



# **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, January 26, 2022**

**Closed Session (Board will Convene in Open Session in order to**

**Commence in Closed Session) – 6:15 PM**

**Reconvene in Open Session – 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>6:15 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: Public Comment (if any) for Closed Session</b>
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<b>Item 3: Closed Session (Directors, District Manager and Legal Counsel)</b>
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*The California Government Code provides that certain matters such as litigation, personnel matters, and real estate negotiations may be conducted in closed session. The matters shall be identified as set out below. After any closed session, the legislative body shall reconvene in open session prior to adjournment and make disclosure of action taken during the closed session – pursuant to CA Government Code Section 54956.9(d)(2) and (e)(1). Conference with Legal Counsel to discuss facts and circumstances unknown to a potential plaintiff(s) that creates a significant exposure to litigation. 1 matter.*

<b>7:00 pm</b>	<b>Item 4: Reconvene in Open Session</b>
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Report as required on any actions taken in Closed Session.

MBCSD Agenda 1-26-2022

## **Item 5: Approval of Agenda**

*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: None

## **Item 6: Election of Board Officers**

Board will elect a new Board President and Vice President.

Article 2.3 of the CSD Bylaws (available on the CSD website) provides: *"The Board President and Board Vice President shall be elected at the first meeting of the calendar year.... The term of office shall commence upon election and shall continue for one year and until his/her successor is elected and takes office."*

The Election of Officers will proceed accordingly:

- (1) Nominations – Candidate(s) for Board President should be nominated by any one or more Directors.
  - (2) Motion to Close Nominations – A motion should then be made to close the nominations, seconded and voted upon.
  - (3) Vote – The Board President should then call a vote for or against each nominated candidate, and declare the outcome of the election.
- The process should be repeated for the Board Vice President.  
The new Board President should chair the remainder of the meeting.

## **Item 7: 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 12/7/21.
- B. Approval of Quarterly Financial Reports dated 12/31/21. (See attached or view at <http://muirbeachcsd.com/wp-content/uploads/2022/01/2021-12-Financial-Reports.pdf>)
- C. Approval of Draft-Audits FY 2021 (See <http://muirbeachcsd.com/wp-content/uploads/2022/01/MBCSD-Rev-Draft-Audit-Report-6.30.21.pdf>)
- D. Approve Resolution 2022-1 to make the 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 for the next 30-day period extending from January 27, 2022 to February 25, 2022 in order to hold our next regularly scheduled Board Meeting on February 23, 2022. (Please see attached MBCSD Resolution 2022-1: AB 361 30-Day Extension 1-27-22 To 2-25-2022)

<b>Item 8: Items Removed from Consent Calendar</b>
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Items moved from the Consent Calendar to the Regular Agenda, if any.

<b>Item 9: Charlotte's Way – requested by Charlotte's Way Property Owners</b>
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Property owners on Charlotte's Way would like to discuss the Charlotte's Way road/slide issue.

<b>Item 10: Muir Beach Christmas Fair Report – Laurie Piel</b>
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Christmas Fair organizer Laurie Piel will give a quick report and present check.

<b>Item 11: Fire Department Report</b>
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Fire Chief Chris Gove will give his quarterly report.

<b>Item 12: District Manager Report</b>
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District Manager Mary Halley will present brief highlights from her DM report.

<b>Item 13: 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 14: Recognitions &amp; Board Member Items</b>
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Board recognitions and pending events of interest to the community.

<b>Item 15: Adjournment</b>
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Next Agenda Meeting Date: Wednesday, February 16, 2022

**Next Board Meeting Date: Wednesday, February 23, 2022**

**MUIR BEACH COMMUNITY SERVICES DISTRICT**  
Minutes of the Board of Directors' meeting held on  
Wednesday, **December 7, 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: Closed Session**

**Item 2: Call to Order**

Steve Shaffer called the meeting of the Muir Beach Community Services District Board of Directors to order at approximately 7:10 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  
Ernst Karel, Secretary  
Chris Gove, Fire Chief

**Item 3: Reconvene in Open Session**

During the closed session, it was decided to get legal advice to further clarify to all board members what CSD responsibilities are for Charlotte's Way. They will engage Emily Longfellow to look over past documents, past road policies, and so on, and determine what level of responsibility the CSD has for Charlotte's Way.

