



# MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive Muir Beach, CA 94965 415 383 9969 www.muirbeachcsd.com

## AGENDA

### Regular Meeting of the Board of Directors

Wednesday, July 28, 2021 7:00 PM

Meeting held by Teleconference

Agenda will be emailed and posted

Zoom invitation will be emailed

Muir Beach, CA 94965

*SPECIAL NOTICE: Due to the COVID-19 pandemic, with both current State and County orders to shelter-in-place, along with not allowing for groups to congregate publicly who do not normally shelter together, Governor Newsom signed Executive Order N-25-20 "Brown Act During a Pandemic" which allows for the temporary use of teleconferencing as a means to hold public meetings to prioritize public safety and health. The MBCSD will provide for public meeting participation via online "Zoom" access with a dial-in option. The public will be allowed to fully participate and provide public comment as well as all Board votes are required to be by roll call. Public noticing of meetings and instructions will use the same resident email address and be posted on your local bulletin boards.*

*TIMING OF AGENDA ITEMS: 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. The following items will be considered, and any item can be discussed, acted upon, or approved 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.*

<b>7:00 pm</b>	<b>Item 1: Call to Order</b>
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**Board:** Steve Shaffer (Board President), Leighton Hills (Director), Paul Jeschke (Director), David Taylor (Director)

**Staff:** Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)

<b>Item 2: Approval of Agenda</b>
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*The following item or items were not included in this agenda, along with the reason for not being included. Pursuant to the Bylaws of the Muir Beach Community Services District, the Board of Directors may now by motion require that the item or items be added back to this meeting's agenda. Should the item or items require research or preparation by staff or by member(s) of the Board of Directors in order to be properly heard, the item or items may be deferred to a subsequent meeting. The motion to approve this agenda may be without change or may be to re-include any item or items listed below.*

Item(s) not included in this agenda:

<b>Item 3: Board Vacancy Appointment and Election of Board Vice-President</b>
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Board will appoint a new Director to serve out the term of the seat vacated on 6/9/21. The new appointee will serve until December 2022. Board will elect a Board Vice-President to serve until December 2021.

<b>Item 4: Consent Calendar</b>
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*All items on the Consent Calendar are considered to be either routine or non-controversial and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of*

MBCSD Agenda 7-28-2021

*the public, individual items may be removed from the Consent Calendar in which case they will be discussed in the meeting (under Items Removed from the Consent Calendar).*

- A. Approval of Draft-Minutes from Regular Board Meeting of 6/23/21.
- B. Approval of Quarterly Financial Reports dated 6/30/21.

<b>Item 5: Items Removed from Consent Calendar</b>
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Items moved from the Consent Calendar to the Regular Agenda, if any.

<b>Item 6: District Manager Report</b>
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District Manager Mary Halley will present brief highlights from her DM report.

<b>Item 7: Prop 68 Per Capita Project Update and Parking Plan Review</b>
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The engineer's drawings and cement color-card will be presented by the District Manager for review ahead of the application submittal to the County for Design Review, Coastal Permit, CEQA Exemption, Encroachment Permit and Prop 68 Per Capita Grant funding. The funicular (tram) will only require a building permit so those plans will be shared with the community at a later date when Michael Moore returns from being out of town. *(See attached Muir Beach Parking Plan and Profile)*

<b>Item 8: FY21-22 Final Draft-Budget</b>
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The proposed FY21-22 Final Draft-Budget will be presented by the District Manager for any further discussion and final approval. *(See attached FY21-22 Final Draft-Budget)*

<b>Item 9: Public Open Time</b>
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Please note:

- 1. Topics should be within the jurisdiction of the CSD (Water, Roads, Fire Protection, & Recreation).
- 2. The topic should not be elsewhere on the agenda.
- 3. The Board and staff may only briefly respond to statements and questions (i.e. the legal requirement for items not posted on an agenda which otherwise informs community members that a topic is up for discussion and/or action.)
- 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 10 minutes, unless waived by the Board.

<b>Item 10: Recognitions &amp; Board Member Items</b>
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Board recognitions and pending events of interest to the community.

<b>Item 11: Adjournment</b>
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Next Agenda Meeting Date: Wednesday, August 18, 2021  
Next Board Meeting Date: **Wednesday, August 25, 2021**

**MUIR BEACH COMMUNITY SERVICES DISTRICT**  
Minutes of the Board of Directors' meeting held on  
**Wednesday, June 23, 2021**

**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**

Steve Shaffer called the meeting of the Muir Beach Community Services District Board of Directors to order at approximately 7:00 pm.

Directors present: Steve Shaffer (Board President), Leighton Hills (Director), Paul Jeschke (Director), David Taylor (Director)

Staff present: Mary Halley, District Manager  
Chris Gove, Fire Chief  
Ernst Karel, Meeting Secretary

Announcement from Shaffer: Director (and Vice President) Peter Lambert has resigned. In the interim, Lisa Eigsti has asked if she could be considered for a board member. We won't do anything at this meeting, but at the next meeting (July) we will discuss her taking Peter's place. At the same time the board will elect a new Vice President. Other members of the community may also put their hat in the ring.

**Item 2: Approval of Agenda**

Item(s) not included in this agenda: None  
Rearrangement: Item 10 will follow Item 6.

MOTION: To approve the agenda, with adjustment in the order  
Moved: Hills, seconded by Taylor  
Vote: AYES: Unanimous

**Item 3: Consent Calendar**

1. Approval of Draft Minutes from Regular Board Meeting of 5/25/21.

MOTION: To approve the consent calendar  
Moved: Hills, seconded by Jeschke  
Vote: AYES: Unanimous

**Item 4: Items Removed from Consent Calendar**

No items removed.

1 **Item 5: District Manager Report**

2 District Manager Mary Halley will present brief highlights from her DM report, a written  
3 document which (as always) is included with the monthly meeting packet available online at  
4 <http://www.muirbeachcsd.com/meetings>.

5  
6 Everything is opening up as of June 15, and Marin County is 90% vaccinated.

7  
8 We are far below normal water levels in Redwood Creek, and Halley would be surprised if we  
9 are not on mandatory water conservation by the next meter reading, July 16.

10  
11 Water team member Ernst Karel has received D1 certification for water distribution,  
12 complementing Stephanie Blank's T2 certification for water treatment.

13  
14 Brief update on Pro 68 Per Capita Grand. It's gone back and forth with the county, but it looks  
15 like Halley will have to put in for design review, coastal permit, and an encroachment permit. We  
16 do not need a use permit by having our civil engineer design all retaining walls down to four  
17 feet. We continue to move forward with this.

18  
19  
20 **Item 6: Fire Chief Report**

21 We continue to train regularly. We have switched over to emphasis on wild land training and  
22 welcome a new volunteer, Jackson Moore he has been with us for about a year but last week  
23 was given a pager so now he can respond to calls. He's spent the last semester at the College  
24 of Marin earning his EMR certification.

25  
26 I have spent the last couple of months working with Zonehaven. This company has contracted  
27 with MWPA to provide safe evacuation routes in real time during fire emergencies. I'll be sharing  
28 more in the coming months on their progress and our work with them.

29  
30 The MBVFD as a participating agency in MWPA applied for and was awarded a large core  
31 grant. Core grants are separate from local Measure C funds. We joined with neighboring  
32 agencies in Southern Marin and the NPS to work on this and are very pleased to announce that  
33 we have been awarded \$150,000 to try and solve one of the highest risks of fire danger in our  
34 community.

35  
36 The project area is the hillside in the southwest corner of the Banducci Ranch property. This  
37 sits below all evacuation routes out of Muir Beach and below the majority of homes in our  
38 community. This is a very steep north facing slope adjacent to an area vulnerable to ignition by  
39 vehicle accident and difficult to access. The property is part of the GGNRA.

40  
41 It will be a multiyear effort and is now in the planning stages and environmental review, we will  
42 be working closely with GGNRA, Caltrans and MWPA to get this accomplished. We hope to  
43 start late spring next year. We are fortunate this has been classified a core project as it is well  
44 above the allocation that we could expect from our tax base. We will be having a public meeting  
45 as soon as we know more.

46  
47 As a result of our biannual meeting with the West Marin Chiefs, GGNRA law enforcement and  
48 Supervisor Rodoni's office we are in discussions to change the parking fines and signage and  
49 also enforcement on Pacific way and HWY 1. It will include all the beach communitys and will  
50 have to be passed by the CSD, the county and the coastal commission. It is going to be a long  
51 haul, but they are finally listening to us.

1 As you may have noticed the large piles of branches in front of houses, we are preparing for our  
2 first chipper day this year on 6/28 -- there will be another in September. The Firewise committee  
3 continues to inform the community of our need to be responsible to the threat of wildfire. Last  
4 year we chipped over 600 yards of brush and our neighbors have risen to the challenge.

5  
6 As will discussed later tonight we have a Coastal Commission Hearing on 7/1 with Marin County  
7 Planning Department on our new firehouse. We look forward to working with the community to  
8 bring it to completion.

9  
10 Thanks for letting me be of service.  
11 Chris Gove, Chief MBVFD  
12  
13

14 **Item 10 (re-ordered): Review of Fire House Plans** [audio recording: 20:55 – 1:08:57]

15 The plans for the firehouse were previously presented to the CSD in December 2020 and it was  
16 noted at that time, that the plans were not finalized, and there was as yet no cost estimate, and  
17 that there would be more occasion for public discussion. So now that the story poles have gone  
18 up for the proposed fire house, and with the DZA Coastal Permit hearing scheduled for  
19 7/1/2021, nearby residents are requesting to have a final review of the proposed plans. Items for  
20 discussion may include ecological considerations that it be as small as possible, materials  
21 choice, and that there be energy-generating solar panels included.

22  
23 Discussion about the process for continuing with the project. There are questions about details  
24 of the design.

25  
26 With regard to the idea of whether the 7/1 county hearing should be postponed pending further  
27 community discussion, Shaffer calls for a motion.

28  
29 MOTION: To postpone the Marin County Deputy Zoning Administrator Hearing  
30 Moved: Jeschke  
31 Motion fails for lack of a second.  
32  
33

34 **Item 7: MBCC Rental Coordinator**

35 Harvey Pearlman will present his plan to enhance the Rental Coordinator job as part of the  
36 larger discussion on how, if, or when to fill the MBCC Rental Coordinator position.

37  
38 Background: At the May 2020 Board Meeting, the Board approved making the MBCC Rental  
39 Coordinator a paid position of \$200/month. A solicitation including job description was sent out  
40 several times the following month and did not receive any interested applicants. It was then put  
41 back on the agenda at the July 2020 meeting giving the Board three possible options for  
42 proceeding forward with trying to fill the previously volunteer but now paid vacant position:

- 43 a) should the CSD continue to offer the paid position at \$200 p/month for another month or  
44 two?  
45 b) should the Board review the current offered salary for the paid position and possible  
46 adjust? (Net rental income FY18/19 = \$13,400 / FY19/20 = \$11,511 /\*FY20/21 = \$4,060  
47 \*partly closed due to Covid-19)  
48 c) should the Board wait to revisit the issue until the Community Center can reopen again  
49 knowing that rentals likely cannot resume until the position is filled?

50 At an earlier meeting, Board President Shaffer suggested, that given the ongoing pandemic  
51 lockdown, the Board should just let the issue ride for a few months and the other Board

1 members agreed. So, as the State looks towards a goal of opening up by mid-June 2021, the  
2 CSD Board is being asked to consider:

- 3 1) the need for a MBCC Rental Coordinator, and if so,
- 4 2) the appropriate salary to fill the position, and
- 5 3) by when would the position need to be filled.

6  
7 Following discussion, nothing is decided yet. Harvey and Laurie Piel will discuss privately. In the  
8 meantime, Steve Shaffer asks for any inquiries to be forwarded to him. Basically, the CC is not  
9 for rent for now.

10  
11  
12 **Item 8: Flume Water Monitor Incentive Program** *[audio recording: 1:24:20]*

13 California has officially declared a drought in 41 counties with coastal Marin currently in  
14 'extreme' drought conditions according to the U.S. Drought Monitor. Many water districts are  
15 encouraging customers to install a water monitoring device called "Flume" to help  
16 manage/reduce water usage and critical leak detection. The Board is being asked to discuss  
17 what the MBCSD water system can do to encourage residents to install the device. Flume has  
18 proven to reduce a water system's overall use by as much as 18% by allowing for better  
19 awareness of water usage along with quicker leak detection. DM Halley will present a possible  
20 CSD incentive program that could include a \$25 Flume rebate (credited to the customer's billing  
21 invoice) and a more lenient leak relief policy for residents with a Flume device installed who  
22 then detect, report, and curtail their own leaks within 24 hours from the start of the leak. Director  
23 Hills will review the technical aspects of the Flume device installation and ease of use based on  
24 his own experience with testing and using the device. A Flume device cost approx. \$185-\$199.

