



# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

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

## **AGENDA**

### **Regular Meeting of the Board of Directors**

**Wednesday, October 27 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, Governor Newsom signed into law Assembly Bill 361 which allows public agencies to meet remotely using teleconferencing as a means to hold public meetings to prioritize public health and safety during a State declared emergency, the same as under the Governor's Executive Order N-25-20 "Brown Act During a Pandemic", for 30-days by Board resolution, essentially extending the emergency provisions beyond their September 30, 2021 rescission date. The MBCSD will provide for public meeting participation via online "Zoom" access with a dial-in option for the upcoming meeting. 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), David Taylor (Board Vice-President), Lisa Eigsti (Director), Leighton Hills (Director), Paul Jeschke (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:*

### **Item 3: Consent Calendar**

*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 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 9/22/21.
- B. Approval of Quarterly Financial Reports dated 9/30/21.
- C. Approval of Resolution 2021-2: To Adopt Assembly Bill AB 361 allowing to hold meetings by teleconference for the next 30 days due to ongoing State declared emergency (*see attached Resolution 2021-2*).
- D. Reinstatement of CSD Equipment Use Policy: *We haven't been able to locate a copy of the policy passed in 2014 limiting the use of CSD equipment (such as the tractor, trailers, and every other item of CSD equipment) to projects of the CSD, and not for any personal use.* As such, the following motion is contained as part of the Consent Calendar: Moved, that all equipment owned by the CSD and all of its departments shall be used only for CSD projects, and not for any personal use.

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

Items moved from the Consent Calendar to the Regular Agenda, if any.

### **Item 5: Supervisor Dennis Rodoni**

Marin County 4<sup>th</sup> District Supervisor Dennis Rodoni will give a county update and be available to answer any questions along with Tom Lai (New Director of the Marin County Community Development Agency).

### **Item 6: NPS Update – Mia Monroe**

NPS Park Ranger and Marin Community Liaison Mia Monroe will give an NPS update.

### **Item 7: District Manager Report**

District Manager Mary Halley will present brief highlights from her DM report.

### **Item 8: Fire Department SCBA Expenditure – Fire Chief Gove**

The Board is being asked to approve a Fire Department expenditure to replace expired Self-Contained Breathing Apparatus (SCBA) cylinders (15-year useful life) at a cost of between \$9,600 - \$15,000 (cost to be confirmed by meeting date) which were originally to be paid for by a West Marin Fire grant. New cylinders are needed to keep the fire trucks in compliance. Funds will come out of Fire reserves, but amount is over the current fiscal year approved budget limit for equipment purchases, so needs approval for separate allocation.

#### **Item 9: Water Connections for ADUs**

A Muir Beach resident is processing an application with the County for an Accessory Dwelling Unit (ADU), being a smaller secondary housing unit that typically results in more affordable rents than the rents for full homes. The County is requiring a separate water connection for the ADU, and we have been asked to provide a Will-Serve letter confirming water service for the new ADU.

A question before the Board is whether the connection fee for an ADU should be the same, or less, than that for a standard water connection. At \$6,500, Muir Beach's standard connection fee is a fraction of that charged by other water districts in Marin. Connection fees are regarded as "buy ins" to our existing water system, where a new connection pays for its share of the existing extensive infrastructure that has already been constructed by the rest of the community – such as the water tanks, water mains, water wells and the like.

A second question is if in order to qualify for a new water connection the resident must be using an amount of water that is less than that specified in the Water Conservation Ordinance for the avoidance of penalty rates under that ordinance. Not qualifying for a new water connection could be considered an additional penalty that's not contained in the Water Conservation Ordinance. As such, we don't believe such a restriction is appropriate. The Board could consider amending the Water Conservation Ordinance at some future date to provide for additional penalties for water usage specified in the conservation ordinance or other conditions it believes are appropriate. It could also encourage use of gray water systems at Muir Beach.

#### **Item 10: Public Open Time**

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.

#### **Item 11: Recognitions & Board Member Items**

Board recognitions and pending events of interest to the community.

#### **Item 12: Adjournment**

Next Agenda Meeting Date: Wednesday, December 1, 2021

**Next Board Meeting Date: Wednesday, December 8, 2021**

**MUIR BEACH COMMUNITY SERVICES DISTRICT**  
Minutes of the Board of Directors' meeting held on  
Wednesday, **September 22, 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 7:02 pm.

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

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

**Item 2: Approval of Agenda**

Item(s) not included in this agenda: None

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

**Item 3: Consent Calendar**

1. Approval of Draft Minutes from Regular Board Meeting of 7/28/21.

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

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

No items removed.

**Item 5: District Manager Report**

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

Governor signed AB361 extending the ability of special districts and govts to hold meetings over Zoom, which was going to expire Sept 30 but is now extended.

1  
2 Redwood Creek: We've been tracking water to monitor our conservation notice. Pumping has  
3 been down 15%. Our largest users are down by only 15% over the two-month period.  
4

5 Well-monitoring: our Well-Intel system has been installed in the 2002 well, and the team is  
6 working out technical issues, and will provide good information about the level of the water  
7 table.  
8

9 Prop 68 Community Center project: We got soil samples completed, and soils do not look good  
10 around the CC parking area. It's a slide scarp area, and so test borings had to go down to about  
11 15 feet in some areas – which will mean very deep piers and will add cost to the project. We  
12 also received back the coastal permit as 'incomplete' – they want us to add van-accessible ADA  
13 stall. Since we have only 10 spaces, it must be van accessible, which means 17 ft wide by 18 ft  
14 long, which will push one of the retaining walls to 5'7", so it's unclear what effect that will have  
15 on the permitting process.  
16

17 Funicular project is estimated at about \$100,000 – so we may not be able to do both at the  
18 same time.  
19

20 The board takes up discussion around the project, sequence, and funding. The funicular project  
21 could happen later – the two projects are not necessarily linked, so either could happen first, but  
22 funicular would need a parking area for off street loading.  
23

24 The committee working on this will meet at the beginning of October and prepare to have  
25 something to present at the October CSD meeting.  
26

#### 27 **Item 6: Fire Chief Report**

28 **ACTIVITY:** We've had 24 calls since June which is an increased volume. One extraordinary cliff  
29 rescue by the Coast Guard last month in which we were the first on scene. Sadly there have  
30 been more attempted suicides in the area than we have seen in recent years.  
31

32 We are training regularly on wildland initial attack as we are now in a perilous fire risk period  
33 combined with drought. We are using as little water as possible when we train.  
34

35 **FIREWISE:** Chipper day 9/27 will be the second time this year. A lot was done in June and from  
36 the size of the piles it appears that we shall have another success. Last year we removed over  
37 600 yards of material. Keep up the good work: you are not only making your house safer, but  
38 also helping to protect the community. If you haven't signed up yet do so at [firesafemarin.org](http://firesafemarin.org).  
39 We're entering fire season again please pay attention to red flag warnings and have a family  
40 plan in case of an emergency. Please prepare for power outages and the prospect of winter  
41 weather closing in. Our firewise committee has sent out a series of flyers suggesting ways to  
42 prepare your property.  
43

44 **FIREHOUSE:** We've received a couple of bids on the new firehouse. The results are promising  
45 and one more is pending. The MERA tower project has been postponed for a few months. As  
46 we need to build after MERA we are waiting to pull a permit. We will share final plans here for  
47 comment before we pull a permit or sign any contracts.  
48

49 **MAINTENANCE:** We have installed new tires on 660. We are working with a local fire  
50 department mechanic who has repaired a leak on 676 and is advising us on preventative  
51 maintenance practices. It is likely that 676 will need new tires soon.

