Juana Gonzalez	wages for Community Center cleaning	540.00	540.00	0.00	0.00
Payroll taxes	employer payroll taxes	424.47	424.47	0.00	0.00
State Compensation Insurance Fund	worker's compensation insurance	332.52	188.19	61.16	83.17
PG&E	electricity at well site	310.26	0.00	310.26	0.00
AT&T	telephone service	256.50	162.75	93.75	0.00
Bonney, Randy	installation of backsplash at Community Center	250.00	250.00	0.00	0.00
Paychex, Inc.	payroll service	235.43	235.43	0.00	0.00
Davis Sign Company	signage for upper tank	210.24	0.00	0.00	210.24
Point Reyes Light, Inc.	publication of Ordinance	174.00	0.00	174.00	0.00
Goodman Building Supply	\$86 CC expense, \$79 water dept expense	164.49	85.92	78.57	0.00
Bankcard	merchant fees for credit card processing	161.52	0.00	161.52	0.00
Pearlman, Harvey - V	mileage allowance	150.00	0.00	150.00	0.00
Western Water Products	water department expense	135.78	0.00	135.78	0.00
Wang, Emiko	tai chi instruction	90.00	90.00	0.00	0.00
Marin County Public Health Laboratory	water testing	60.00	0.00	60.00	0.00
Herb's Pool Service	water dept expense	39.42	0.00	39.42	0.00
Chevron	propane for CC heaters	38.72	38.72	0.00	0.00
United Site Services, Inc.	portopot servicing at volleyball court	33.00	33.00	0.00	0.00
AT&T Mobility	Harvey's cell phone	32.91	0.00	32.91	0.00
Maxemail	voicemail service	20.85	20.85	0.00	0.00
Ace Hardware	water dept expense	19.60	0.00	19.60	0.00
Walgreens	water dept expense	12.59	0.00	12.59	0.00
		<u>20,070.91</u>	<u>5,336.56</u>	<u>5,421.78</u>	<u>9,312.57</u>

MUIR BEACH COMMUNITY SERVICES DISTRICT
Minutes of the Board of Directors' meeting held on
Wednesday, January 27, 2010

OFFICIAL MINUTES ONLY UPON APPROVAL

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

Item 1 CALL TO ORDER

Board President Steve Shaffer called the regular meeting of the Muir Beach Community Services District Board of Directors to order at 7:15 PM on Wednesday, January 27, 2010.

Roll Call

DIRECTORS PRESENT: Danny Hobson, Steve Shaffer, Peter Rudnick, Scott Bender
OFFICERS PRESENT: District Manager Maury Ostroff, Deputy District Manager
Leighton Hills, Secretary-Treasurer Mullin

Item 2 OATH OF OFFICE

District Manager Maury Ostroff administered the oath of office to new Board member Scott Bender and re-elected Board members Peter Rudnick and Danny Hobson. Scott then joined the Board. [Please note that subsequent to the meeting, the oath of office was administered to Dan Fitzgerald by District Manager Leighton Hills.]

Item 3 CONSENT CALENDAR

A. **Approval of Minutes** – Regular meeting October 7, 2009.

B. **Approval of Financial Statements** – For the period ended December 31, 2009.

MOTION: To approve items A and B above.

Moved: Bender, seconded by Rudnick

Vote: AYES: Unanimous

Item 4 NATIONAL PARK SERVICE REPORT

Brian Aviles offered his report, which included the following calendar items: There will be an opportunity to participate in beach cleanup on February 6th. The Dias Ridge Trail grand opening is scheduled for February 8th. On February 3rd, there will be a scoping meeting held at the Sausalito Bay Model to discuss four alternatives for equestrian use of the trail. On February 16th a park-wide projects meeting is scheduled to take place at the Mill Valley Community Center.

1 **Item 5 GENERAL ADMINISTRATION**

2
3 Leighton Hills, having previously held the position, was approved to take over the position of
4 District Manager. Maury Ostroff will fill the position of Deputy District Manager. [Please
5 note that hours subsequent to the meeting, Maury resigned his new position effective January
6 27, 2010.]

7
8 The CPA firm of Lawrence Mitchell & Company has been retained for future audit work.
9 Mr. Mitchell's firm has experience with government accounting as well as the specific
10 accounting software used by the District.

11
12 **Item 6 FIRE DEPARTMENT REPORT**

13
14 Fire Chief John Sward reported. Highway One was closed for a few hours during the recent
15 big storm. Michael Kaufman, MBVFA president, said a fuel abatement grant is likely. Trees
16 that fell during the storm helped create interest in removal of unhealthy trees. The annual
17 BBQ fundraiser planning meeting is on the horizon.