25  
26 Hills spoke with representatives of the Flume company, and they've found that because people  
27 are more cognizant of their water use, it results in on average an 18% decrease in water usage.  
28 In using the device, Hills personally learned for example that he has a 4-gallon-per-minute  
29 shower head, whereas the legal limit in California is 1.8 gpm. So he's taking shorter showers.  
30 This kind of benefit is in addition to aiding in discovering leaks.

31  
32 The proposal is that we require the top 10 water users to have them. They wouldn't own them,  
33 but would just use them, unless they voluntarily reimburse the CSD for the cost. If we can get an  
34 18% reduction in the top 10 users, that makes a significant savings. It will also be offered to the  
35 whole community at the price of \$185, with the offer of technical support from the CSD water  
36 team with installation and setup. When purchased as a water district, then the water team will  
37 also be able to monitor usage centrally. Another major benefit is the ability to see leaks before  
38 leaked water actually starts emerging from the earth and is visually detected. Hills will craft a  
39 letter to send out to the community describing the Flume pilot project.

40  
41  
42 MOTION: To have a pilot program where the CSD buys 10, plus enough for  
43 however many community members also want to sign up and pay for  
44 them, and that we require that the top 10 users to have these installed on  
45 their meters.

46 Moved: Hills, seconded by Taylor

47 Vote: AYES: Unanimous  
48  
49  
50  
51

1 **Item 9: FY21/22 Draft-Budget**

2 The first reading of the proposed FY21-22 Draft-Budget will be presented by the District  
3 Manager for further discussion and preliminary approval (*See FY21-22 Draft-Budget attached*).  
4 Approval of the Final FY21-22 Budget to be held on July 28, 2021.

5  
6 MOTION: To approve the preliminary budget  
7 Moved: Hills, seconded by Taylor  
8 Vote: AYES: Unanimous  
9

10  
11 **Item 11: Public Open Time**

12 Harvey Pearlman would like to thank the board members and Mary Halley for all the effort they  
13 put into making this a great place.  
14

15  
16 **Item 12: Recognitions & Board Member Items**

17 Shaffer thanks Peter Lambert for his years of service on the board, and he was a big help to all  
18 of us.  
19

20 Chris Gove reiterates that Peter did a great job for lots of years and reminds everyone about the  
21 party on Little Beach this Saturday.  
22

23 Paul Jeschke is pleased that Lisa Eigsti has volunteered to be appointed to the board, and  
24 thinks she would be a fine addition, and at the same time would like to encourage anyone else  
25 in the community to volunteer.  
26

27  
28 **Item 13: Post-Pandemic CSD Meetings**

29 California as of 6/15/21 has dropped its 'color-coded' Covid-19 guidance policy for businesses  
30 and residents to allow for public meetings to once again be held in-person. The CSD will need  
31 to plan for how it will proceed with public Board meetings moving forward. Board President  
32 Shaffer announced that the next CSD meeting will be held in-person at the MB Community  
33 Center.  
34

35  
36 **Item 15: Adjournment**

37 Next Agenda Meeting Date: Wednesday July 21, 2021

38 Next Board Meeting Date: Thursday, July 28, 2021  
39

40 There being no further business to come before the board, the meeting is adjourned.  
41

42 Meeting adjourned at 20:57.

# Muir Beach Community Services District

## Balance Sheet

As of June 30, 2021

Accrual Basis

	Jun 30, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	271,967
TriC Lower Tank Reserve	73,336
Prop 68 20% Matching Reserve	24,648
TriC General Fund	23,672
TriC Pipes & Equip Reserve	7,861
TriC Water	(40,254)
Total TriC Checking	361,229
TriC MMF - General Fund	
TriC MMF - General Fund - Other	137,682
Reserve for County Loan Pmt	63,920
Total TriC MMF - General Fund	201,601
Total Checking/Savings	562,831
Other Current Assets	
Due from Water Ops to Gen'l Fd	41,402
Undeposited Funds	20,528
Total Other Current Assets	61,930
Accounts Receivable	
Receivables	1,622
Total Accounts Receivable	1,622
Total Current Assets	626,383
Fixed Assets	
Other Fixed Assets	
Road Improvements	1,135,952
Land	755,573
Buildings	604,364
Playground Upgrades	174,189
Equipment	153,535
Land - Fire Station	147,918
Equipment - Fire Trucks	103,871
Buildings - Fire Station	57,623
Furniture & Fixtures - CC	10,467
Electric Gate	6,967
Shed Roof	3,688
Accumulated Depreciation	(874,832)
Total Other Fixed Assets	2,279,314
Water System Assets	
100-Year Equipment Post 2008	652,370
Historic Water System Equipment	546,323
40-Year Equipment Post 2008	354,261
Mains and Valves (historic)	60,939
Other Water System Assets	54,217
10-Year Equipment Post 2008	51,235
15-Year Equipment Post 2008	44,944
Wells (historic)	21,620
20-Year Equipment Post 2008	7,312
Equipt and Controls (historic)	6,973
5-Year Equipment Post 2008	4,084

## Muir Beach Community Services District

## Balance Sheet

As of June 30, 2021

Accrual Basis

	Jun 30, 21
Accumulated Depreciation	(688,429)
Total Water System Assets	1,115,850
Total Fixed Assets	3,395,164
TOTAL ASSETS	4,021,547
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Loan from Marin Co Treasurer	203,420
Due to Gen'l Fd from Water Ops	41,402
Loans Payable	16,750
Total Other Current Liabilities	261,572
Accounts Payable	
Accounts Payable	1,839
Total Accounts Payable	1,839
Credit Cards	
Credit Card	798
Total Credit Cards	798
Total Current Liabilities	264,209
Total Liabilities	264,209
Equity	
Retained Earnings	3,421,338
Net Income	335,999
Total Equity	3,757,337
TOTAL LIABILITIES & EQUITY	4,021,547

1:15 PM

07/13/21

Accrual Basis

**Muir Beach Community Services District**  
**Profit & Loss - Excluding Water (Operations, WCI)**  
 June 2021

	Jun 21
<b>Income</b>	
Combined Tax Revenues	
Measure W Revenues	15,233
Property Tax Revenues	
Property Tax Revenues	5,228
Total Property Tax Revenues	5,228
\$200 Parcel Tax for Fire	1,592
Total Combined Tax Revenues	22,053
West Marin Fund Grants	8,400
Donations & Grants	1,000
Interest Income	3
<b>Total Income</b>	31,456
<b>Expense</b>	
Payroll Expenses	
Wages	7,068
Employer Payroll Taxes	931
Payroll Service	274
Total Payroll Expenses	8,273
Bookkeeping	927
Grounds Maintenance/Gardening	900
Health Insurance	816
Meeting Expense	765
Trails Maintenance	298
Fire Dept Expenses	
Equipment & Tools	103
Phone, Radio Link for Bolinas	86
Medical Supplies	40
Total Fire Dept Expenses	229
Utilities	
Electric	64
Refuse Service	34
Telephone	22
Total Utilities	120
Other Operating Expenses	18
Office and Postage	10
Website Hosting & Maintenance	5
<b>Total Expense</b>	12,361
<b>Net Income</b>	19,095

1:15 PM

07/13/21

Accrual Basis

**Muir Beach Community Services District  
Profit & Loss - Water (Operations,WCI)**

June 2021

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	Jun 21
Income	0
Expense	
Payroll Expenses	
Wages	5,097
Total Payroll Expenses	5,097
Water Enterprise	
Water Expense & Repairs	1,070
Water Testing	88
Total Water Enterprise	1,158
Utilities	
Electric	999
Telephone	5
Total Utilities	1,005
Bookkeeping	85
Bank Fees & Credit Card Fees	26
Total Expense	7,371
Net Income	(7,371)

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**Muir Beach Community Services District**  
**Expenditures excl Payroll & Cap Assets**  
**June 2021**

Date	Name	Memo	Amount
<b>Bank Fees &amp; Credit Card Fees</b>			
06/30/2021		Batch Fee ID=-6032418465	20
06/08/2021		Batch Fee ID=3103011115	6
Total Bank Fees & Credit Card Fees			26
<b>Bookkeeping</b>			
06/30/2021	Mullin, Sharon	Bookkeeping/water billing	927
06/30/2021	Mullin, Sharon	Bookkeeping/water billing	85
Total Bookkeeping			1,012
<b>Fire Dept Expenses</b>			
<b>Equipment &amp; Tools</b>			
06/19/2021	Home Depot	Chain saw chains	82
06/17/2021	Amazon Marketplace	Pager batteries	21
Total Equipment & Tools			103
<b>Phone, Radio Link for Bolinas</b>			
06/26/2021	AT&T	Phone @ fire barn; 415 380-9627	86
Total Phone, Radio Link for Bolinas			86
Total Fire Dept Expenses			189
<b>Health Insurance</b>			
06/14/2021	CALPERS	Halley	816
Total Health Insurance			816
<b>Office and Postage</b>			
06/14/2021	Adobe Systems	Software subscription	10
Total Office and Postage			10
<b>Other Operating Expenses</b>			
06/30/2021	Mullin, Sharon	Parking & tolls	18
Total Other Operating Expenses			18
<b>Utilities</b>			
<b>Electric</b>			
06/16/2021	SMITH, Brent (1104)	Credit for electricity usage	8
06/25/2021	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	42
06/25/2021	PG&E Firehouse 6226-2	Electric - Firehouse	22
06/25/2021	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	278
06/25/2021	PG&E Pumping from Wells 745-7	Pumping	713
Total Electric			1,063
<b>Refuse Service</b>			
06/15/2021	United Site Services, Inc.	Portable restroom - Volleyball court	34
Total Refuse Service			34
<b>Telephone</b>			
06/01/2021	Ooma	Telephone	5
06/04/2021	Ooma	Telephone	6
06/17/2021	Ooma	Telephone	5
06/29/2021	Ooma	Telephone	5
06/29/2021	Ooma	Telephone	5
Total Telephone			27
Total Utilities			1,125
<b>Water Enterprise</b>			
<b>Water Expense &amp; Repairs</b>			
06/21/2021	Water Components & Building Sup...	2002 well outlet repair	11
06/08/2021	Alcala, Jose - v	Ahab pipeline repair	140
06/22/2021	Amazon.com	Drill bit set	11

1:16 PM

07/13/21

Accrual Basis

**Muir Beach Community Services District**  
**Expenditures excl Payroll & Cap Assets**  
**June 2021**

Date	Name	Memo	Amount
06/30/2021	Hanna Instruments	Free chlorine reagent set	240
06/04/2021	Matthew Trout	Labor container roof repair	400
06/22/2021	Ebay US	Small water system parts	21
06/30/2021	Ebay US	Small water system parts	28
06/21/2021	Blank, Thiemo (v)	VOID: PVC pipe fittings	0
06/30/2021	Blank, Thiemo (v)	VOID: tap wrench extension	0
06/29/2021	Blank, Stephanie	Water team mileage	219
Total Water Expense & Repairs			1,070
<b>Water Testing</b>			
06/01/2021	Public Health Laboratory	Water testing; acct. 733	88
Total Water Testing			88
Total Water Enterprise			1,158
<b>TOTAL</b>			<b>4,353</b>