1  
2 GRANTS: We applied for a grant to get new SCBAs along with other West Marin fire  
3 departments. Unfortunately, it appears that we may not get funding this round. We still have one  
4 more chance. We are looking to replace the entire set to match the equipment used countywide.  
5 SCBA equipment includes air canisters/face masks/backpacks. Our portion of the 5% grant is  
6 \$95,000 and if it fails to go through, we will have to dip into the reserves to purchase new air  
7 canisters because ours become unusable at the end of this year. This apparatus is expensive,  
8 and the 12 bottles (not the entire SCBA) alone will cost \$9600.  
9

10 MWPA: Earlier this year MBVFD was awarded \$150,000 to work with NPS to do vegetation  
11 management in the valley below Starbuck. We will make a public presentation as we get closer  
12 to the expected start in summer 2022. Also, they have finally gone public with Zonehaven a  
13 public notification and evacuation program we encourage everyone to signup at both NIXLE at  
14 (local.nixle.com) and Zonehaven (emergency.marincounty.org) to receive timely notices. As  
15 Nexthaven was just released yesterday I'll be sending a separate notice to the community in the  
16 next few days.  
17

18 Thanks for letting me be of service.  
19 Chris Gove, Chief MBVFD  
20

21 Discussion ensues about the MERA tower and the new firehouse.  
22 Halley asks how much water the VFD uses during exercises. Gove replies that they do try to  
23 minimize water usage, and that they drill with water once or twice a month. Generally, it's 400-  
24 500 gallons; last time it was about 250 gallons.  
25

26 Bids are coming in on the new firehouse. The question comes up about whether the CSD is  
27 required to pay prevailing wage for labor.  
28  
29

#### 30 **Item 7: MBCC Rental Coordinator**

31 Laurie Piel and Harvey Pearlman will present their MB Community Center use plan including  
32 how to enhance the Rental Coordinator job as part of the larger discussion on the MBCC rentals  
33 and events. The CSD Board is being asked to listen to the presentation and possibly consider:

- 34 1. the larger purpose and uses of the MBCC,
- 35 2. issues related to CC rentals,
- 36 3. would enhancing the rental coordinator position to include events planning be useful in  
37 job recruitment
- 38 4. what would be the appropriate salary to fill the Rental Coordinator's job position, and
- 39 5. when would the position need to be filled given the continuing pandemic and indoor  
40 masking requirements  
41

42 Joani Marinoff volunteers that she could be interested if the pay came up to \$25/hr, which based  
43 on previous estimates, would be about \$350/month. It's agreed that a three-month trial period  
44 would be reasonable, given it may be based on a hybrid of the old position and the newly  
45 proposed expansions of that.  
46

47 Joani will do preliminary research with the idea that the Community Center could open for real in  
48 March 2022. For November, Joani will look at the previous job description, and the new  
49 proposal, and will decide what she's interested in doing, and after that, she then she suggested  
50 spending a few hours coming up with a proposed path forward.  
51

**Item 8: Water Conservation Measures**

The State has declared that California is experiencing 'severe' water drought conditions. The Board is being asked to review, discuss, and consider whether the MBCSD water district should voluntarily implement any specific water conservation measures similar to those previously adopted and implemented in the 2014 'Resolution Prohibiting Non-Essential Uses of Water' until drought conditions improve. (See attached Resolution 2014-8-28: A Resolution Prohibiting Non-Essential Uses of Water)

Right now, we have been asking people to voluntarily conserve 25%, and that hasn't yet happened as a total community wide, and we still see people watering lawns midday in the sun and/or wind, for example. Other districts are e.g. asking people to stay under 150 gallons/day usage. We currently don't have the means to enforce something like that and are not yet under a State mandate to do so.

Halley provides some stats about water usage in the district:

- Overall pumping down 15%
- Pumping averaging 24,000 gal/day community wide. Actual permit goal is to be below 35,000 gpd, so we're under that mandate.
- Highest users down only 15% since July reading.
- Forty lowest users (including non-resident) average 36 gal/day.
- The 19 highest residential users average 267 gal/day (if including the Pelican Inn, the 20 highest users average 388 gal/day per connection). Overall average is 157 gallons/day per connection.
- 105 metered connections (66%) are under 125 gal/day.
- 115 (73%) are under 150 gal/day.
- 43 (27%) are above 150 gal/day.
- 12 (7.5%) are above 300 gal/day.

Hills' opinion on the resolution is that it was very helpful when it was passed in 2014. It made people have to look at their irrigation timers, because watering was limited to two days per week, so people had to physically change their timers. That was a good opportunity for them to scale back. Other items are also good – e.g., no reason to be watering in middle of day. It contains the following provisions for violations:

- 1<sup>st</sup> penalty: please don't do that
- 2<sup>nd</sup> penalty: \$100 fine, or shut off water for a short time
- 3<sup>rd</sup> violation, \$400 fine, and could put a flow restrictor on the meter.

Question was asked, should we just pass this again? The resolution doesn't specify a limit on gallons/day because that's difficult to enforce.

Shaffer asks about Flume meters. So far three have been installed.  
It was noted that what's on the table is to reinstate the previous notice.

Currently the 20 highest users are being monitored monthly. Any that go over 14,960 gallons (2000 cubic feet) in a 30-day period (or 499 gallons per day) will incur a penalty. Penalties are waived if they come back into compliance after being noticed for the first penalty. Taylor questions whether the penalties are sufficiently high to get people's attention. They are \$100 for 748 gal over. Next 748 gal is \$400. Hills felt that was sufficient.

1 Jeschke says emphasis on higher users is valuable, but need to address regular users as well,  
2 to make them feel involved in the process. Water bills should include more information, for  
3 example gallons/day, and how they compare to rest of community.

4  
5 Discussion turns to the bills; whether more info could be included, whether people even look at  
6 them, and so on. Modification is limited by the CSD use of Quickbooks, so additional info would  
7 have to be presented separately from the actual bill. We can make public a spreadsheet that  
8 has all the info for the whole community, listed not by name and address but by meter number.

9  
10 The motion was made to reaffirm the 2014 resolution, and CSD water operator Ernst Karel will  
11 look into recommendations based on neighboring communities' water restrictions for the next  
12 board meeting.

13  
14 MOTION: Reaffirm the 2014 resolution as it is written.  
15 Moved: Hills, seconded by Taylor  
16 Vote: AYES: Unanimous  
17  
18

### 19 **Item 9: Public Open Time**

20  
21 Hills reports that the county is requiring a Will Serve letter from the CSD in order to move  
22 forward with the permit for an ADU at 69 Starbuck. This is a formal letter from the water district  
23 saying we will serve water to the residence, and it is a permanent entitlement to the owner for  
24 water usage. This will give an opportunity to charge the equivalent of a connection fee for that  
25 usage. The question is about what that charge should be. Connection fee is basically buying  
26 into the water system. Currently the connection fee here is only \$6,500, probably the lowest of  
27 all Marin County. (MMWD it's \$11,000 \$15,000 and \$20,000 based on projected usage. Bolinas  
28 you can't get a water meter, but they auctioned one 15 years ago and it went for \$200,000.  
29 Stinson is \$17,500. Hills is just mentioning it now and requests it gets placed on the agenda for  
30 the next meeting.

31  
32 On being questioned about the nature of the Will Serve letter, Halley says that districts need to  
33 be able to say no, we can't serve you. The Will Serve letter is a way to ask the district if they can  
34 take on an additional unit. On this topic of separate meters, Hills feels like if they have an ADU  
35 and get a Will Serve letter, they don't need a separate meter. We need to carefully consider this  
36 because if the CSD gives a Will Serve letter here, it is setting precedent for future ADUs.  
37 Discussion continues about ADUs. Will put on agenda for next time.  
38

39 NPS liaison Mia Monroe comments that NPS may have been the last to get a permit and pay for  
40 it, to allow for Amadeo Banducci to stay on his land and have safe water for the rest of his life.  
41 Providing an informal report, and continuing with water conservation, she notes that the creek is  
42 nearly dry, with disconnected pools from Muir Woods down. Appreciation to Ernst for helping  
43 with aerators in those pools during the operation to relocate surviving fish up to Muir Woods  
44 several weeks ago.