18
19 **Item 7 WATER DEPARTMENT**

20
21 Steve Shaffer reviewed the many improvements to the water system that have occurred over
22 the past couple of years. They include the change to silicate treatment, thereby avoiding the
23 need to build a costly treatment plant, replacing the last of the 1½ inch pipe in the system,
24 completion of a back-up well, installation of an intertie eliminating a dead-end in the system,
25 construction of a dedicated line to the lower water tank, and modification of the location of
26 an existing sand filter to enable filtering of all water going into the distribution system
27 instead of just that for the lower zone. The District now has a consolidated blueprint of the
28 water system showing the layout of all lines and locations of all valves.

29
30 At this point in time, sufficient funds have been accumulated to replace the upper tank, which
31 is in dangerously poor condition and needs replacing. The District will be able to do this
32 without borrowing funds. A major remaining step in the community's capital improvement
33 program will be to replace the water main that serves Sunset Way.

34
35 Leighton Hills added that this has been a long time coming. With any kind of seismic event,
36 upper Muir Beach could be without drinking and fire protection water for an extended period
37 of time. He asked for bids and has identified two qualified companies. Due to the current
38 economy, the bidding was very competitive. The two bids were broken down and compared
39 and the bidders were then allowed to rebid. The amounts of and terms of the bids were
40 discussed in detail during the meeting.

41
42 Leighton has prepared and submitted to the County an application for a Coastal Permit.
43 Absent appeal of any approval directly to the Coastal Commission, issuance of a Coastal
44 Permit by the County is the only permit required by the District. Steve and Leighton have
45 been in close touch with Steve Kinsey's office, who in turn has been in close contact with the
46 County Planning Department. They're hoping to have a permit hearing in the near future. In
47 accordance with recommendations from the District's biological consultant, coyote bush will

1 be removed from the site prior to nesting season to ensure that no bird nests could be
2 disturbed during construction.

3
4 The old tank will be kept in place as long as it will last.

5
6 MOTION: To authorized Maury and Leighton to enter into a contract with Natgun.

7 Moved: Bender, seconded by Hobson

8 Vote: AYES: Unanimous
9

10 **Item 8 PUBLIC HEARING ITEMS**

11
12 The filing deadline for the Ordinance is March 12. The public hearing has been scheduled to
13 take place on February 24, prior to the Board of Directors' meeting.

14
15 The Ordinance was introduced and read (by title only) as follows: Ordinance No. 2010-1,
16 An Ordinance of the Board of Directors of the Muir Beach Community Services District
17 approving and adopting the levy of a special tax on the real property located within the
18 District.

19
20 MOTION: To schedule a public hearing on February 24, 2010 to consider Ordinance 2010-
21 1.

22 Moved: Hobson, seconded by Bender

23 Vote: AYES: Unanimous
24

25 **Item 9 ROADS AND EASEMENTS**

26
27 Charles Higgins, the Executive Director of Slide Ranch, gave a brief presentation regarding
28 signage on nearby trails undergoing improvement by the NPS and State Parks. He would
29 like to see three modest directional signs on Pacific Way, at the bottom of the easement stairs
30 next to the Hwang residence, giving directions to the Owl Trail which to Slide Ranch. The
31 goal is to reduce confusion by new users of the trail system, recently improved and expected
32 by Charles to have more users. No action was taken on the matter.
33

34 **Item 10 RECREATIONAL ITEMS**

35
36 All Marin Community Foundation Funds for Community Center improvements have been
37 utilized. The new stone steps leading down to the deck have been completed, along with new
38 stone walls and handrails on both sides.

39
40 A new granite countertop and sink have been installed at the Community Center and the oven
41 has been repaired.

42
43 Nina Vincent organized the volunteers that cleaned out the old office and began its
44 conversion to a children's room.

45
46 David Piel voiced the need for a handrail by the shed and Kathy Sward the need for a path
47 behind same. Harvey has obtained a cost figure for a backsplash for kitchen counter.
48

1 The wood stove at the Community Center needs replacement. Harvey has received quotes
2 ranging from \$2,500-\$3,500. There is a rebate available to individuals for this type of
3 replacement.
4

5 **Item 11 ITEMS REMOVED FROM THE CONSENT CALENDAR**
6

7 No items were removed from the Consent Calendar.
8

9 **Item 12 PUBLIC OPEN TIME**
10

11 One resident inquired as to when the downed tree at the Dairy would be removed. Removal
12 is scheduled for tomorrow. The meeting was disrupted by a series of outbursts; after
13 repeated attempts by the Board President to end the outbursts, the Board President terminated
14 the meeting.
15

16 **Item 13 NEXT MEETING DATE**
17

18 The next public meeting date is scheduled for Wednesday, February 24, 2010.
19

20 **Item 14 ADJOURNMENT**
21

22 The meeting was adjourned at 8:45 PM.