**Muir Beach Community Services District**  
**Expenditures for Fixed Assets**  
**As of June 30, 2021**

Date	Num	Name	Memo	Amount
<b>Water System Assets</b>				
Historic Water System Equipment				
Total Historic Water System Equipment				
<b>Mains and Valves (historic)</b>				
Total Mains and Valves (historic)				
<b>Equipt and Controls (historic)</b>				
Total Equipt and Controls (historic)				
<b>Wells (historic)</b>				
Total Wells (historic)				
<b>100-Year Equipment Post 2008</b>				
Total 100-Year Equipment Post 2008				
<b>40-Year Equipment Post 2008</b>				
08/13/2020		Rodas Trucking, Inc.	Install water line valve on Pacific Way	3,627.12
Total 40-Year Equipment Post 2008				3,627.12
<b>20-Year Equipment Post 2008</b>				
Total 20-Year Equipment Post 2008				
<b>15-Year Equipment Post 2008</b>				
03/19/2021	146724	Jerry & Don's Yager Pump & W...	Replacement of master meter	8,083.21
Total 15-Year Equipment Post 2008				8,083.21
<b>10-Year Equipment Post 2008</b>				
08/07/2020	0142...	Jerry & Don's Yager Pump & W...	2002 well pump replacement	487.50
10/26/2020	0143...	Jerry & Don's Yager Pump & W...	2002 well pump replacement	1,630.66
Total 10-Year Equipment Post 2008				2,118.16
<b>5-Year Equipment Post 2008</b>				
Total 5-Year Equipment Post 2008				
<b>Other Water System Assets</b>				
Total Other Water System Assets				
Total Water System Assets				13,828.49
<b>Other Fixed Assets</b>				
<b>Playground Upgrades</b>				
Total Playground Upgrades				
<b>Land</b>				
Total Land				
<b>Land - Fire Station</b>				
12/31/2020		Eckman Environmental Design...	Reclass septic engineering from Land to Building	-742.50
Total Land - Fire Station				-742.50
<b>Buildings</b>				
07/22/2020		Sward, Jes (v)	\$376.85 supplies - receipts provided	1,276.85
08/11/2020		Sward, Jes (v)	\$328.41 supplies - receipts provided	1,628.41
08/19/2020		Sward, Jes (v)	\$69.93 supplies - receipts provided	1,069.93
03/12/2021		Coastside Glass	Replace deck glass - 50% deposit	1,550.00
03/29/2021	0013	Rodas Construction	CC office & side deck replacement, mat'ls & labor	21,836.29
03/30/2021	110099	Coastside Glass	Replace deck glass - balance due	1,550.00
06/08/2021		Rodas Construction	Replace deck glass over CC main deck	3,963.32
Total Buildings				32,874.80
<b>Buildings - Fire Station</b>				
11/02/2020		Blue Print Mart	Blueprints for fire house	40.66
11/19/2020		Imprints Landscape Architecture	construction drawings	2,702.50
12/10/2020	2	Van Amburgh, Laura (v)	Fire Station design services	1,300.00
12/31/2020		Eckman Environmental Design...	Reclass septic engineering from Land to Building	742.50
01/29/2021		Marin County Planning Dept	Firehouse coastal building permit	9,894.40

## Muir Beach Community Services District

## Expenditures for Fixed Assets

As of June 30, 2021

Date	Num	Name	Memo	Amount
02/09/2021	20-502	Imprints Landscape Architecture	Firehouse planning	575.00
03/31/2021		Questa Engineering Corp.	Retainer for Firehouse septic holding tank design	500.00
05/06/2021		Van Amburgh, Laura (v)	Fire Station design/planning	1,057.70
05/28/2021		Golden State Lumber	Lumber for story poles	608.24
05/30/2021	3073	LTD Engineering, Inc	Firehouse engineering/building planning	2,180.00
06/01/2021		Golden State Lumber	Return of lumber for story poles	-301.66
Total Buildings - Fire Station				19,299.34
<b>Equipment</b>				
Total Equipment				
<b>Equipment - Fire Trucks</b>				
Total Equipment - Fire Trucks				
<b>Electric Gate</b>				
Total Electric Gate				
<b>Furniture &amp; Fixtures - CC</b>				
Total Furniture & Fixtures - CC				
<b>Road Improvements</b>				
08/01/2020	31265	Herzog Geotechnical	Soils engineer	1,757.50
09/25/2020		JML Engineering and Construct...	Inv. 33, asphalt paving	6,625.00
09/30/2020		Goodman Building Supply	Drainage box cover - SWP	19.14
12/28/2020		JML Engineering and Construct...	Invoice dated 2/20/20; not received at CSD office u...	3,658.00
12/28/2020		JML Engineering and Construct...	Invoice dated 2/20/20; not received at CSD office u...	6,625.00
12/28/2020		JML Engineering and Construct...	Invoice dated 2/20/20; not received at CSD office u...	2,950.00
12/28/2020		JML Engineering and Construct...	Inv. 29, turnaround revision	11,670.39
Total Road Improvements				33,305.03
<b>Shed Roof</b>				
Total Shed Roof				
Total Other Fixed Assets				84,736.67
<b>TOTAL</b>				<b>98,565.16</b>

1:16 PM

07/13/21

Accrual Basis

# Muir Beach Community Services District Sunset Way Improvement Project

As of May 31, 2021

Type	Date	Num	Name	Class	Debit	Credit
<b>Water System Assets</b>						
40-Year Equipment Post 2008						
Total 40-Year Equipment Post 2008						
<b>Other Water System Assets</b>						
Total Other Water System Assets						
Total Water System Assets						
<b>Other Fixed Assets</b>						
<b>Road Improvements</b>						
Bill	08/01/2020	31265	Herzog Geotechnical	Sunset Way Upgrades	1,757.50	
Bill	09/25/2020		JML Engineering and Con...	Sunset Way Upgrades	6,625.00	
Credit Card Cha...	09/30/2020		Goodman Building Supply	Sunset Way Upgrades	19.14	
Bill	12/28/2020		JML Engineering and Con...	Sunset Way Upgrades	3,658.00	
Bill	12/28/2020		JML Engineering and Con...	Sunset Way Upgrades	6,625.00	
Bill	12/28/2020		JML Engineering and Con...	Sunset Way Upgrades	2,950.00	
Bill	12/28/2020		JML Engineering and Con...	Sunset Way Upgrades	11,670.39	
Total Road Improvements					33,305.03	0.00
Total Other Fixed Assets					33,305.03	0.00
<b>TOTAL</b>					<b>33,305.03</b>	<b>0.00</b>

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07/13/21

Accrual Basis

## Muir Beach Community Services District

## Measure A Expenditures

As of June 30, 2021

Type	Date	Num	Name	Class	Debit	Credit
<b>Other Fixed Assets</b>						
Playground Upgrades						
Total Playground Upgrades						
<b>Land</b>						
Total Land						
<b>Buildings</b>						
Bill	07/22/2020		Sward, Jes (v)	Govt Svcs:Rec:Measur...	1,276.85	
Bill	08/11/2020		Sward, Jes (v)	Govt Svcs:Rec:Measur...	1,628.41	
Bill	08/19/2020		Sward, Jes (v)	Govt Svcs:Rec:Measur...	1,069.93	
Bill	03/12/2021		Coastside Glass	Govt Svcs:Rec:Measur...	1,550.00	
Bill	03/29/2021	0013	Rodas Construction	Govt Svcs:Rec:Measur...	21,836.29	
Bill	03/30/2021	110099	Coastside Glass	Govt Svcs:Rec:Measur...	1,550.00	
Bill	06/08/2021		Rodas Construction	Govt Svcs:Rec:Measur...	3,963.32	
Total Buildings					32,874.80	0.00
Road Improvements						
Total Other Fixed Assets					32,874.80	0.00
<b>TOTAL</b>					<b>32,874.80</b>	<b>0.00</b>

# COMPENSATION REPORT

Name	7/1/2019 to		7/1/2020 to		Notes
	6/30/2020		6/30/2021		
Halley	Mary	74,988	73,076		Hire date 7/10/17. Salary increase to \$72,000 effective 6/1/19.
Blank	Thiemo	11,971	14,087		\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Blank	Stephanie	10,692	10,466		\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gonzales	Salvador	9,660	6,120		Hourly rate increased 11/13/2012 to \$20/hr from \$17/hr.
Gonzales	Juana	6,156	6,156		Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.
Karel	Ernst	6,383	4,754		\$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gove	Christopher	-	2,500		Hire date 6/1/21. Salary \$30,000
Pearlman	Harvey	2,400	2,400		Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400.
Mirra	Helen	401	0		\$354 if meter reading done, \$39.75/hour for additional hours.
		\$ 122,651	\$ 119,559		

**Muir Beach Community Services District: Budget vs. Actual - year-to-date**

**General - Revenue and Expenses Apportioned To All Departments**

6/30/2021

Gen Revenue	Category	FY20/21 Budget	FY20/21 Actual	% of Budget
	Property Taxes (Unassigned)	125,000	125,276	100%
	Excess ERAF (Unassigned)	90,000	92,228	102%
	Interest Income (Unassigned)	80	40	50%
	Other Income (Unassigned)	-	2,601	
	<b>Gen Revenue Total:</b>	<b>215,080</b>	<b>220,145</b>	<b>102%</b>

Gen Expense	Category	FY20/21 Budget	FY20/21 Actual	% of Budget
	Audit (incl fees+bookkeeping) *	10,000	9,198	92%
	Bank & Credit Card Fees (District)	-	-	
	Bookkeeping	15,000	13,532	90%
	Dues & Memberships	2,000	1,586	79%
	Insurance (DM Health) *	9,300	9,561	103%
	Insurance (Umbrella)	4,550	5,225	115%
	Insurance (Board Workers Comp)	90		0%
	Insurance (DM Workers Comp) *	1,400	1,079	77%
	Interest Expense	10,500	10,500	100%
	Legal Fees (\$7,200 = LEMC)	9,200	7,646	83%
	Meetings (inc Minutes) *	3,800	6,195	163%
	Office & Postage *	2,000	1,414	71%
	Other Operating	500	282	56%
	Payroll (DM) - Total *	72,000	72,500	101%
	Payroll Employer Taxes (DM) *	5,510	5,546	101%
	Payroll Service *	2,100	1,837	87%
	Permits & Fees	3,000	2,331	78%
	Repair & Maint (non-water)	1,000	-	0%
	Tree Management Program	6,000	-	0%
	Supplies	100	26	26%
	Utilities (Telephone-RingCentral)	250	399	160%
	Website & Document Managment *	900	1,330	148%
	<b>General Expense Total:</b>	<b>159,200</b>	<b>150,187</b>	<b>94%</b>
	<b>General Expenses (Net of Dept Allocations Total:</b>	<b>105,896</b>	<b>96,223</b>	<b>91%</b>
	<b>General Balance (Prior to Dept Allocations) :</b>	<b>55,880</b>	<b>69,958</b>	<b>125%</b>
	<b>Gen Balance (After Dept Allocations):</b>	<b>109,184</b>	<b>123,922</b>	<b>113%</b>
	<b>Loan Payment(Marin County 12/5/19-3yr):</b>	<b>(108,000)</b>	<b>(107,080)</b>	<b>99%</b>
	<b>Gen Balance (After Loan Payment):</b>	<b>1,184</b>	<b>16,842</b>	

**General Notes:** 1.)Apportionment: General Expenses are assigned to departments by the following percentages:  
 General = 60%, Water = 40% \*(DM Salary, DM Payroll taxes + service, DM Healthcare, DM WC,  
 Audits, Website, Postage and Office, Board Meeting Expenditures incl Minutes) Capital  
 Improvement Projects: Fire = 10%, Rec = 10%, Roads = 10% (DM Salary, DM Payroll taxes + service,  
 DM Healthcare, DM WC)

## Muir Beach Community Services District: Budget vs. Actual - year-to-date

Fire Department				
6/30/2021				
Fire Revenue	Category	FY20/21 Budget	FY20/21 Actual	% of Budget
	Special Parcel Tax for Fire	37,570	38,075	101%
	Grants/Donations for Fire (Misc)	20,000	1,000	5%
	Grants for Fire (Measure C)	11,000	11,524	105%
	Grants for Fire (Measure W)	26,000	28,578	110%
	Grants for Fire (FVA Firehouse)	-	25,000	
	Grants for Fire (West Marin)	8,400	8,400	100%
	<b>Fire Revenue incl Cap Imp Rev:</b>	<b>102,970</b>	<b>112,577</b>	<b>109%</b>
	Deduct Cap Imp Revenue:	-	(25,000)	
	<b>Fire Operations Revenue:</b>	<b>102,970</b>	<b>87,577</b>	<b>85%</b>
Fire Expense	Category	FY20/21 Budget	FY20/21 Actual	% of Budget
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Dedicated Expenses:</b>			
	Credit Card Receipts Outstanding			
	Emergency Preparedness	2,000	-	0%
	Dues: Membership	300	316	105%
	Fire Equip & Tools	7,000	8,939	128%
	Fire Training/Certification	4,000	1,667	42%
	Fire Truck Maint & Repair	6,000	169	3%
	Grant Spending	14,420	-	0%
	Insurance: VFIS	-	-	
	Insurance: Workers Comp	2,600	2,395	92%
	Legal	500	-	0%
	Other Operating (Fire)	1,800	1,073	60%
	Payroll		2,500	
	Payroll employer taxes		192	
	Supplies: Medical	1,200	592	49%
	Supplies: Sta wear/Turnouts	1,000	1,746	175%
	Utilities: Electric	300	262	87%
	Utilities: Phone, Radio	1,800	1,138	63%
	<b>Dedicated Expense Sub-Total:</b>	<b>42,920</b>	<b>20,989</b>	<b>49%</b>
	<b>Fire Operations Expense Total:</b>	<b>42,920</b>	<b>20,989</b>	<b>49%</b>
	<b>Fire Operations Balance:</b>	<b>60,050</b>	<b>66,588</b>	<b>111%</b>
	<b>Fire Station Donations/Grants</b>	<b>40,000</b>		
	<b>Fire Station Expenditures</b>	<b>(27,654)</b>		
	<b>Funds Remaining</b>	<b>12,346</b>		