45  
46 Thanks to four community members who showed up in the rain for coast cleanup. We cleaned  
47 the beach, the dunes, the parking lot, and Pacific Way, and sent trolls under the bridge for a  
48 shocking amount of trash – now clean. Also broke down fire pits, including illegal ones and ones  
49 in dangerous places. Thanks to those in the community watching out for red flag days and spare  
50 the air days. Thanks to those who were there to witness the return of 10 more baby turtles.  
51 Another community member witnessed the return of an otter family.

1  
2 The State Park doing amazing work on Redwood Creek Trail. Redwood Renewal work  
3 continues. The new water line coming down from the tourist club is nearly complete. Work  
4 continues at the entrance and at the third bridge. Finally, there is a proposal out for comment  
5 about parking fees at several GGNRA sites, including Stinson Beach and several other sites.  
6 Collecting public comments currently to see what people think of the idea.  
7  
8  
9

10 **Item 10: Recognitions & Board Member Items**

11  
12 Shaffer again comments on how great our District Manager is.  
13  
14

15 **Item 11: Adjournment**

16 Next Agenda Meeting Date: Tuesday, October 19, 2021

17 Next Board Meeting Date: Wednesday, October 27, 2021. Supervisor Rodoni will be present for  
18 that meeting.  
19

20 There being no further business to come before the board, the meeting is adjourned.  
21

22 Meeting adjourned at 20:51.

# Muir Beach Community Services District

## Balance Sheet

Accrual Basis

As of September 30, 2021

	Sep 30, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	252,604
TriC Lower Tank Reserve	86,667
TriC General Fund	40,053
TriC Pipes & Equip Reserve	18,584
Prop 68 20% Matching Reserve	9,001
TriC Water	(38,470)
Total TriC Checking	368,439
TriC MMF - General Fund	
TriC MMF - General Fund - Other	110,692
Reserve for County Loan Pmt	90,920
Total TriC MMF - General Fund	201,611
Clearing	58
Total Checking/Savings	570,109
Other Current Assets	
Due from Water Ops to Gen'l Fd	38,470
Undeposited Funds	1,378
Total Other Current Assets	39,848
Accounts Receivable	
Receivables	18,570
Total Accounts Receivable	18,570
Total Current Assets	628,527
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

## Muir Beach Community Services District

**Balance Sheet**

Accrual Basis

As of September 30, 2021

	Sep 30, 21
5-Year Equipment Post 2008	4,084
Accumulated Depreciation	(688,429)
Total Water System Assets	1,115,850
Total Fixed Assets	3,395,164
TOTAL ASSETS	4,023,691
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Loan from Marin Co Treasurer	203,420
Due to Gen'l Fd from Water Ops	38,470
Loans Payable	16,750
Total Other Current Liabilities	258,640
Accounts Payable	
Accounts Payable	10,813
Total Accounts Payable	10,813
Credit Cards	
Credit Card	7,281
Total Credit Cards	7,281
Total Current Liabilities	276,734
Total Liabilities	276,734
Equity	
Retained Earnings	3,756,763
Net Income	(9,806)
Total Equity	3,746,957
TOTAL LIABILITIES & EQUITY	4,023,691

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

	Sep 21
<b>Income</b>	
Combined Tax Revenues	
Property Tax Revenues	
Refund - Educational Deductions	13,534
Property Tax Revenues	23
Total Property Tax Revenues	13,557
Total Combined Tax Revenues	13,557
Other Income	100
Interest Income	3
Total Income	13,660
<b>Expense</b>	
Payroll Expenses	
Wages	4,658
Employer Payroll Taxes	780
Payroll Service	135
Total Payroll Expenses	5,573
Audit Expense	4,299
Fire Dept Expenses	
Uniforms & Stationwear	1,400
Other Fire Dept Expenses	429
Phone, Radio Link for Bolinas	220
Fire Truck Repair & Maint	(529)
Total Fire Dept Expenses	1,520
Bookkeeping	1,343
Grounds Maintenance/Gardening	900
Health Insurance	816
Meeting Expense	515
Repairs & Maint (non-water)	300
Utilities	
Electric	104
Refuse Service	34
Telephone	6
Total Utilities	145
Other Operating Expenses	24
Permits & Fees	10
Office and Postage	10
Website Hosting & Maintenance	5
Total Expense	15,459
Net Income	(1,798)

12:19 PM

10/16/21

Accrual Basis

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

	Sep 21
<b>Income</b>	
<b>Combined Water Revenues</b>	
Water Operations Revenues	
Water Service Revenues	20,051
Misc Water Revenues	7,786
<b>Total Water Operations Revenues</b>	27,837
Water Capital Improvement Revs	
Capital Improvement Revenues	12,114
<b>Total Water Capital Improvement Revs</b>	12,114
<b>Total Combined Water Revenues</b>	39,951
<b>Total Income</b>	39,951
<b>Expense</b>	
Payroll Expenses	
Wages	5,534
<b>Total Payroll Expenses</b>	5,534
Water Enterprise	
Water Expense & Repairs	2,132
Water Treatment	92
Water Testing	88
<b>Total Water Enterprise</b>	2,313
Utilities	
Electric	887
Telephone	21
<b>Total Utilities</b>	909
Bookkeeping	774
Bank Fees & Credit Card Fees	628
<b>Total Expense</b>	10,157
<b>Net Income</b>	29,794

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

Date	Name	Memo	Amount
<b>Audit Expense</b>			
09/30/2021	RJ Ricciardi, Inc. CPAs	FY 20/21 audit	4,299
Total Audit Expense			4,299
<b>Bank Fees &amp; Credit Card Fees</b>			
09/27/2021	intuit Pymt Soln Tran Fee		625
09/28/2021	intuit Pymt Soln Tran Fee		3
Total Bank Fees & Credit Card Fees			628
<b>Bookkeeping</b>			
09/30/2021	Mullin, Sharon	audit	332
09/30/2021	Mullin, Sharon	Bookkeeping/water billing	1,012
09/30/2021	Mullin, Sharon	Bookkeeping/water billing	774
Total Bookkeeping			2,117
<b>Fire Dept Expenses</b>			
<b>Fire Truck Repair &amp; Maint</b>			
09/05/2021	Goodman Building Supply	Parts for 676	23
09/13/2021	Brandon Tire Supply	Return tire	-552
Total Fire Truck Repair & Maint			-529
<b>Other Fire Dept Expenses</b>			
09/09/2021	Pet Pro	Flea killer	65
09/16/2021	Marin County Tax Collector	Fuel charges	137
09/15/2021	DRI*Uprinting	Printing	201
09/23/2021	DRI*Uprinting	Return of printing	-19
09/02/2021	Amazon Marketplace	Rock breaking grout	44
Total Other Fire Dept Expenses			429
<b>Phone, Radio Link for Bolinas</b>			
09/26/2021	AT&T	Phone @ fire barn; 415 380-9627	220
Total Phone, Radio Link for Bolinas			220
Total Fire Dept Expenses			120
<b>Health Insurance</b>			
09/14/2021	CALPERS	Halley	816
Total Health Insurance			816
<b>Office and Postage</b>			
09/14/2021	Adobe Systems	Software subscription	10
09/23/2021	Staples	Thumb drive for CC parking plans	14
Total Office and Postage			24
<b>Other Operating Expenses</b>			
09/30/2021	Mullin, Sharon	Parking & tolls	24
Total Other Operating Expenses			24
<b>Permits &amp; Fees</b>			
09/16/2021	DMV Renewal	4PS9712 2017 Trailer	10
Total Permits & Fees			10
<b>Repairs &amp; Maint (non-water)</b>			
09/16/2021	Pilar Manzo	CC cleaning	300
Total Repairs & Maint (non-water)			300
<b>Utilities</b>			
<b>Electric</b>			
09/16/2021	SMITH, Brent (1104)	Credit for electricity usage	8
09/27/2021	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	78
09/27/2021	PG&E Firehouse 6226-2	Electric - Firehouse	26