## Muir Beach Community Services District: Budget vs. Actual - year-to-date

Recreation Department				
6/30/2021				
Rec Revenue	Category	FY20/21 Budget	FY20/21 Actual	% of Budget
	Community Center Classes	1,080	-	0%
	Community Center Functions (+XF)	1,400	-	0%
	Grants/Donations for Rec	-	28,318	
	Measure A Tax	17,495	37,517	214%
	Rentals	6,000	-	0%
	<b>Rec Operations Revenue Total:</b>	<b>25,975</b>	<b>65,835</b>	<b>253%</b>
	<b>Rec Ops non-Measure A Total:</b>	<b>8,480</b>	<b>28,318</b>	<b>334%</b>
Rec Expense	Category	FY20/21 Budget	FY20/21 Actual	% of Budget
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Dedicated Expenses:</b>			
	Community Center Classes	900	-	0%
	Community Center Functions	8,200	465	6%
	Grant Spending (Rec)	-	1,020	
	Legal Fees (Rec)	-	-	
	Measure A Projects	17,495	35,801	205%
	Other Operating (Rec)	200	-	0%
	Pay (Maintenance Sub-Contractors)		3,600	
	Payroll (Rec)	15,000	12,476	83%
	Payroll (Rental Coordinator)	-	-	
	Payroll Employer Taxes (Rec)	1,200	954	80%
	Payroll (WC-Rec)	1,050	746	71%
	Rental Expenses (CC)	400	-	0%
	Repairs & Maintenance (Rec)	1,000	1,434	143%
	Trails Maintenance	3,000	1,750	58%
	Supplies (CC)	1,000	97	10%
	Utilities: Elec (CC)	800	672	84%
	Utilities: Phone (CC-Ooma)	60	82	137%
	Utilities: Propane (CC)	300	110	37%
	Utilities: Refuse (Rec)	1,000	1,156	116%
	<b>Dedicated Expense Sub-Total:</b>	<b>51,605</b>	<b>60,363</b>	<b>117%</b>
	<b>Non-Measure A Expense Total:</b>	<b>34,110</b>	<b>24,562</b>	<b>72%</b>
	<b>Rec Ops Balance(including Restricted Revenue):</b>	<b>(25,630)</b>	<b>5,472</b>	<b>-21%</b>
	<b>Rec Ops Balance(non-Measure A)):</b>	<b>(25,630)</b>	<b>3,756</b>	<b>-15%</b>
	<b>Budget for Capital Spending:</b>			
	Measure A: CC Deck Roof Panels			(8,000)
	Measure A: CC Deck Railing (up)			(14,700)
	Measure A: CC Deck Curtains			(5,000)
	Measure A: Trail Improvement			
	<b>Total Spending:</b>			<b>(27,700)</b>

Muir Beach Community Services District: Budget vs. Actual - year-to-date

**Roads Department**

6/30/2021

Roads Revenue	Category	FY20/21 Budget	FY20/21 Actual	% of Budget
	Fees for Roads	-	-	
	Donations for Roads	-	-	
	Grants for Roads	-	-	
	<b>Roads Operations Revenue Total:</b>	-	-	

Roads Expense	Category	FY20/21 Budget	FY20/21 Actual	% of Budget
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Gen Exp (10% Share): p/project</b>			

**Dedicated Expenses:**

	Legal Fees (Roads)	-	-	
	Other Operating (Roads)	-	-	
	Pay (Maintenance Sub-Contractor)			
	Payroll (Roads)	4,000	2,556	64%
	Payroll Employer Taxes (Roads)	310	196	63%
	Payroll (WC-Roads)	155	118	76%
	Repairs & Maintenance (Roads)	15,000	5,336	36%
	Supplies (Roads)	100	95	95%
	<b>Dedicated Expense Sub-Total:</b>	<b>19,565</b>	<b>8,301</b>	<b>42%</b>
	<b>Roads Operations Expense Total:</b>	<b>19,565</b>	<b>8,301</b>	<b>42%</b>
	<b>Roads Operations Balance:</b>	<b>(19,565)</b>	<b>(8,301)</b>	<b>42%</b>

**Capital Spending:**

	<b>Sunset Way Project Contract</b>	<b>(52,882)</b>	<b>33,305</b>	
	<b>Capital Expenditures</b>			
	<b>Total Capital Project Balance:</b>	<b>(52,882)</b>	<b>33,305</b>	-

## Muir Beach Community Services District: Budget vs. Actual - year-to-date

**Water Department**

6/30/2021

Water Revenue	Category	FY20/21 Budget	FY20/21 Actual	% of Budget
	Water Service Revenue	174,000	187,315	108%
	Water Conservation Discount	(52,500)	(56,589)	108%
	Meter Reading Fee	7,660	7,442	97%
	Water Service Revenue (Misc)	500	2,030	406%
	Water Service fee Net Revenue	129,660	132,756	102%
	Meter Charge (CIP Reserves)	68,660	69,272	101%
	Connection Fees	6,500	-	0%
	Donations & Grants	-	6,000	
	<b>Water Revenue incl Meter Charge:</b>	<b>204,820</b>	<b>208,028</b>	<b>102%</b>
	Move Meter Charge to Reserves:	(68,660)	(69,272)	101%
	<b>Water Operations Revenue:</b>	<b>136,160</b>	<b>138,756</b>	<b>102%</b>
	<b>Water CIP (PE Reserves):</b>	<b>28,660</b>	<b>29,272</b>	<b>102%</b>
	<b>Water CIP (LT Reserves):</b>	<b>40,000</b>	<b>40,000</b>	<b>100%</b>

Water Expense	Category	FY20/21 Budget	FY20/21 Actual	% of Budget
	<b>General Expenses (40% Share):*</b>	<b>42,804</b>	<b>43,464</b>	<b>102%</b>
	Audit	4,000	3,679	92%
	Health Insurance (DM)	3,720	3,824	103%
	Insurance (Workers Comp)	560	432	77%
	Meetings (incl Minutes)	1,520	2,478	163%
	Office & Postage	800	566	71%
	Payroll (DM) - Total	28,800	29,000	101%
	Payroll Employer Taxes (DM)	2,204	2,219	101%
	Payroll Service	840	735	87%
	Website & Doc Management	360	532	148%
	<b>Gen Exp (Water Ops 40% Share):</b>	<b>42,804</b>	<b>43,464</b>	<b>102%</b>
	<b>Dedicated Expenses:</b>			
	Bank & Credit Card Fees(Customer)	5,150	4,836	94%
	Bookkeeping (Water)	5,000	4,930	99%
	Debt (Due to GF - 20yrs/no int)	2,600	-	0%
	Dues & Memberships (Water)	450	443	98%
	Grant Spending	-	-	
	Insurance (Water)	2,300	2,444	106%
	Legal Fees (Water)	1,000	-	0%
	Other Operating (Water)	500	16	3%
	Pay (Maintenance Sub-contractor)			
	Payroll (Compromise - WM)	5,000	5,000	100%
	Payroll (Water Team)	29,400	29,307	100%
	Payroll (Other water salaries)	1,100	220	20%
	Payroll Employer Taxes (Water)	2,340	2,259	97%

## Muir Beach Community Services District: Budget vs. Actual - year-to-date

Water Department			
		6/30/2021	
Payroll Employer (WC)	1,310	1,165	89%
Permits & Fees (Water)	1,370	1,366	100%
Rep & Maint incl Grant Spending	21,000	14,034	67%
Supplies (Water)	-	-	
Testing (Water)	2,800	2,305	82%
Treatment (Water)	4,500	3,434	76%
Utilities: Electric (Water)	13,300	11,730	88%
Utilities: Telephone (Water-Ooma)	370	360	97%
<b>Dedicated Expense Sub-Total:</b>	<b>99,490</b>	<b>83,849</b>	<b>84%</b>
<b>Water Operations Expense Total:</b>	<b>142,294</b>	<b>127,313</b>	<b>89%</b>
<b>Water Conservation Reserve (Beginning Balance):</b>	<b>52,500</b>	<b>52,500</b>	
<b>Water Conservation Reserve (Discounts):</b>	<b>(52,500)</b>	<b>(56,589)</b>	<b>108%</b>
<b>Water Conservation Reserve (Ending balance):</b>	<b>-</b>	<b>(4,089)</b>	
<b>Water Operations Balance :</b>	<b>(6,134)</b>	<b>11,443</b>	<b>-187%</b>
<b>Water Capital Improvements (Beginning PE Balance):</b>	<b>3,354</b>	<b>3,354</b>	
<b>Water Capital Improvement (Balance to PE Reserves):</b>	<b>28,660</b>	<b>29,272</b>	<b>102%</b>
<b>Water Capital Improvement (Capital spending):</b>	<b>(11,000)</b>	<b>(24,762)</b>	<b>225%</b>
<b>Water Capital Improvement (Change to PE Reserve):</b>	<b>21,014</b>	<b>7,864</b>	<b>37%</b>
<b>Water Capital Improvements (Beginning LT Balance):</b>	<b>33,333</b>	<b>33,333</b>	
<b>Water Capital Improvement (Balance to LT Reserves):</b>	<b>40,000</b>	<b>40,000</b>	<b>100%</b>
<b>Water Capital Improvement (Change to LT Reserve):</b>	<b>73,333</b>	<b>73,333</b>	<b>100%</b>
<b>Water Capital Improvement (Net PE and LT Reserves):</b>	<b>94,347</b>	<b>81,197</b>	<b>86%</b>

**Notes:** Meter Reading Charge (\$2400) + Water Bookkeeping (\$5260) = \$7660



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## Statement Ending 06/30/2021

MUIR BEACH COMMUNITY SVCS




Page 1 of 6

Account Number: 342025376

### RETURN SERVICE REQUESTED

MUIR BEACH COMMUNITY SVCS DIST  
19 SEACAPE DR  
MUIR BEACH CA 94965-9701

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Member FDIC

### Overall Balance Summary

Account Type	Account Number	Ending Balance
Public Checking Images	342025376	\$373,759.47

### Public Checking Images-342025376

#### Account Summary

Date	Description	Amount
06/01/2021	Beginning Balance	\$370,352.58
	13 Credit(s) This Period	\$40,746.75
	30 Debit(s) This Period	\$37,339.86
06/30/2021	Ending Balance	\$373,759.47

#### Deposits

Date	Description	Amount
06/03/2021	DEPOSIT	\$1,635.14
06/10/2021	DEPOSIT	\$5,508.93
06/17/2021	DEPOSIT	\$960.50

#### Electronic Credits

Date	Description	Amount
06/01/2021	INTUIT PYMT SOLN DEPOSIT MUIR BEACH COMMUNITY S	\$1,650.28
06/09/2021	COUNTY OF MARIN COM PAY	\$8,400.00



**Public Checking Images-342025376 (continued)**

Electronic Credits (continued)		Amount
Date	Description	
06/09/2021	MUIR BEACH CSD INTUIT PYMT SOLN DEPOSIT	\$179.26
06/14/2021	MUIR BEACH COMMUNITY S COUNTY OF MARIN COM PAY	\$142.35
06/15/2021	MUIR BEACH CSD DOI TREAS 310 MISC PAY	\$164.74
06/15/2021	MUIR BEACH COMMUNITY S DOI TREAS 310 MISC PAY	\$115.62
06/15/2021	MUIR BEACH COMMUNITY S DOI TREAS 310 MISC PAY	\$79.73
06/16/2021	MUIR BEACH COMMUNITY S COUNTY OF MARIN COM PAY	\$6,601.95
06/25/2021	MUIR BEACH CSD COUNTY OF MARIN COM PAY	\$75.71
06/30/2021	MUIR BEACH CSD COUNTY OF MARIN COM PAY	\$15,232.54

Electronic Debits		Amount
Date	Description	
06/01/2021	INTUIT PYMT SOLN TRAN FEE MUIR BEACH COMMUNITY S	\$52.23
06/02/2021	INTUIT PYMT SOLN ACCT FEE MUIR BEACH COMMUNITY S	\$20.00
06/03/2021	PAYCHEX INC. PAYROLL MUIR BEACH COMMUNITY S	\$8,506.87
06/04/2021	PAYCHEX EIB INVOICE MUIR BEACH COMMUNITY S	\$131.82
06/04/2021	PAYCHEX TPS TAXES MUIR BEACH COMMUNITY S	\$2,807.76
06/09/2021	INTUIT PYMT SOLN TRAN FEE MUIR BEACH COMMUNITY S	\$5.84
06/15/2021	PGANDE WEB ONLINE MUIR BEACH CSD	\$18.44
06/15/2021	PGANDE WEB ONLINE MUIR BEACH CSD	\$44.80
06/15/2021	PGANDE WEB ONLINE MUIR BEACH CSD	\$236.52
06/15/2021	PGANDE WEB ONLINE MUIR BEACH CSD	\$657.68
06/21/2021	ATT Payment MUIR BEACH	\$86.45
06/24/2021	CHASE CREDIT CRD AUTOPAYBUS HILLS LEIGHTON J	\$719.65

Checks Cleared								
Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
2100	06/07/2021	\$900.00	2118	06/11/2021	\$35.97	2125	06/08/2021	\$1,968.00
2113*	06/02/2021	\$180.27	2119	06/07/2021	\$975.00	2126	06/21/2021	\$88.00
2114	06/04/2021	\$2,486.91	2120	06/07/2021	\$34.47	2127	06/14/2021	\$5,642.97
2115	06/18/2021	\$2,218.04	2122*	06/14/2021	\$140.00	2128	06/18/2021	\$815.59
2116	06/01/2021	\$707.67	2123	06/14/2021	\$815.59	2129	06/18/2021	\$500.00
2117	06/09/2021	\$2,180.00	2124	06/11/2021	\$400.00	2130	06/22/2021	\$3,963.32

\* Indicates skipped check number

12:49 PM

07/06/21

**Muir Beach Community Services District**  
**Reconciliation Summary**  
TriC Checking, Period Ending 06/30/2021

---

	<u>Jun 30, 21</u>
Beginning Balance	371,042.68
Cleared Transactions	
Checks and Payments - 46 items	-80,018.03
Deposits and Credits - 25 items	82,734.82
Total Cleared Transactions	<u>2,716.79</u>
Cleared Balance	<u>373,759.47</u>
Uncleared Transactions	
Checks and Payments - 15 items	-17,350.04
Deposits and Credits - 2 items	4,819.83
Total Uncleared Transactions	<u>-12,530.21</u>
Register Balance as of 06/30/2021	<u>361,229.26</u>
New Transactions	
Checks and Payments - 11 items	-7,581.16
Total New Transactions	<u>-7,581.16</u>
Ending Balance	<u>353,648.10</u>

**Muir Beach Community Services District**  
**Reconciliation Detail**  
**TriC Checking, Period Ending 06/30/2021**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						371,042.68
<b>Cleared Transactions</b>						
<b>Checks and Payments - 46 items</b>						
Bill	08/13/2020		Rodas Trucking, Inc.	X	-3,627.12	-3,627.12
Bill	05/18/2021		SDRMA	X	-2,394.96	-6,022.08
Check	05/24/2021	CCADJ		X	-690.10	-6,712.18
Bill	05/26/2021		AT&T	X	-86.45	-6,798.63
Bill	05/30/2021	3073	LTD Engineering, Inc	X	-2,180.00	-8,978.63
General Journal	05/31/2021			X	-10,245.00	-19,223.63
Check	05/31/2021	DD 10...	Mary C Halley	X	-4,426.54	-23,650.17
Check	05/31/2021	PR	Payroll taxes	X	-2,807.76	-26,457.93
Bill Pmt -Check	05/31/2021	2114	Brenntag Pacific	X	-2,486.91	-28,944.84
Bill Pmt -Check	05/31/2021	2115	Eigsti, Brad	X	-2,218.04	-31,162.88
Check	05/31/2021	DD 10...	Thiemo Blank	X	-1,200.08	-32,362.96
Check	05/31/2021	DD 10...	Stephanie Blank {e}	X	-1,200.05	-33,563.01
Check	05/31/2021	DD 10...	Ernst Karel {e}	X	-980.19	-34,543.20
Bill Pmt -Check	05/31/2021	2119	Passow, Thomas	X	-975.00	-35,518.20
Bill Pmt -Check	05/31/2021	2100	Eleazar Ortega	X	-900.00	-36,418.20
Bill Pmt -Check	05/31/2021	2116	Gove, Chris	X	-707.67	-37,125.87
Check	05/31/2021	DD 10...	Juana Gonzalez	X	-515.31	-37,641.18
Check	05/31/2021	DD 10...	Harvey Pearlman	X	-184.70	-37,825.88
Bill Pmt -Check	05/31/2021	2113	Allen, Robert	X	-180.27	-38,006.15
Check	05/31/2021	CCADJ		X	-52.23	-38,058.38
Bill Pmt -Check	05/31/2021	2118	Matthew Trout	X	-35.97	-38,094.35
Bill Pmt -Check	05/31/2021	2120	United Site Services...	X	-34.47	-38,128.82
Check	05/31/2021	CCADJ		X	-20.00	-38,148.82
Credit Card Credit	06/01/2021		Golden State Lumber	X	-301.66	-38,450.48
Bill Pmt -Check	06/05/2021	EFT	Paychex, Inc.	X	-131.82	-38,582.30
Sales Receipt	06/08/2021		Marin County Treas...	X	-8,400.00	-46,982.30
Bill Pmt -Check	06/08/2021	2127	SDRMA	X	-5,642.97	-52,625.27
Bill Pmt -Check	06/08/2021	2125	Mullin, Sharon	X	-1,968.00	-54,593.27
Bill Pmt -Check	06/08/2021	2123	CALPERS	X	-815.59	-55,408.86
Bill Pmt -Check	06/08/2021	2124	Matthew Trout	X	-400.00	-55,808.86
Bill Pmt -Check	06/08/2021	2122	Alcala, Jose - v	X	-140.00	-55,948.86
Bill Pmt -Check	06/08/2021	2126	Public Health Labor...	X	-88.00	-56,036.86
Check	06/08/2021	CCADJ		X	-5.84	-56,042.70
Bill Pmt -Check	06/14/2021	EFT	PG&E Pumping fro...	X	-657.68	-56,700.38
Bill Pmt -Check	06/14/2021	EFT	PG&E Pumping at L...	X	-236.52	-56,936.90
Bill Pmt -Check	06/14/2021	EFT	PG&E at Comm Ctr ...	X	-44.80	-56,981.70
Bill Pmt -Check	06/14/2021	EFT	PG&E Firehouse 62...	X	-18.44	-57,000.14
Bill Pmt -Check	06/15/2021	2130	Rodas Construction	X	-3,963.32	-60,963.46
Sales Receipt	06/15/2021		Marin County Treas...	X	-1,591.71	-62,555.17
Bill Pmt -Check	06/15/2021	2128	CALPERS	X	-815.59	-63,370.76
Bill Pmt -Check	06/15/2021	2129	Karel, Ernst	X	-500.00	-63,870.76
Bill Pmt -Check	06/18/2021	EFT	AT&T	X	-86.45	-63,957.21
Check	06/24/2021	EFT	Chase Card Services	X	-719.65	-64,676.86
Bill	06/25/2021		PG&E Firehouse 62...	X	-22.18	-64,699.04
Bill	06/26/2021		AT&T	X	-86.45	-64,785.49
Sales Receipt	06/29/2021		Marin County Treas...	X	-15,232.54	-80,018.03
<b>Total Checks and Payments</b>					<b>-80,018.03</b>	<b>-80,018.03</b>
<b>Deposits and Credits - 25 items</b>						
Bill	08/13/2020		Rodas Trucking, Inc.	X	3,627.12	3,627.12
Bill	05/18/2021		SDRMA	X	2,394.96	6,022.08
Bill	05/26/2021		AT&T	X	86.45	6,108.53
Deposit	05/31/2021			X	1,635.14	7,743.67
Deposit	05/31/2021			X	1,650.28	9,393.95
General Journal	05/31/2021			X	10,245.00	19,638.95
Credit Card Credit	06/01/2021		Golden State Lumber	X	301.66	19,940.61
Deposit	06/08/2021			X	5,508.93	25,449.54
Deposit	06/08/2021			X	8,400.00	33,849.54
Sales Receipt	06/08/2021		Marin County Treas...	X	8,400.00	42,249.54
Deposit	06/09/2021			X	179.26	42,428.80
Deposit	06/11/2021			X	142.35	42,571.15
Deposit	06/15/2021			X	79.73	42,650.88
Deposit	06/15/2021			X	115.62	42,766.50
Deposit	06/15/2021			X	164.74	42,931.24

## Muir Beach Community Services District

## Reconciliation Detail

TriC Checking, Period Ending 06/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	06/15/2021			X	960.50	43,891.74
Sales Receipt	06/15/2021		Marin County Treas...	X	1,591.71	45,483.45
Deposit	06/15/2021			X	6,601.95	52,085.40
Deposit	06/24/2021			X	75.71	52,161.11
Bill	06/25/2021		PG&E Firehouse 62...	X	22.18	52,183.29
Bill	06/26/2021		AT&T	X	86.45	52,269.74
Sales Receipt	06/29/2021		Marin County Treas...	X	15,232.54	67,502.28
Deposit	06/29/2021			X	15,232.54	82,734.82
Check	07/06/2021	2138	Blank, Thiemo (v)	X	0.00	82,734.82
Check	07/06/2021	2137	Blank, Stephanie	X	0.00	82,734.82
Total Deposits and Credits					82,734.82	82,734.82
Total Cleared Transactions					2,716.79	2,716.79
Cleared Balance					2,716.79	373,759.47
Uncleared Transactions						
Checks and Payments - 15 items						
Bill Pmt -Check	06/29/2021	2132	LTD Engineering, Inc		-1,020.00	-1,020.00
Bill Pmt -Check	06/29/2021	2131	Eleazar Ortega		-900.00	-1,920.00
Bill Pmt -Check	06/29/2021	2121	Karel, Ernst		-250.00	-2,170.00
Bill Pmt -Check	06/29/2021	2133	United Site Services...		-34.47	-2,204.47
Bill Pmt -Check	06/29/2021	2134	Water Components ...		-11.44	-2,215.91
Check	06/30/2021	DD 10...	Mary C Halley		-4,727.14	-6,943.05
Check	06/30/2021	PR	Payroll taxes		-3,497.89	-10,440.94
Check	06/30/2021	DD 10...	Christopher Gove		-2,018.71	-12,459.65
Check	06/30/2021	DD 10...	Christopher Gove		-2,018.71	-14,478.36
Check	06/30/2021	DD 10...	Thiemo Blank		-1,412.82	-15,891.18
Check	06/30/2021	DD 10...	Ernst Karel {e}		-605.13	-16,496.31
Check	06/30/2021	DD 10...	Juana Gonzalez		-432.20	-16,928.51
Check	06/30/2021	DD 10...	Stephanie Blank {e}		-216.83	-17,145.34
Check	06/30/2021	DD 10...	Harvey Pearlman		-184.70	-17,330.04
Check	06/30/2021	CCADJ			-20.00	-17,350.04
Total Checks and Payments					-17,350.04	-17,350.04
Deposits and Credits - 2 items						
Deposit	06/29/2021				2,801.12	2,801.12
Check	06/30/2021	DD 10...	Christopher Gove		2,018.71	4,819.83
Total Deposits and Credits					4,819.83	4,819.83
Total Uncleared Transactions					-12,530.21	-12,530.21
Register Balance as of 06/30/2021					-9,813.42	361,229.26
New Transactions						
Checks and Payments - 11 items						
Bill Pmt -Check	07/02/2021	EFT	Paychex, Inc.		-142.65	-142.65
Bill Pmt -Check	07/06/2021	2142	Pearlman, Harvey - V		-5,000.00	-5,142.65
Bill Pmt -Check	07/06/2021	2141	Mullin, Sharon		-1,029.50	-6,172.15
Bill Pmt -Check	07/06/2021	2135	Blank, Stephanie		-218.96	-6,391.11
Bill Pmt -Check	07/06/2021	2140	Blank, Thiemo (v)		-27.58	-6,418.69
Bill Pmt -Check	07/06/2021	2136	Blank, Thiemo (v)		-20.83	-6,439.52
Bill Pmt -Check	07/12/2021	EFT	PG&E Pumping fro...		-713.38	-7,152.90
Bill Pmt -Check	07/12/2021	EFT	PG&E Pumping at L...		-277.84	-7,430.74
Bill Pmt -Check	07/12/2021	EFT	PG&E at Comm Ctr ...		-41.79	-7,472.53
Bill Pmt -Check	07/12/2021	EFT	PG&E Firehouse 62...		-22.18	-7,494.71
Bill Pmt -Check	07/19/2021	EFT	AT&T		-86.45	-7,581.16
Total Checks and Payments					-7,581.16	-7,581.16
Total New Transactions					-7,581.16	-7,581.16
Ending Balance					-17,394.58	353,648.10



Service With Solutions®  
P.O. Box 909, Chico CA 95927

## Statement Ending 06/30/2021

MUIR BEACH COMMUNITY SVCS




Page 1 of 2

Account Number: 342024049

### RETURN SERVICE REQUESTED

MUIR BEACH COMMUNITY SVCS DIST  
19 SEACAPE DR  
MUIR BEACH CA 94965-9701

### Service With Solutions

-  Speak with a Banker: 1-800-922-8742
-  Automated Phone Banking: 1-844-822-2447
-  Online Banking: TriCountiesBank.com

## Business Credit Cards

Manage your business expenses with ease.