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10/16/21

Accrual Basis

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

Date	Name	Memo	Amount
09/27/2021	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	264
09/27/2021	PG&E Pumping from Wells 745-7	Pumping	615
Total Electric			992
<b>Refuse Service</b>			
09/08/2021	United Site Services, Inc.	Portable restroom - Volleyball court	34
Total Refuse Service			34
<b>Telephone</b>			
09/01/2021	Ooma	Telephone	5
09/04/2021	Ooma	Telephone	6
09/17/2021	Ooma	Telephone	5
09/29/2021	Ooma	Telephone	5
09/29/2021	Ooma	Telephone	5
Total Telephone			27
Total Utilities			1,053
<b>Water Enterprise</b>			
<b>Water Expense &amp; Repairs</b>			
09/04/2021	Nova Tech International	Si pump replacement parts	314
09/04/2021	Amazon.com	Small water system expenses	77
09/10/2021	JL Wingert Co.	Water pump	1,742
Total Water Expense & Repairs			2,132
<b>Water Testing</b>			
09/01/2021	Public Health Laboratory	Water testing; acct. 733	88
Total Water Testing			88
<b>Water Treatment</b>			
09/11/2021	Herb's Pool Service	Chlorine	92
Total Water Treatment			92
Total Water Enterprise			2,313
<b>TOTAL</b>			<b>11,703</b>

# COMPENSATION REPORT

Name	7/1/2020 to		7/1/2021 to		Notes
	6/30/2021	9/30/2021	6/30/2021	9/30/2021	
Halley	Mary	73,076	19,500		Hire date 7/10/17. Salary increase to \$72,000 effective 6/1/19.
Blank	Thiemo	14,087	3,668		\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gove	Christopher	2,500	2,500		Hire date 6/1/21. Salary \$30,000. 8/1/21 change to independent contractor. No change in de minimus pay.
Blank	Stephanie	10,466	2,407		\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Karel	Ernst	4,754	1,856		\$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gonzales	Juana	6,156	1,584		Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.
Pearlman	Harvey	2,400	600		Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400.
Gonzales	Salvador	6,120	0		Hourly rate increased 11/13/2012 to \$20/hr from \$17/hr.
Mirra	Helen	0	0		\$354 if meter reading done, \$39.75/hour for additional hours.
		\$ 119,559	\$ 32,115		

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

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

9/30/2021

Gen Revenue	Category	FY21/22 Budget	FY21/22 Actual	% of Budget
	Property Taxes (Unassigned)	127,000	155	0%
	Excess ERAF (Unassigned)	92,000	13,534	15%
	Interest Income (Unassigned)	40	10	25%
	Other Income (Unassigned)	-	100	
	<b>Gen Revenue Total:</b>	<b>219,040</b>	<b>13,799</b>	<b>6%</b>

Gen Expense	Category	FY21/22 Budget	FY21/22 Actual	% of Budget
	Audit (incl fees+bookkeeping) *	9,200	4,299	47%
	Bank & Credit Card Fees (District)	-	-	
	Bookkeeping	15,000	3,910	26%
	Dues & Memberships	1,600	-	0%
	Insurance (DM Health) *	9,800	2,447	25%
	Insurance (Umbrella)	5,300	-	0%
	Insurance (Board Workers Comp)	80	-	0%
	Insurance (DM Workers Comp) *	1,100	-	0%
	Interest Expense	7,120	-	0%
	Legal Fees	2,500	-	0%
	Meetings (inc Minutes) *	3,500	545	16%
	Office & Postage *	1,500	258	17%
	Other Operating	500	66	13%
	Payroll (DM) - Total *	78,000	19,500	25%
	Payroll Employer Taxes (DM) *	5,967	1,492	25%
	Payroll Service *	1,800	292	16%
	Permits & Fees	2,350	219	9%
	Repair & Maint (non-water)	500	-	0%
	Tree Management Program	6,000	-	0%
	Supplies	50	-	0%
	Utilities (Telephone-RingCentral)	400	398	100%
	Website & Document Managment *	700	10	1%
	<b>General Expense Total:</b>	<b>152,967</b>	<b>33,436</b>	<b>22%</b>
	<b>General Expenses (Net of Dept Allocations Total:</b>	<b>108,340</b>	<b>21,899</b>	<b>20%</b>
	<b>General Balance (Prior to Dept Allocations) :</b>	<b>66,073</b>	<b>(19,637)</b>	<b>-30%</b>
	<b>Gen Balance (After Dept Allocations):</b>	<b>110,700</b>	<b>(8,100)</b>	<b>-7%</b>
	<b>Loan Payment(Marin County 12/5/19-3yr):</b>	<b>(99,960)</b>		<b>0%</b>
	<b>Gen Balance (After Loan Payment):</b>	<b>10,740</b>	<b>(8,100)</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				
9/30/2021				
Fire Revenue	Category	FY21/22 Budget	FY21/22 Actual	% of Budget
	Special Parcel Tax for Fire	39,342	-	0%
	Grants/Donations for Fire (Misc)	-	-	
	Grants for Fire (Measure C)	11,500	587	5%
	Grants for Fire (Measure W)	26,000	-	0%
	Grants for Fire (FVA Firehouse)	-	-	
	Grants for Fire (West Marin)	8,400	-	0%
	<b>Fire Revenue incl Cap Imp Rev:</b>	<b>85,242</b>	<b>587</b>	<b>1%</b>
	Deduct Cap Imp Revenue:	-	-	
	<b>Fire Operations Revenue:</b>	<b>85,242</b>	<b>587</b>	<b>1%</b>
Fire Expense	Category	FY21/22 Budget	FY21/22 Actual	% of Budget
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Dedicated Expenses:</b>			
	Credit Card Receipts Outstanding		-	
	Emergency Preparedness	500	-	0%
	Dues: Membership	320	-	0%
	Fire Chief Stipend	27,500	5,000	18%
	Fire Equip & Tools	8,000	666	8%
	Fire Training/Certification	2,000	-	0%
	Fire Truck Maint & Repair	10,000	3,855	39%
	Grant Spending	11,000	-	0%
	Insurance: VFIS	5,700	5,695	100%
	Insurance: Workers Comp	2,500	-	0%
	Legal	500	-	0%
	Other Operating (Fire)	1,200	539	45%
	Payroll	2,500	2,500	100%
	Payroll employer taxes	191	191	100%
	Supplies: Medical	1,000	-	0%
	Supplies: Sta wear/Turnouts	2,000	1,400	70%
	Utilities: Electric	270	67	25%
	Utilities: Phone, Radio	1,150	391	34%
	<b>Dedicated Expense Sub-Total:</b>	<b>76,331</b>	<b>20,304</b>	<b>27%</b>
	<b>Fire Operations Expense Total:</b>	<b>76,331</b>	<b>20,304</b>	<b>27%</b>
	<b>Fire Operations Balance:</b>	<b>8,911</b>	<b>(19,717)</b>	<b>-221%</b>
	<b>Fire Station Donations/Grants</b>	<b>40,000</b>		
	<b>Fire Station Expenditures</b>	<b>(27,352)</b>		
	<b>Funds Remaining</b>	<b>12,648</b>		