### To Apply

Contact your Business Banker or visit your local branch.

For more details, visit [TriCountiesBank.com/creditcards/business](http://TriCountiesBank.com/creditcards/business).



Member FDIC

### Overall Balance Summary

Account Type	Account Number	Ending Balance
Business MMI Images	342024049	\$201,601.32

### Business MMI Images-342024049

#### Account Summary

Date	Description	Amount
06/01/2021	Beginning Balance	\$201,598.01
	1 Credit(s) This Period	\$3.31
	0 Debit(s) This Period	\$0.00
06/30/2021	Ending Balance	\$201,601.32

#### Interest Summary

Description	Amount
Interest Earned From 06/01/2021 Through 06/30/2021	
Annual Percentage Yield Earned	0.02%
Days in Statement Cycle	30
Interest and/or Reward Paid	\$3.31
Interest Paid this Statement Cycle	\$3.31
Interest Paid Year-to-Date	\$19.97

#### Other Credits

Date	Description	Amount
06/30/2021	INT PMT SYS-GEN	\$3.31



## **7/28/21 District Manager Report – Mary Halley**

### **Water, Fire, Recreation, Roads, Finance, and Communications**

#### **General:**

Covid-19 – coronavirus cases are on the uptick again. Marin County HHS is once again recommending mask wearing for indoor gatherings. CSD July Board meeting will be held by 'zoom' out of an abundance of caution.

Alliance of Coastal Marin Villages (ACMV) – attended quarterly meeting with Supervisor Rodoni on 7/12 – topics discussed were drought, fire, LCP and a 'Dark Sky' certification presentation. Muir Beach would likely not qualify for a 'Dark Sky' certification due to its proximity to San Francisco city lights.

Board Member news – notice of a CSD Board vacancy was posted in three publicly accessed locations on 7/12/21 – which was 15 days prior to the Board appointment at the 7/28 Board meeting as required by CA Govt Code 1780. The Board appointment will fill the vacancy for the balance of the current remaining term until December 2022. The Board will also need to elect a new Board Vice-President for the current year which runs until December 2021.

#### **Water:**

Redwood Creek Stream Monitoring – stream flows have flatlined and isolated pooling has occurred. MB water customers were given notice of Mandatory Water Conservation on 7/13/2021. The 20 highest water users' meters were read on 7/16 and follow up readings will be taken monthly to make sure they are complying.

Lower Tank Property – the Green Gulch Farm Stand has returned this summer on Tuesdays at the LT property.

Well monitoring – given the current drought conditions, the water team has started taking baseline 'static' readings of the water levels in the 2002 well. We ordered, and will be installing, a 'WellIntel ST System' automatic well monitoring device that will allow us to monitor not only the static levels but also the pumping levels and even coordinate data with other wells within 5 miles of our wells in our watershed.

#### **Fire:**

Firehouse – Marin County DZA approved the new MB Firehouse Coastal Permit at the 7/1/2021 hearing.

Fire Tax – Fire tax paperwork (T1-5) filed for FY21-22. The tax will be \$249 p/eligible parcel (158) this year.

#### **Recreation:**

MB Community Center – the MBCC has now opened for existing classes with new County recommendations for facial coverings for indoor activities. The playground remains open with no further Covid-19 restrictions as an outdoor activity. Bistro may now be once per month on a Monday morning, but has not resumed as of yet. Juana (CC cleaner) will be out due to surgery for 6 weeks, so Pilar will cover cleaning at the CC for those 6 weeks. Much echium and coyote brush was removed from the MBCC property for the 6/28 'chipper day'. I have also scheduled the MBCC property for the September 27 chipper day as well for further clearing. Still researching fireproof screening material for underneath the CC deck as part of our firesafe hardening work on CC property. It is looking like the screening will need to be a combination of redwood lathing covered with some kind of a metal mesh screening material.

Prop 68 Per Capita Recreation grant – I will be presenting the parking project design and color-card to the community and Board for review prior to sending to Marin County Planner Sabrina Cardoza a combined application for Design Review, Coastal Permit, and CEQA exemption – which will all be about a 5–6-month process to complete – but hoping we can finish before December for the grant application. Marin County DPW would still oversee our project, as the majority of the work is within the Marin County roadway easement, which will also require an Encroachment permit.

Trails – am having Cuco replace all of the metal tread support brackets on the lower Ahab to Sunset stairs, as one stair has already broken, and all of the brackets are similarly rusted out and likely to break.

Measure A Funding – we received our first Measure A FY21-22 check for \$19,650.36. This year have split planned spending between the MBCC and Park trail work in this year's Measure A Work Plan.

## **Roads:**

Sunset Way Project – (same as last month) still waiting to finish any last payments and tracking costs as required. Have not yet received release request for retainer.

## **Communications:**

Website – finished updating the financial page with new graphs from the FY20-21 that just closed. Will also need to update new Board member and staff bios and photos. Have added a new item "Board and Staff Historic Roster" created by Maury Ostroff, now on the 'Contacts and Links' page. Then, as always, continuing to update pages and post routine documents on the website.

Muir Beach Directory – is current thru 6/21/21 and continue to post every new updated version on the district website 'Contact and Links' page.

## **Finance:**

Audits – have submitted all documents required for the Worker's Compensation audit – should be getting a small refund back. Sharry will start sending over previous FY20-21 financials to the District auditor starting in August.

Budgets – the FY21-22 Draft-Budget was preliminarily approved at the June 23 Board meeting and have submitted the minimally revised FY21/22 Draft-Budget for the final approval at the July 2021 Board meeting.

Water Billing – we have now added water usage data from the 7 previous bi-monthly billing statements to the current billing statement so that the customers can better track their usage for both the previous year (6 bi-monthly billing periods) plus the same billing period from the prior year to be able to compare with the current billing period.

Capital Planning – currently the only capital projects in planning are those using grant funding: Measure A, Recreation Per Capita OGALS, and the Firehouse. No other major infrastructure projects are being planned until the Sunset Way project loan is fully paid off over next two years.

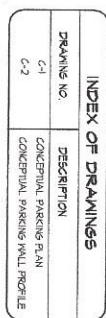
Insurance – VFIS fire insurance premium was paid in July for the upcoming fiscal year.

District Office Business – drop-in visitors now allowed again at the MB office since June 15 but facial coverings required due to the more recent Marin County HHS recommendation that masks be worn indoors. The district will likely resume in-person Board meetings in August now if the community is ready and Covid-19 guidance doesn't change. We may also look into how people can still participate in meetings by the Zoom platform if there is any interest from members who can't normally attend in person. As always, I am continuing to process all District mail and work with Sharry to make sure payroll timesheets, routine/event reimbursements, Credit Card expenditures, incoming payments and outgoing checks are all processed and expedited between agencies, employees, and vendors promptly.

Respectfully submitted,

*Mary Halley*

MBCSD District Manager



ESTIMATED EARTHWORK QUANTITIES	
EXCAVATION	56 CY
FILL	49 CY
EXCESS	10 CY
MAX. EXCAVATION DEPTH	1 FT
MAX. FILL DEPTH	3 FT
DISTURBED AREA	0.09 AC

EARTHWORK NOTES:

1. QUANTITIES ARE IN-PHASE ESTIMATES AND DO NOT INCLUDE AN ALLOWANCE FOR SHrink OR swell. ESTIMATES ARE FOR PERMITTING PURPOSES ONLY. A CONTRACTOR IS RESPONSIBLE FOR INDEPENDENTLY DETERMINING QUANTITIES FOR CONSTRUCTION PURPOSES.
2. LEGALLY DISPOSE OF EXCESS MATERIAL OFF-SITE.
3. SITE GRADING IS NOT PERMITTED BETWEEN OCTOBER 15 AND APRIL 15 UNLESS PERMITTED IN WRITING BY THE BUILDING OFFICIAL, DIRECTOR OF PUBLIC WORKS.

CONCEPTUAL  
PARALLEL  
PARKING  
PLAN

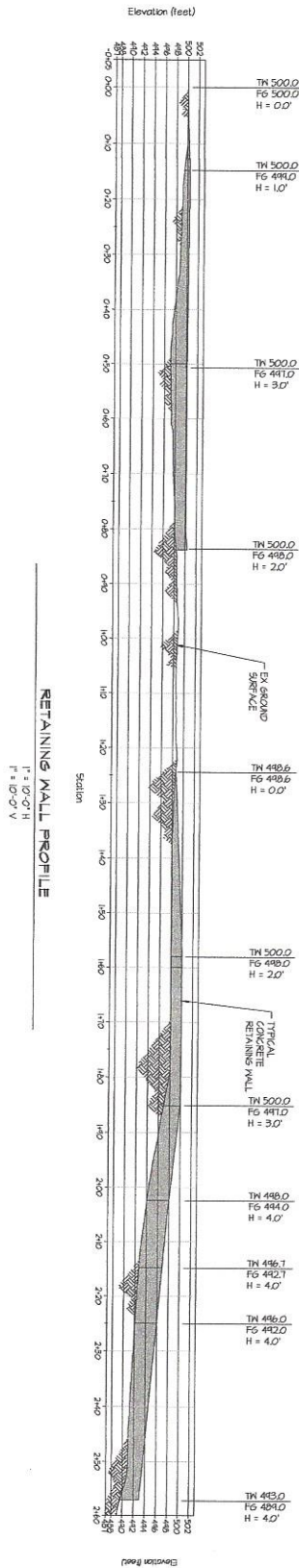
**MUIR BEACH COMMUNITY  
SERVICE DISTRICT  
PARKING PLAN**

**APN 199-221-09  
19 SEACAPE DRIVE  
MUIR BEACH, CALIFORNIA**

These documents and the test and designs incorporated herein are an instrument of professional service and the property of LTD Engineering, Inc. None of these documents for any other project, in whole or in part, is not allowed without written authorization from LTD Engineering, Inc.