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

**Recreation Department**

9/30/2021

Rec Revenue	Category	FY21/22 Budget	FY21/22 Actual	% of Budget
	Community Center Classes	600	-	0%
	Community Center Functions (+XF)	-	-	
	Grants/Donations for Rec	-	-	
	Measure A Tax	37,442	-	0%
	Rentals	-	-	
	<b>Rec Operations Revenue Total:</b>	<b>38,042</b>	<b>-</b>	<b>0%</b>
	<b>Rec Ops non-Measure A Total:</b>	<b>600</b>	<b>-</b>	<b>0%</b>

Rec Expense	Category	FY21/22 Budget	FY21/22 Actual	% of Budget
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Dedicated Expenses:</b>			
	Community Center Classes	-	-	
	Community Center Functions	8,200	-	0%
	Grant Spending (Rec)	25,668	15,647	
	Legal Fees (Rec)	-	-	
	Measure A Projects	37,442	-	0%
	Other Operating (Rec)	100	-	0%
	Grounds Maintenance	11,400	2,250	
	Payroll (Rec)	2,400	2,184	91%
	Payroll (Rental Coordinator)	-	-	
	Payroll Employer Taxes (Rec)	184	167	91%
	Payroll (WC-Rec)	45	(302)	-671%
	Rental Expenses (CC)	500	-	0%
	Repairs & Maintenance (Rec)	1,500	600	40%
	Trails Maintenance	3,000	-	0%
	Supplies (CC)	1,000	201	20%
	Utilities: Elec (CC)	800	178	22%
	Utilities: Phone (CC-Ooma)	65	17	26%
	Utilities: Propane (CC)	150	-	0%
	Utilities: Refuse (Rec)	1,200	300	25%
	<b>Dedicated Expense Sub-Total:</b>	<b>93,654</b>	<b>21,242</b>	<b>23%</b>
	<b>Non-Measure A Expense Total:</b>	<b>56,212</b>	<b>21,242</b>	<b>38%</b>
	<b>Rec Ops Balance(including Restricted Revenue):</b>	<b>(55,612)</b>	<b>(21,242)</b>	<b>38%</b>
	<b>Rec Ops Balance(non-Measure A)):</b>	<b>(55,612)</b>	<b>(21,242)</b>	<b>38%</b>

**Budget for Capital Spending:**

Measure A: CC Deck/Siding-Oil	(5,000)
Measure A: CC Deck Curtains	(8,000)
Measure A: Trail Improvement-SL	(10,000)
Measure A: Trail Improvement-UP	(14,000)
<b>Total Spending:</b>	<b>(37,000)</b>

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

<b>Roads Department</b>				
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9/30/2021

Roads Revenue	Category	FY21/22 Budget	FY21/22 Actual	% of Budget
	Fees for Roads	-	-	
	Donations for Roads	-	-	
	Grants for Roads	-	-	
	<b>Roads Operations Revenue Total:</b>	-	-	

Roads Expense	Category	FY21/22 Budget	FY21/22 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)	1,000	450	
Payroll (Roads)	-	-	
Payroll Employer Taxes (Roads)	-	-	
Payroll (WC-Roads)	-	-	
Repairs & Maintenance (Roads)	10,000	-	0%
Supplies (Roads)	-	-	
<b>Dedicated Expense Sub-Total:</b>	<b>11,000</b>	<b>450</b>	<b>4%</b>
<b>Roads Operations Expense Total:</b>	<b>11,000</b>	<b>450</b>	<b>4%</b>
 <b>Roads Operations Balance:</b>	 <b>(11,000)</b>	 <b>(450)</b>	 <b>4%</b>

***Capital Spending:***

<b>Sunset Way Project Contract</b>	<b>(40,000)</b>		
<b>Capital Expenditures</b>			
<b>Total Capital Project Balance:</b>	<b>(40,000)</b>	-	-

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

<b>Water Department</b>				
9/30/2021				
<b>Water Revenue</b>	<b>Category</b>	<b>FY21/22 Budget</b>	<b>FY21/22 Actual</b>	<b>% of Budget</b>
	Water Service Revenue	180,600	59,024	33%
	Water Conservation Discount	(54,500)	(17,472)	32%
	Meter Reading Fee	7,860	2,570	33%
	Water Service Revenue (Misc)	500	7,921	1584%
	Water Service fee Net Revenue	134,460	49,473	37%
	Meter Charge (CIP Reserves)	71,270	23,785	33%
	Connection Fees	6,500	-	0%
	Donations & Grants	-	-	
	<b>Water Revenue incl Meter Charge:</b>	<b>212,230</b>	<b>73,258</b>	<b>35%</b>
	Move Meter Charge to Reserves:	(71,270)	(23,785)	33%
	<b>Water Operations Revenue:</b>	<b>140,960</b>	<b>49,473</b>	<b>35%</b>
	<b>Water CIP (PE Reserves):</b>	<b>31,270</b>	<b>10,452</b>	<b>33%</b>
	<b>Water CIP (LT Reserves):</b>	<b>40,000</b>	<b>13,333</b>	<b>33%</b>

<b>Water Expense</b>	<b>Category</b>	<b>FY21/22 Budget</b>	<b>FY21/22 Actual</b>	<b>% of Budget</b>
	<b>General Expenses (40% Share):*</b>	<b>44,627</b>	<b>11,543</b>	<b>26%</b>
	Audit	3,680	1,720	47%
	Health Insurance (DM)	3,920	979	25%
	Insurance (Workers Comp)	440	-	0%
	Meetings (incl Minutes)	1,400	218	16%
	Office & Postage	600	109	18%
	Payroll (DM) - Total	31,200	7,800	25%
	Payroll Employer Taxes (DM)	2,387	597	25%
	Payroll Service	720	117	16%
	Website & Doc Management	280	4	1%
	<b>Gen Exp (Water Ops 40% Share):</b>	<b>44,627</b>	<b>11,543</b>	<b>26%</b>
	<b>Dedicated Expenses:</b>			
	Bank & Credit Card Fees(Customer)	5,150	1,435	28%
	Bookkeeping (Water)	5,460	1,505	28%
	Debt (Due to DT - 10yrs/no int)	3,350	-	
	Debt (Due to GF - 20yrs/no int)	2,600	-	0%
	Dues & Memberships (Water)	450	-	0%
	Grant Spending	-	-	
	Insurance (Water)	2,500	-	0%
	Legal Fees (Water)	1,000	-	0%
	Other Operating (Water)	500	-	0%
	Pay (Maintenance Sub-contractor)	700		
	Payroll (Compromise - WM)	5,000	5,000	100%
	Payroll (Water Team)	29,400	7,931	27%
	Payroll (Other water salaries)	-	-	