ISSUED FOR  
REVIEW  
NO FEES  
CONSTRUCTION

**LTD Engineering, Inc.**  
1050 Northgate Drive, Suite  
San Rafael, CA 94903  
Tel: 415.446.4002 Fax: 415.317.1717  
general@ltdengineering.com



RETAINING WALL PROFILE

1" = 10'-0" H  
1" = 10'-0" V

**REVISIONS**

NO.	DATE	DESCRIPTION
1	7/1/21	ISSUED FOR REVIEW
2		
3		
4		
5		

DESIGNED BY: E. HERRERA  
CHECKED BY: E. HERRERA  
APPROVED BY: E. HERRERA  
SCALE: 1" = 10'-0"  
DATE: 7/1/21  
PROJECT NO: 604002

**MUIR BEACH COMMUNITY  
SERVICE DISTRICT  
PARKING PLAN**

APN 199-221-05  
19 SEACAP DRIVE  
MUIR BEACH, CALIFORNIA

**NOT FOR CONSTRUCTION**

ISSUED FOR REVIEW  
NOT FOR CONSTRUCTION

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REVISION: 0  
SHEET NO: 2 OF 2  
DRAWING: C-2

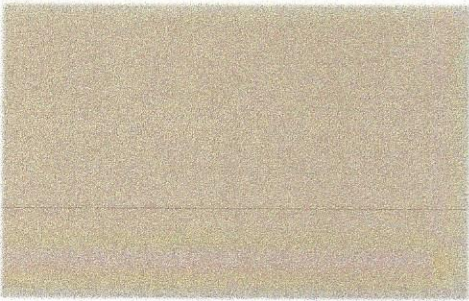
**MUIR BEACH COMMUNITY  
SERVICE DISTRICT  
PARKING PLAN**

**LTD Engineering, Inc.**  
1899 Vermont Drive, Suite 100  
San Rafael, CA 94903  
Tel: (415) 456-1177  
www.ltd-engineering.com

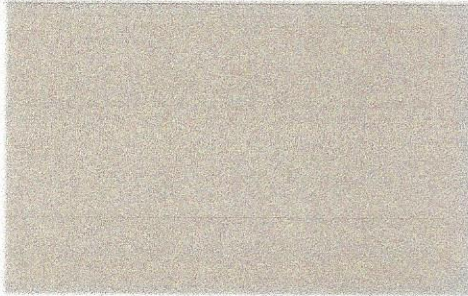




L0345 - Driftwood



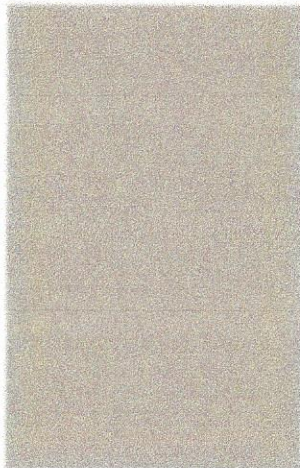
L0861 - Savannah



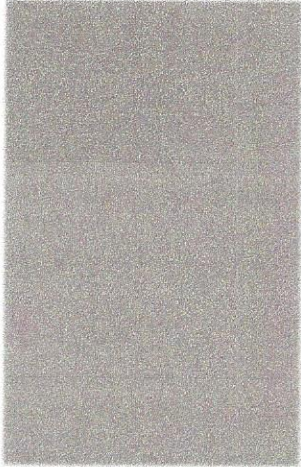
L0448 - Putty



L3429 - Citrine



L0262 - Salt Marsh Gray



L0652 - Weathered Teak



L1828 - Smokey Quartz



## **MUIR BEACH COMMUNITY SERVICES DISTRICT**

19 Seacape Drive Muir Beach, CA 94965 415 383 9969 [www.muirbeachcsd.com](http://www.muirbeachcsd.com)

# Draft-Budget

## Fiscal Year 2021/2022

### Draft-Version for July 28, 2021 Board Meeting

The proposed FY 21/22 Draft-Budget is being presented to the MBCSD Board for final approval with the expectation for only minor input and comment. It is a balanced budget that meets all State mandatory minimum requirements including State Proposition 218, along with all CA Constitutional requirements for Water Operations, and is based on sound accounting principles and practices. It has been developed as a framework to achieve the MBCSD goals and objectives, both present and future, within the constraints of revenue sources and strategic planning.

This July 28, 2021 version of the FY21/22 Draft- Budget is projected to have year-end unrestricted funds of \$43,583 after making the last construction contract retainer payment from the Sunset Way capital spending project and the related annual Marin County Treasurer debt payment of \$107,080.

The Water Department budget has a mandatory revenue increase of 3.8% based on the San Francisco-Oakland-San Jose April 2021 CPI rate for last twelve months as required by the 2019-1 MBCSD Water Rate Ordinance. As a result, total projected water service fee revenue will increase by \$4,600 from the previous year with a year-end projected restricted Water Capital Reserve increasing by \$71,270 without any additional capital spending.

The Fire Department Measure W revenues should increase by 50% over pandemic levels and will now be dedicated to cover a Fire Chief salary. The Fire Department will also benefit from \$11,000 Measure C funds for vegetation management with an estimated increase in restricted Fire Reserve from \$271,967 to \$278,774.

Recreational capital spending will stay within a strict Measure A planning budget along with Prop 68 Per Capita Project donations. All other deficit spending for recreational activities and events as of this draft-budget are not being covered by MBCC rental income due to the current lack of a rental coordinator which is a new paid staff position that has been approved by the Board. The current budget does not include either an estimated amount for the rental coordinator salary or rental income. Rental income normally supplements the recreational and community activities by about 25-30% with a volunteer rental coordinator.

If the Board and public has any specific item of interest, I am available to answer any questions.

Please note:

- Fire Department Draft-Budget has been reviewed and approved by Fire Chief Chris Gove.
- This is the final reading of the FY21/22 Draft-Budget for comment and Final Board approval.
- Final FY21/22 Draft-Budget includes the complete FY20-21 June actuals with small changes to budget amounts and balances that were modified to more closely reflect the coming year's revenues and expenses.

General - Revenue and Expenses - 40% of Specific Expenses* Apportioned To Water Department Only									
			Jul2019-Jun2020		Jul2020-June2021				
Gen Revenue	Category		FY19/20 Budget	FY19/20 Actual	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget		
	Property Taxes (Unassigned)		115,000	121,587	125,000	125,276	127,000		
	Excess ERAF (Unassigned)		79,000	91,246	90,000	92,228	92,000		
	Grants/Donation (unassigned)					2,000			
	Interest Income (Unassigned)		100	451	80	40	40		
	Other Income (Unassigned)		-			601			
	Gen Revenue Total:		194,100	213,284	215,080	220,145	219,040		
Gen Expense	Category		FY19/20 Budget	FY19/20 Actual	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget		
	Audit (includes fees+bookkeeping)	F	9,000	9,676	*	10,000	9,198	*	9,200
	Bank & Credit Card Fees (District)	F	10	-	-				-
	Bookkeeping	F	15,000	16,873		15,000	13,532		15,000
	Dues & Memberships	F	1,400	1,712		2,000	1,586		1,600
	Insurance: Health (DM)	F	9,400	9,246	*	9,300	9,561	*	9,800
	Insurance: (Blanket+Gen Lb+Umb)	F	4,000	4,524		4,550	5,225		5,300
	Insurance: WComp (Board)	F	70	83		90	76		80
	Insurance: WComp (DM)	F	1,200	1,384	*	1,400	1,003	*	1,100
	Interest Expense (loan)		-			10,500	10,500		7,120
	Legal Fees	V	2,500	59		9,200	7,646		2,500
	Meetings (inc minutes)	F	4,800	498	*	3,800	6,195	*	3,500
	Office & Postage	F	2,000	1,419	*	2,000	1,414	*	1,500
	Other Operating	V	500	306		500	282		500
	Payroll: Salary (DM)	F	72,000	72,000	*	72,000	72,500	*	78,000
	Payroll: Employer Taxes (DM)	F	5,760	5,508	*	5,510	5,546	*	5,967
	Payroll Service: Fees	F	2,000	2,067	*	2,100	1,837	*	1,800
	Permits & Fees (non-election year)	F	2,000	1,816		3,000	2,331		2,350
	Repair & Maint (non-department)	V	2,000	-		1,000	-		500
	Tree Management Program	F	8,000	8,590		6,000	-		6,000
	Supplies: (non-water)	V	1,000	-		100	26		50
	Utilities: Telephone (RingCentral)	F	250	246		250	399		400
	Website, Internet & Doc Mangmt	F	2,000	225	*	900	1,330	*	700
	Gen Exp Total:		144,890	136,232	159,200	150,187	152,967		
Gen Balance (Prior to Dept Allocations) :			49,210	77,052	55,880	69,958	66,073		
	Gen (Dept Allocations):		43,264	40,809	42,804	43,434	44,627		
Gen Balance (After Dept Allocations) :			92,474	117,861	98,684.0	113,392	110,700		
Loan Payment Princ (Marin County 12/5/19 -3/yr)					(96,580)	(96,580)	(99,960)		
Gen Balance (After Loan Payment) :			92,474	117,861	2,104.0	16,812	10,740		
General Notes:	1.)Apportionment: General Expenses are assigned to departments by the following percentages: General = 60%, Water = 40% *(DM Salary, DM Payroll taxes + service, DM Healthcare, DM WC, Audits, Website, Postage and Office, Board Meeting Expenditures incl Minutes)								

Fire Department						
			Jul2019-Jun2020		Jul2020-June2021	
Fire Revenue	Category	FY19/20 Budget	FY19/20 Actual	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget
	Special Parcel Tax for Fire	37,320	37,165	R 37,570	37,772	R 39,342
	Grants/Donations for Fire (Mics)		100	20,000	1,000	
	Grants for Fire (Measure C)			11,000	11,524	11,500
	Grants for Fire (Measure W)	52,000	47,165	R 26,000	28,578	R 26,000
	Grants for Fire (VFA Firehouse) CE			A	25,000	A
	Grants for Fire (West Marin)	8,400	8,400	R 8,400	8,400	R 8,400
	<b>Fire Operations incl Cap Imp Rev:</b>	<b>97,720</b>	<b>92,830</b>	<b>102,970</b>	<b>112,274</b>	<b>85,242</b>
	<b>Deduct Cap Imp Revenue:</b>				(25,000)	
	<b>Fire Operations Revenue:</b>	<b>97,720</b>	<b>92,830</b>	<b>102,970</b>	<b>87,274</b>	<b>85,242</b>
Fire Expense	Category	FY19/20 Budget	FY19/20 Actual	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget
	<b>Dedicated Expenses:</b>					
	Emergency Preparedness	2,000	-	2,000	-	500
	Membership Dues	330	236	300	316	320
	Fire Equipment & Tools	6,500	9,121	7,000	8,939	8,000
	Fire Training/Certification	4,000	2,215	4,000	1,667	2,000
	Fire Truck: Maint/Repairs	6,000	1,400	6,000	169	10,000
	Grant Spending	40,000	25,141	14,420	-	11,000
	Insurance: VFIS	5,720	11,425	-		5,700
	Insurance: WComp	2,800	2,530	2,600	2,395	2,500
	Legal Fees	500	-	500	-	500
	Payroll: Salary (FC)				2,500	30,000
	Payroll: Employer Taxes (FC)				192	2,295
	Other Operating (Fire)	1,000	2,172	1,800	1,073	1,200
	Supplies: Medical	1,280	444	1,200	592	1,000
	Supplies: Sta wear/Turnouts/Other	8,000	589	1,000	1,746	2,000
	Utilities: Electric	350	(22)	300	262	270
	Utilities: Phone, Radio	1,130	1,790	1,800	1,138	1,150
	<b>Dedicated Expense Sub-Total:</b>	<b>79,610</b>	<b>57,041</b>	<b>42,920</b>	<b>20,989</b>	<b>78,435</b>
	<b>Fire Operations Expense Total:</b>	<b>79,610</b>	<b>57,041</b>	<b>42,920</b>	<b>20,989</b>	<b>78,435</b>
	<b>Fire Ops Balance (Restricted Revenue):</b>	<b>18,110</b>	<b>35,789</b>	<b>60,050</b>	<b>91,285</b>	<b>6,807</b>