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

Water Department			
		9/30/2021	
Payroll Employer Taxes (Water)	2,249	607	27%
Payroll Employer (WC)	1,000	-	0%
Permits & Fees (Water)	1,370	-	0%
Rep & Maint incl Grant Spending	15,000	2,195	15%
Supplies (Water)	-	-	
Testing (Water)	2,500	415	17%
Treatment (Water)	5,000	281	6%
Utilities: Electric (Water)	12,100	2,587	21%
Utilities: Telephone (Water-Ooma)	380	64	17%
<b>Dedicated Expense Sub-Total:</b>	<b>95,709</b>	<b>22,020</b>	<b>23%</b>
<b>Water Operations Expense Total:</b>	<b>140,336</b>	<b>33,562</b>	<b>24%</b>
 <i>Water Conservation Reserve (Beginning Balance):</i>	 <i>54,500</i>	 <i>54,500</i>	
<i>Water Conservation Reserve (Discounts):</i>	<i>(54,500)</i>	<i>(17,472)</i>	<b>32%</b>
<i>Water Conservation Reserve (Ending balance):</i>	<i>-</i>	<i>37,028</i>	
 <b>Water Operations Balance :</b>	 <b>624</b>	 <b>15,911</b>	 <b>2549%</b>
 <i>Water Capital Improvements (Beginning PE Balance):</i>	 <i>8,133</i>	 <i>8,133</i>	
<i>Water Capital Improvement (Balance to PE Reserves):</i>	<i>31,270</i>	<i>10,452</i>	<b>33%</b>
<i>Water Capital Improvement (Capital spending):</i>	<i>-</i>	<i>-</i>	
<i>Water Capital Improvement (Change to PE Reserve):</i>	<i>39,403</i>	<i>18,585</i>	<b>47%</b>
<i>Water Capital Improvements (Beginning LT Balance):</i>	<i>73,336</i>	<i>73,336</i>	<b>100%</b>
<i>Water Capital Improvement (Balance to LT Reserves):</i>	<i>40,000</i>	<i>13,333</i>	<b>33%</b>
<i>Water Capital Improvement (Change to LT Reserve):</i>	<i>113,336</i>	<i>86,669</i>	<b>76%</b>
<i>Water Capital Improvement (Net PE and LT Reserves):</i>	<i>152,739</i>	<i>105,254</i>	<b>69%</b>

**Notes:**            *Meter Reading Charge (\$2400) + Water Bookkeeping (\$5460) = \$7860*



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## Statement Ending 09/30/2021

MUIR BEACH COMMUNITY SVCS




Page 1 of 4

Account Number: 342025376

### ADDRESS 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	\$383,623.17

### Public Checking Images-342025376

#### Account Summary

Date	Description	Amount
09/01/2021	Beginning Balance	\$367,235.38
	7 Credit(s) This Period	\$34,324.14
	20 Debit(s) This Period	\$17,936.35
09/30/2021	Ending Balance	\$383,623.17

#### Deposits

Date	Description	Amount
09/01/2021	DEPOSIT	\$350.00
09/20/2021	DEPOSIT	\$669.87
09/29/2021	DEPOSIT	\$400.00

#### Electronic Credits

Date	Description	Amount
09/08/2021	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$13,533.67
09/17/2021	COUNTY OF MARIN COM PAY	\$23.47

EQUAL HOUSING  
LENDER  
NMLS #458732

Member FDIC

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

Date	Description	Amount
	MUIR BEACH CSD	
09/27/2021	INTUIT 79406305 DEPOSIT	\$19,243.39
	MUIR BEACH COMMUNITY S	
09/28/2021	INTUIT 79415275 DEPOSIT	\$103.74
	MUIR BEACH COMMUNITY S	

**Electronic Debits**

Date	Description	Amount
09/02/2021	INTUIT 82670595 ACCT FEE	\$20.00
	MUIR BEACH COMMUNITY S	
09/02/2021	PAYCHEX INC. PAYROLL	\$7,693.01
	MUIR BEACH COMMUNITY S	
09/03/2021	PAYCHEX EIB INVOICE	\$135.44
	MUIR BEACH COMMUNITY S	
09/03/2021	PAYCHEX TPS TAXES	\$2,800.72
	MUIR BEACH COMMUNITY S	
09/10/2021	PAYCHEX EIB INVOICE	\$58.00
	MUIR BEACH COMMUNITY S	
09/14/2021	PGANDE WEB ONLINE	\$20.36
	MUIR BEACH CSD	
09/14/2021	PGANDE WEB ONLINE	\$44.01
	MUIR BEACH CSD	
09/14/2021	PGANDE WEB ONLINE	\$255.33
	MUIR BEACH CSD	
09/14/2021	PGANDE WEB ONLINE	\$576.81
	MUIR BEACH CSD	
09/20/2021	ATT Payment	\$86.03
	MUIR BEACH	
09/24/2021	CHASE CREDIT CRD AUTOPAYBUS	\$102.80
	HILLS LEIGHTON J	
09/27/2021	INTUIT 20804885 TRAN FEE	\$625.39
	MUIR BEACH COMMUNITY S	
09/28/2021	INTUIT 20813725 TRAN FEE	\$3.00
	MUIR BEACH COMMUNITY S	

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
2156	09/08/2021	\$300.00	2162	09/16/2021	\$1,664.50	2167*	09/30/2021	\$137.28
2160*	09/13/2021	\$2,500.00	2164*	09/30/2021	\$88.00			
2161	09/27/2021	\$10.00	2165	09/30/2021	\$815.67			

\* Indicates skipped check number

11:40 AM

10/09/21

**Muir Beach Community Services District**  
**Reconciliation Summary**  
TriC Checking, Period Ending 09/30/2021

---

	Sep 30, 21
Beginning Balance	366,132.60
Cleared Transactions	
Checks and Payments - 44 items	-46,567.66
Deposits and Credits - 25 items	64,058.23
Total Cleared Transactions	17,490.57
Cleared Balance	<u>383,623.17</u>
Uncleared Transactions	
Checks and Payments - 10 items	-16,071.69
Total Uncleared Transactions	-16,071.69
Register Balance as of 09/30/2021	<u>367,551.48</u>
New Transactions	
Checks and Payments - 13 items	-12,234.01
Deposits and Credits - 1 item	1,365.86
Total New Transactions	-10,868.15
Ending Balance	<u>356,683.33</u>

## Muir Beach Community Services District

## Reconciliation Detail

TriC Checking, Period Ending 09/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						366,132.60
Cleared Transactions						
Checks and Payments - 44 items						
Check	04/17/2021	CCADJ		X	-3.12	-3.12
Check	04/30/2021	CCADJ		X	-20.00	-23.12
General Journal	06/08/2021			X	-1,000.00	-1,023.12
Check	08/10/2021	CCADJ		X	-45.26	-1,068.38
Bill Pmt -Check	08/17/2021	2156	Pilar Manzo	X	-300.00	-1,368.38
General Journal	08/31/2021			X	-6,890.00	-8,258.38
Check	08/31/2021	DD 10...	Mary C Halley	X	-4,727.14	-12,985.52
Credit Card Charge	08/31/2021		Able Tire and Brake	X	-3,360.43	-16,345.95
Check	08/31/2021	PR	Payroll taxes	X	-2,800.72	-19,146.67
Check	08/31/2021	DD 10...	Thiemo Blank	X	-1,231.06	-20,377.73
Check	08/31/2021	DD 10...	Ernst Karel {e}	X	-605.35	-20,983.08
Check	08/31/2021	DD 10...	Stephanie Blank {e}	X	-512.55	-21,495.63
Check	08/31/2021	DD 10...	Juana Gonzalez	X	-432.21	-21,927.84
Check	08/31/2021	DD 10...	Harvey Pearlman	X	-184.70	-22,112.54
Check	08/31/2021	CCADJ		X	-20.00	-22,132.54
Credit Card Charge	09/02/2021		Amazon Marketplace	X	-44.14	-22,176.68
Bill Pmt -Check	09/05/2021	EFT	Paychex, Inc.	X	-135.44	-22,312.12
Credit Card Charge	09/05/2021		Goodman Building S...	X	-23.46	-22,335.58
Credit Card Charge	09/09/2021		Pet Pro	X	-64.92	-22,400.50
Check	09/10/2021	EFT	Paychex, Inc.	X	-58.00	-22,458.50
Bill Pmt -Check	09/13/2021	EFT	PG&E Pumping fro...	X	-576.81	-23,035.31
Credit Card Credit	09/13/2021		Brandon Tire Supply	X	-552.44	-23,587.75
Bill Pmt -Check	09/13/2021	EFT	PG&E Pumping at L...	X	-255.33	-23,843.08
Bill Pmt -Check	09/13/2021	EFT	PG&E at Comm Ctr ...	X	-44.01	-23,887.09
Bill Pmt -Check	09/13/2021	EFT	PG&E Firehouse 62...	X	-20.36	-23,907.45
Bill Pmt -Check	09/14/2021	2160	Gove, Chris	X	-2,500.00	-26,407.45
Credit Card Charge	09/15/2021		DRI*Uprinting	X	-201.30	-26,608.75
General Journal	09/16/2021			X	-12,114.20	-38,722.95
Bill Pmt -Check	09/16/2021	2162	Mullin, Sharon	X	-1,664.50	-40,387.45
Bill	09/16/2021		Marin County Tax C...	X	-137.28	-40,524.73
Bill Pmt -Check	09/16/2021	2164	Public Health Labor...	X	-88.00	-40,612.73
Bill	09/16/2021		DMV Renewal	X	-10.00	-40,622.73
Bill Pmt -Check	09/16/2021	2161	DMV Renewal	X	-10.00	-40,632.73
Bill Pmt -Check	09/17/2021	EFT	AT&T	X	-86.03	-40,718.76
Check	09/23/2021	EFT	Chase Card Services	X	-102.80	-40,821.56
Credit Card Credit	09/23/2021		DRI*Uprinting	X	-18.86	-40,840.42
Credit Card Charge	09/24/2021		4Imprint	X	-1,399.62	-42,240.04
Bill Pmt -Check	09/24/2021	2165	CALPERS	X	-815.67	-43,055.71
Bill Pmt -Check	09/24/2021	2167	Marin County Tax C...	X	-137.28	-43,192.99
Bill	09/26/2021		AT&T	X	-220.13	-43,413.12
Check	09/27/2021	CCADJ	intuit Pymt Soln Tra...	X	-625.39	-44,038.51
Bill	09/27/2021		PG&E Firehouse 62...	X	-26.15	-44,064.66
Check	09/28/2021	CCADJ	intuit Pymt Soln Tra...	X	-3.00	-44,067.66
Bill	09/30/2021		Gove, Chris	X	-2,500.00	-46,567.66
Total Checks and Payments					-46,567.66	-46,567.66
Deposits and Credits - 25 items						
Deposit	04/01/2021			X	1,171.16	1,171.16
General Journal	06/08/2021			X	1,000.00	2,171.16
Deposit	08/30/2021			X	350.00	2,521.16
Credit Card Charge	08/31/2021		Able Tire and Brake	X	3,360.43	5,881.59
General Journal	08/31/2021			X	6,890.00	12,771.59
Credit Card Charge	09/02/2021		Amazon Marketplace	X	44.14	12,815.73
Credit Card Charge	09/05/2021		Goodman Building S...	X	23.46	12,839.19
Deposit	09/07/2021			X	13,533.67	26,372.86
Credit Card Charge	09/09/2021		Pet Pro	X	64.92	26,437.78
Credit Card Credit	09/13/2021		Brandon Tire Supply	X	552.44	26,990.22
Credit Card Charge	09/15/2021		DRI*Uprinting	X	201.30	27,191.52
Bill	09/16/2021		DMV Renewal	X	10.00	27,201.52
Deposit	09/16/2021			X	23.47	27,224.99
Bill	09/16/2021		Marin County Tax C...	X	137.28	27,362.27
Deposit	09/16/2021			X	669.87	28,032.14
General Journal	09/16/2021			X	5,447.53	33,479.67
General Journal	09/16/2021			X	6,666.67	40,146.34

11:40 AM

10/09/21

## Muir Beach Community Services District

## Reconciliation Detail

TriC Checking, Period Ending 09/30/2021

Type	Date	Num	Name	Clr	Amount	Balance
Credit Card Credit	09/23/2021		DRI*Uprinting	X	18.86	40,165.20
Credit Card Charge	09/24/2021		4Imprint	X	1,399.62	41,564.82
Deposit	09/25/2021			X	400.00	41,964.82
Bill	09/26/2021		AT&T	X	220.13	42,184.95
Bill	09/27/2021		PG&E Firehouse 62...	X	26.15	42,211.10
Deposit	09/27/2021			X	19,243.39	61,454.49
Deposit	09/28/2021			X	103.74	61,558.23
Bill	09/30/2021		Gove, Chris	X	2,500.00	64,058.23
Total Deposits and Credits					64,058.23	64,058.23
Total Cleared Transactions					17,490.57	17,490.57
Cleared Balance					17,490.57	383,623.17
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Bill Pmt -Check	09/16/2021	2163	Pilar Manzo		-300.00	-300.00
Bill Pmt -Check	09/24/2021	2166	Eleazar Ortega		-900.00	-1,200.00
Bill Pmt -Check	09/25/2021	2168	Herzog Geotechnical		-3,900.00	-5,100.00
Check	09/30/2021	DD 10...	Mary C Halley		-4,727.14	-9,827.14
Check	09/30/2021	PR	Payroll taxes		-2,920.42	-12,747.56
Check	09/30/2021	DD 10...	Stephanie Blank {e}		-1,353.55	-14,101.11
Check	09/30/2021	DD 10...	Thiemo Blank		-1,197.16	-15,298.27
Check	09/30/2021	DD 10...	Juana Gonzalez		-515.30	-15,813.57
Check	09/30/2021	DD 10...	Harvey Pearlman		-184.70	-15,998.27
Check	09/30/2021	DD 10...	Ernst Karel {e}		-73.42	-16,071.69
Total Checks and Payments					-16,071.69	-16,071.69
Total Uncleared Transactions					-16,071.69	-16,071.69
Register Balance as of 09/30/2021					1,418.88	367,551.48
<b>New Transactions</b>						
<b>Checks and Payments - 13 items</b>						
Bill Pmt -Check	10/02/2021	2170	Gove, Chris		-2,500.00	-2,500.00
Bill Pmt -Check	10/02/2021	2173	Mullin, Sharon		-2,140.50	-4,640.50
Bill Pmt -Check	10/02/2021	2172	Karel, Ernst		-500.00	-5,140.50
Bill Pmt -Check	10/02/2021	2171	Herb's Pool Service		-92.48	-5,232.98
Bill Pmt -Check	10/02/2021	2174	Public Health Labor...		-88.00	-5,320.98
Bill Pmt -Check	10/02/2021	2175	United Site Services...		-34.47	-5,355.45
Bill Pmt -Check	10/05/2021	EFT	Paychex, Inc.		-135.80	-5,491.25
Bill Pmt -Check	10/14/2021	EFT	PG&E Pumping fro...		-615.35	-6,106.60
Bill Pmt -Check	10/14/2021	EFT	PG&E Pumping at L...		-263.91	-6,370.51
Bill Pmt -Check	10/14/2021	EFT	PG&E at Comm Ctr ...		-78.29	-6,448.80
Bill Pmt -Check	10/14/2021	EFT	PG&E Firehouse 62...		-26.15	-6,474.95
Bill Pmt -Check	10/19/2021	EFT	AT&T		-220.13	-6,695.08
Check	10/23/2021		Chase Card Services		-5,538.93	-12,234.01
Total Checks and Payments					-12,234.01	-12,234.01
<b>Deposits and Credits - 1 item</b>						
Deposit	10/02/2021				1,365.86	1,365.86
Total Deposits and Credits					1,365.86	1,365.86
Total New Transactions					-10,868.15	-10,868.15
Ending Balance					-9,449.27	356,683.33



Service With Solutions®

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#### ADDRESS SERVICE REQUESTED

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




## Statement Ending 09/30/2021

MUIR BEACH COMMUNITY SVCS

Page 1 of 2

Account Number: 342024049

### 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.

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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	\$201,611.47