Recreation Department						
			Jul2019-Jun2020		Jul2020-June2021	
Rec Revenue	Category	FY19/20 Budget	FY19/20 Actual	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget
	Community Center Classes	1,200	1,204 A	1,080	- A	600
	Community Center Functions +(XF)	2,800	- A	1,400	- A	
	Donations and Grants for Rec		1,220		28,318	
	Measure A Tax	38,579	38,059 R	17,495	37,517 R	37,442
	Rentals	12,000	4,610	6,000	-	
	<b>Rec Operations Revenue Total:</b>	<b>54,579</b>	<b>45,093</b>	<b>25,975</b>	<b>65,835</b>	<b>38,042</b>
	<b>Rec Ops non-Measure A Total:</b>	<b>16,000</b>	<b>7,034</b>	<b>8,480</b>	<b>28,318</b>	<b>600</b>
Rec Expense	Category	FY19/20 Budget	FY19/20 Actual	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget
	<b>Dedicated Expenses:</b>					
	Community Center Classes	1,000	1,459 A	900		A
	Community Center Functions	8,700	6,273 A	8,200	465 A	8,200
	Grant Spending (Rec)		1,000	-	1,020	25,668
	Insurance: Wcomp (Rec)	1,050	1,027	1,050	816	45
	Legal Fees (Rec)	-	-	-	-	-
	Measure A Projects	38,579	40,372 R	17,495	37,104 R	37,442
	Other Operating	100	-	200	-	100
	Pay (Maintenance Sub-Contractors)				3,600	11,400
	Payroll (Rec)	15,000	15,876	15,000	12,476	2,400
	Payroll (Rental Coordinator)				-	
	Payroll Employer Taxes (Rec)	1,200	1,215	1,200	954	184
	Rental Expense (CC)	4,600	450	400	-	500
	Repairs & Maintenance (Rec)	4,000	836	1,000	1,434	1,500
	Trails Maintenance (budget)	1,500	3,659	3,000	1,750	3,000
	Supplies (Rec)	2,500	727	1,000	97	1,000
	Utilities: Elec (Rec)	1,200	380	800	672	800
	Utilities: Phone (Rec - Ooma)	80	62	60	82	65
	Utilities: Propane (Rec)	300	122	300	110	150
	Utilities: Refuse (Rec)	800	892	1,000	1,156	1,200
	<b>Dedicated Expense Sub-Total:</b>	<b>80,609</b>	<b>74,350</b>	<b>51,605</b>	<b>61,736</b>	<b>93,653</b>
	<b>Non-Measure A Expense Total:</b>	<b>42,030</b>	<b>33,978</b>	<b>34,110</b>	<b>24,632</b>	<b>56,211</b>
	<b>Rec Ops Balance (Including Restricted Revenue):</b>	<b>12,549</b>	<b>(29,257)</b>	<b>(25,630)</b>	<b>4,099</b>	<b>(55,611)</b>
	<b>Rec Ops Balance (non-Measure A):</b>		<b>(26,944)</b>	<b>(25,630)</b>	<b>3,686</b>	<b>(55,611)</b>
FY20/21	<b>Capital Spending:</b>					
	Measure A: CC Deck Roof Panels			(8,000)	\$ (7,063)	
	Measure A: CC Upper Deck			(14,700)	\$ (14,683)	
	Measure A: CC Upper Side Deck			(5,000)	\$ (7,153)	
	Measure A: CC Stonewall			(6,000)	\$ (5,279)	
	Measure A: Volleyball Court Rpr			-	\$ (2,926)	
	<b>Total Capital Spending:</b>		<b>(40,372)</b>	<b>(33,700)</b>	<b>(37,104)</b>	<b>-</b>
FY21/22	Measure A: CC Oil deck/siding					(5,000)
	Measure A: CC Deck Curtain					(8,000)
	Measure A: Trail Improvements-SL					(10,000)
	Measure A: Trail Improvements-UP					(14,000)
	<b>Total Capital Spending:</b>					<b>(37,000)</b>

Roads Department						
			Jul2019-Jun2020		Jul2020-June2021	
Roads Revenue	Category	FY19/20 Budget	FY19/20 Actual	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget
	Fees for Roads		-			
	Donations for Roads		60,000			
	Grants for Roads		-			
	Loans for Roads (Marin County)		300,000			
	<b>Roads Operations Revenue Total:</b>		<b>360,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Roads Expense	Category	FY19/20 Budget	FY19/20 Actual	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget
	<b>Dedicated Expenses:</b>					
	Grant spending (Roads)			-		
	Insurance: Wcomp (Roads)	150	155	155	118	-
	Legal Fees (Roads)		-	-		
	Other Operating (Roads)		-	-		
	Pay (Maintenance Sub-Contractors)					1,000
	Payroll (Roads)	3,000	4,228	4,000	2,556	-
	Payroll Employer Taxes (Roads)	240	323	310	196	-
	Repairs & Maint (Gen Exp/Roads)	25,000	11,910	15,000	5,336	10,000
	Supplies (Roads)		-	100	95	
	<b>Dedicated Expense Sub-Total:</b>	<b>28,390</b>	<b>16,616</b>	<b>19,565</b>	<b>8,301</b>	<b>11,000</b>
	<b>Roads Operations Expense Total:</b>	<b>28,390</b>	<b>16,616</b>	<b>19,565</b>	<b>8,301</b>	<b>11,000</b>
	<b>Roads Ops Balance (Unassigned Revenue):</b>	<b>(28,390)</b>	<b>343,384</b>	<b>(19,565)</b>	<b>(8,301)</b>	<b>(11,000)</b>
	<b>Capital Spending:</b>					
	<b>Sunset Way Project</b>	<b>(716,315)</b>	<b>(969,443)</b>	<b>(52,882)</b>	<b>(33,305)</b>	<b>(40,000)</b>
	<b>Total Capital Spending:</b>	<b>(716,315)</b>	<b>(969,443)</b>	<b>(52,882)</b>	<b>(33,305)</b>	<b>(40,000)</b>

Water Department								
			Jul2019-Jun2020		Jul2020-June2021			
Water Revenue	Category		FY19/20 Budget	FY19/20 Actual	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	
	Water Service Fee Revenue	FV	172,115	161,020	A	174,000	187,315	180,600
	Water Conservation Discount		(52,000)	(42,533)		(52,500)	(56,589)	(54,500)
	Meter Reading Fee + Bookkpg	F	7,400	6,185	A	7,660	7,442	7,860
	Water Service Revenue (Misc)	V	500	765	A	500	2,030	500
	Water Service Fee Net Revenue		128,015	119,252		129,660	132,756	134,460
	Water Cap Impr (Meter Charge)	F	68,000	57,585	A	68,660	69,272	71,270
	Cap Impr (25% of Service)			3,867				-
	Other Income	V		13,000		6,500		6,500
	Grants/Donations/Loans (Water)	V	-	16,750	-	6,000		-
	Water Revenue incl Cap Imp:	FV	196,015	210,454	204,820	208,028	212,230	
	Move Cap Impr to Reserves:	F	(68,000)	(57,585)	(68,660)	(69,272)	(71,270)	
	Move 25% CPI Service to Reserves	V		(3,867)		-		
	Move Service Revenue (Misc)			(16,750)				
	Water Cap Impr+ 25%CPI Reveues:		(68,000)	(78,202)	(68,660)	(69,272)	(71,270)	
	Water Operations Revenue:		128,015	132,252	136,160	138,756	140,960	
	Water Cap Impr Reserves:		68,000	78,202	68,660	69,272	71,270	
Water Expense	Category		FY19/20 Budget	FY19/20 Actual	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	
	Gen Exp (40% Specific*) Sub-Total:	F	43,264	40,809	42,804	43,434	44,627	
	Dedicated Expenses:							
	Bank Credit Card Fees (Customer)	V	4,400	5,167	5,150	4,836	5,150	
	Bookkeeping (Water)	V	4,500	5,721	5,000	4,930	5,460	
	Debt (Due to DT-10 years/no int)		-	-		-	3,350	
	Debt (Due to GF-20 years/no int)		2,600	-	2,600	-	2,600	
	Dues & Memberships (Water)	F	400	443	450	443	450	
	Grant Spending	V			-	-		
	Insurance (Water-G Liab+ % Umb)	F	2,000	2,261	2,300	2,444	2,500	
	Insurance: Wcomp (Water)	F	1,580	1,308	1,310	1,165	1,000	
	Legal Fees (Water)	V	2,000	1,305	1,000	-	1,000	
	Other Operating (Water)	V	500	885	500	16	500	
	Pay (Water Sub-Contractors)	V	-		-	-	700	
	Payroll (Compromise - WM)	F	5,000	5,000	5,000	5,000	5,000	
	Payroll (Other Water Salaries)	F	500	1,100	1,100	220	-	
	Payroll (Water Team)	F	28,790	29,447	29,400	29,307	29,400	
	Payroll Employer Taxes (Water)	F	2,430	2,337	2,340	2,259	2,249	
	Permits & Fees (Water)	F	1,360	1,366	1,370	1,366	1,370	
	Repairs & Maintenance (Water)	V	15,000	18,885	21,000	14,034	15,000	
	Testing (Water) non-full panel yr	V	3,600	4,604	2,800	2,305	2,500	
	Treatment (Water)	V	5,000	4,613	4,500	3,434	5,000	
	Utilities: Elec (Water)	V	11,700	12,915	13,300	11,730	12,100	
	Utilities: Tel (Ooma)	F	340	360	370	360	380	
	Dedicated Expense Sub-Total:		91,700	97,717	99,490	83,849	95,709	
	Water Operations Expense Total:		134,964	138,526	142,294	127,283	140,336	
	Water Conservation Reserve (Beginning Balance):		52,000	52,000	52,500	52,500	54,500	
	Water Conservation Discount (Balance to Reserve):		(52,000)	(42,533)	(52,500)	(56,589)	(54,500)	
	Water Conservation Reserve (Ending Balance):		-		-	(4,089)	-	
	Water Ops Balance (Assigned Revenue):		(6,949)	(6,274)	(6,134)	11,473	625	
	Water Capital Improvement (Balance to Reserves):		68,000	78,202	68,660	69,272	71,270	
	Water Capital Improvement Beg Balance (Reserves):		180,229	180,229	36,687	36,687	81,197	
	Water Capital Improvement (SWP) Spending:			(218,505)	(213,326)		-	
	Water Capital Improvement (GL) Spending:			(25,429)		(13,828)	-	
	Water Capital Improvement (Well Pump) Spending:				(11,000)	(10,934)	-	
	Loan Payment (DT 5-2020/ \$16,750 / 10yr/0% int):					-		
	Water Capital Improvement (Reserves):			14,497	(107,979)	81,197	152,467	
Notes:	Meter Reading charge \$2400 + Water bookkeeping \$5460 = \$7860							

MUIR BEACH CSD 2021/22 FULL YEAR CASH PROJECTIONS								
		Fire	Recreation	Roads	General	Total Govt Svc	Water	Total
<b>Beginning Cash Balance</b>	as of 6/30/21	\$ 271,967	\$ 24,648	\$ -	\$ 185,019	\$ 481,634	\$ (40,254)	\$ 562,831
<b>Sources of Income</b>								
	Income	\$ -	\$ 600	\$ -	\$ 219,040	\$ 219,640	\$ 140,960	\$ 360,600
	Expenses	\$ (78,435)	\$ (56,211)	\$ (11,000)	\$ (108,340)	\$ (253,987)	\$ (95,709)	\$ (349,695)
	Overhead Allocation from Gen.	\$ -	\$ -	\$ -		\$ -	\$ (44,627)	\$ (44,627)
	Net Income from Operations	\$ (78,435)	\$ (55,611)	\$ (11,000)	\$ 110,700	\$ (34,347)	\$ 625	\$ (33,722)
	Depreciation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Non-Cash Transactions	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Tax/Fee Initiatives	\$ 39,342	\$ -	\$ -	\$ -	\$ 39,342	\$ -	\$ 39,342
	Grants	\$ 45,900	\$ 37,442	\$ -	\$ -	\$ 83,342	\$ -	\$ 83,342
	Other (WCI reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,270	\$ 71,270
	<b>Total Sources</b>	\$ 6,807	\$ (18,169)	\$ (11,000)	\$ 110,700	\$ 88,337	\$ 71,895	\$ 160,232
<b>Uses of Income</b>								
	Capital Expenditures	\$ -	\$ (37,442)	\$ (39,567)	\$ -	\$ (77,009)		\$ (77,009)
	Transfer of Water Funds to WCI	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (71,270)	\$ (71,270)
	County Loan Payment (12/5/2019)				\$ (99,960)	\$ (99,960)		\$ (99,960)
	<b>Total Uses</b>	\$ -	\$ (37,442)	\$ (39,567)	\$ (99,960)	\$ (176,969)	\$ (71,270)	\$ (248,239)
<b>Change in Cash Flow from Operations</b>		\$ 6,807	\$ (55,611)	\$ (50,567)	\$ 10,740	\$ (88,632)	\$ 625	\$ (88,007)
<b>Ending Cash Balance</b>	(projected 6/30/22)	\$ 278,774	\$ (30,963)	\$ (50,567)	\$ 195,759	\$ 393,002	\$ (39,630)	\$ 474,824
<b>Net Operating Income/Loss from Water Dept</b>								
	WCI - Beginning Cash Balance 6/30/21						\$ 81,197	
	Funds moved into WCI Fund						\$ 71,270	
	WCI - Loan payments						\$ -	
	Capital Expenditures							
<b>WCI Cash Balance</b>	(projected 6/30/22)						\$ 152,467	
<b>Amount Owed to Government Svc (2021/2022 only)</b>							\$ (32,883)	
	Debt payment						\$ 2,600	
	Net Operating Income/Loss						\$ 625	
	Projected Debt Balance 6/30/22						\$ (29,659)	
<b>1. Capital Expenditures:</b>								
	A. Measure A: \$37,441							
	B. SWP -Apprx. Bal due 6/30/20: \$39,567							
	C. Prop 68 Rec Project \$25,668							
	D. Loan Payments							
<b>2. Restricted Funds</b>	Projected Balance 6/30/22	\$ 278,774					\$ 152,467	\$ 431,241
<b>3. Assigned Funds</b>	Projected Balance 6/30/22						\$ (29,659)	
<b>4. Unrestricted Funds</b>	Projected Balance 6/30/22							\$ 43,583