## Business MMI Images-342024049

### Account Summary

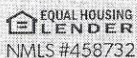
Date	Description	Amount
09/01/2021	Beginning Balance	\$201,608.16
	1 Credit(s) This Period	\$3.31
	0 Debit(s) This Period	\$0.00
09/30/2021	Ending Balance	\$201,611.47

### Interest Summary

Description	Amount
Interest Earned From 09/01/2021 Through 09/30/2021	
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	\$30.12

### Other Credits

Date	Description	Amount
09/30/2021	INT PMT SYS-GEN	\$3.31



NMLS #458732



Member FDIC

## **RESOLUTION NO: 2021-2**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF MUIR BEACH COMMUNITY SERVICES DISTRICT MAKING FINDINGS THAT THE PROCLAIMED STATE OF EMERGENCY CONTINUES TO IMPACT THE ABILITY TO MEET SAFELY IN PERSON AND DECLARING THAT THE BOARD OF DIRECTORS WILL CONTINUE TO MEET REMOTELY IN ORDER TO ENSURE THE HEALTH AND SAFETY OF THE PUBLIC**

**WHEREAS**, the Muir Beach Community Services District (the “District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of the District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative body conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, on March 4, 2020, Governor Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19; and

**WHEREAS**, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act in order to allow local legislative bodies to conduct meetings electronically without a physical meeting place; and

**WHEREAS**, as a result of Executive Order N-29-20, staff set up Zoom teleconference meetings for all District Board of Directors meetings; and

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which specified that Executive Order N-29-20 would remain in effect through September 30, 2021, at which point it would expire; and

**WHEREAS**, since the issuance of Executive Order N-08-21, the Delta variant has emerged, causing a spike in COVID-19 cases throughout the state; and

**WHEREAS**, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the Marin County Director of Health and Human Services, the California Department of Public Health, and the Department of Industrial Relations, have imposed or recommended measures to promote social distancing; and

**WHEREAS**, on September 16, 2021, the Governor signed Assembly Bill 361 into law, as urgency legislation that goes into effect on October 1, 2021, amending Government Code Section 54953 of the

Brown Act to allow legislative bodies to continue to meet remotely during a proclaimed state of emergency, provided certain conditions are met and certain findings are made; and

**WHEREAS**, the continued local rates of transmission of the virus and variants causing COVID-19 are such that the Director of Health & Human Services has recommended that the County continue to emphasize social distancing in order to minimize the potential spread of COVID-19 during indoor, public meetings.

**WHEREAS**, the District cannot maintain adequate safe social distance between members of the public, Board members and staff in their respective meeting locations; and

**WHEREAS**, because of the rise in cases due to the Delta variant, the District is concerned about the health and safety of attendees, the District's Board of Directors desires to take the actions necessary to comply with AB 361 and to continue to hold its Board and committee meetings remotely.

**NOW, THEREFORE, THE MUIR BEACH COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS RESOLVES AS FOLLOWS:**

1. The Board has reconsidered the circumstances of the State of Emergency, and finds that:

- a. The factors triggering the State of Emergency continue to directly impact the ability of the members of the Board of Directors and District staff, and members of the public to meet safely in person; and
- b. State and local officials continue to recommend measures to promote social distancing.

2. District Board of Directors meetings will continue to be conducted remotely for the next 30 days in compliance with AB 361 and Government Code Section 54953(e)(2), in order to ensure the health and safety of the public while providing access to public meetings.

3. The Board of Directors will reconsider the circumstances of the State of Emergency and revisit the need to conduct meetings remotely within 30 days of the adoption of this Resolution.

REGULARLY PASSED AND ADOPTED this 27th day of October 2021.

AYES:

NOES:

ABSTAIN:

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§/Steve Shaffer, Board of Directors

ATESTS:

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§/Mary Halley, District Manager

## 10/27/21 District Manager Report – Mary Halley

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

#### General:

Covid-19 – coronavirus cases now trending down. Marin County is currently in the yellow tier and with new exceptions to the mask requirement for indoor gatherings under 100 people with proof of vaccination and contact tracing. The CSD October Board meeting will be held again by 'zoom' to allow for Supervisor Rodoni to attend. Now going forward under the governor signed Assembly Bill AB 361, the district will only be able to hold remote meetings by passage of a resolution every 30 days since September 30. The Board will need to discuss going back to in-person meetings going forward after the October meeting or holding special meetings in-between the meetings with the single purpose of re-approving the resolution to allow for the next meeting to be held by zoom if it falls outside of the 30-day period. Our next meeting is usually the first week of December due to both the Thanksgiving and Christmas holidays falling on the fourth week of the months.

Coastal Communities Working Group (CCWG) – work on the Marin County LCP-EH has been delayed until next year while waiting for the California Coastal Commission staff to submit comments.

#### Water:

Redwood Creek Stream Monitoring – stream flows have risen this past week due to early October rain. If creek levels and flows remain sufficient, the district may be able to go off of mandatory water conservation by this coming week. Prior to the rains, our overall water use had come down 22% since 7/13 (when water conservation efforts went into effect) and the 20 highest users down 29%.

Well monitoring – the 'WellIntel' automatic well monitoring device in the 2002 well continues to report normal recovery levels after pumping.

Marin County Water District Meetings – attended the second meeting of all the water district general managers on 10/20 hosted by Dennis Rodoni to discuss the future of Marin water supplies, conservation, collaboration, etc.

#### Fire:

Firehouse – no updates at the moment.

Fire Tax – FY21-22 tax bills have been sent out by the County, we should receive some fire tax revenues in December.

WMJPA – Marin County Fire Department has been doing home inspection reports in Muir Beach this past week.

#### Recreation:

MB Community Center – more dead echium was removed and hauled off on the 9/27 'chipper day' in preparation for the future CC parking project. The pile of building materials that someone illegally dumped down the hillside in the front of the CC near the firewood pile has been haul off and the firewood stacked. I will setup a "no dumping allowed" sign until the parking project is complete to avoid further haul-off costs.

Prop 68 Per Capita Recreation grant – resubmitted parking plans that include van accessible ADA parking space with required markings/signage to county planning and am still waiting for project status update. Met with the structural engineer, committee members, along with one possible contractor for the Prop 68 CC Parking and funicular project on 10/19 to review design plans for building permits. Submitted grant application on 10/12 and received back the grant Contract on 10/22 that needs to be approved and signed by the district within 30 days.

Trails – been having grounds crew slowly trim back some of the brush on the upper parks trail that has crept in causing a narrowing of the trail. Am looking at the upper trail with regards to additional chaconnes on the downhill runs where bikes are more likely to speed.

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. Met with Marin Parks and Recreation and the other various parks districts to discuss the county's Measure A survey results and the strategy for renewal of Measure A funding on the June 2022 ballot.

## **Roads:**

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

## **Communications:**

Website – found files that were not linked to the new website during the migration over to the new web host platform, so am now hand-linking them individually to make sure that the sinble file that they are currently in can never get separated form the website again. Am still waiting for new Board member bios and photos to update Elected Officials page. Then, as always, continuing to update pages and post routine documents on the website.

Muir Beach Directory – is current thru 9/14/21 and continue to post every new updated version on the district website 'Contact and Links' page.

## **Finance:**

Audits – we are about two-thirds through the FY20-21 auditing process according to auditor billing.

Budgets – fire department asking for an additional approval for expenditure on fire equipment above current budget.

Water Billing – only two 9/16 water billing statements included water conservation penalties.

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 – nothing to report this month.

District Office Business – drop-in visitors allowed again at the MB office but facial coverings still required due to Marin County HHS recommendation that masks be worn indoors. The district will continue to hold CSD meetings on zoom until further notice. 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