**Item 4: Approval of Agenda**

Item(s) not included in this agenda: None

MOTION: To approve the agenda as submitted  
Moved: Hills, seconded by Jeschke  
Vote: AYES: Unanimous

**Item 5: Consent Calendar**

- A. Approval of Draft-Minutes from Regular Board Meeting of 10/27/21.
- B. Approval of Draft-Minutes from Special Board Meeting of 11/17/21.
- C. Approve Resolution 2021-4 to make the 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 for the next 30-day period extending from December 27, 2021 to January 26, 2022 in order to hold our next regularly scheduled Board Meeting on January 26, 2022.

(Please see attached MBCSD Resolution 2021-4: AB 361 30-Day Extension 12-27-21 To 1-26-2022)

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

**Item 6: Items Removed from Consent Calendar**

None.

**Item 7: Charlotte's Way – requested by Charlotte's Way Property Owners**

*[2:10 until 36:15 on the audio recording]*

A long discussion about what the CSD's responsibility is with regards to Charlotte's Way. Residents John Schick and Robin Collier provide their understanding of the history, according to which the CSD has been and continues to be responsible for maintaining it just like any other road in Muir Beach. Hills holds that the CSD's responsibility is to the roads in the old Bello Beach, namely Sunset, Pacific, Cove, and Lagoon. Jeschke points out that there is a dilemma in discussing this now since during the closed session the Board has decided to seek legal advice regarding precisely this topic, and hence finds it difficult to speak publicly on these topics before getting that advice. Addressing the logic that the CSD has an interest in maintaining a healthy water system for the whole community, with regard to a concern about leech lines around a water line, Schick points out that he became aware when Charlotte's Way was paved that there is substantial leech field drainage from the Knoxs and Schoenfelds, and the line is 50-year-old Schedule 20 four inches underground, and there is leech field effluent sitting right on top of it. During excavation around that pipe, it seemed very fragile, and it seemed clear that particular section of pipe should be lowered.

**Item 8: Muir Beach Easements and Drainage – requested by Tayeko Kaufmann**

*[36:17 until 44:00 on the audio recording]*

Resident Tayeko Kaufmann is requesting that the Board discuss responsibility for maintaining roads and easements on Lower Muir Beach. Tayeko suggests, if there is a policy, a note should go out to the community stating who is responsible for what and also requesting that the CSD coordinate a previously mentioned meeting between all the Ahab property owners whose properties the drainage ditch transverses and the Sunset Way property owners who border those Ahab properties.

*Current MBCSD Land Use, Easements, and Encroachment Policy with Guidance can be found at: <http://muirbeachcsd.com/wp-content/uploads/2021/05/MBCSD-Land-Use-and-Easement-Policy-with-Guidance.pdf>*

Discussion establishes that the drainage on each person's property is their own responsibility. While all property owners may not be fully aware of this, Shaffer notes that one of the property owners definitely does know because they have written us a letter saying the CSD has no right to go on their property and that they're fully responsible for the drainage on their property.

With unanimous support, the board approves having DM Halley write a letter formally reminding owners that they are responsible, so that everyone has this for insurance purposes.

1  
2  
3 **Item 9: District Manager Report**

4 District Manager Mary Halley presents brief highlights from her DM report, a written document  
5 which (as always) is included with the monthly meeting packet available online at  
6 <http://www.muirbeachcsd.com/meetings>.  
7  
8

9 **Item 10: MBCC Rental Coordinator – Laurie Piel**

[45:50 until 1:19:45 on the audio recording]

10  
11 Resident Laurie Piel presents for discussion a new “MBCC Manager” job description which  
12 would expand the rental coordinator job to also include events planning, rental facilitator,  
13 maintaining supplies inventory, and Bistro hosting, as compared with the current “Rental  
14 Coordinator” position which currently only includes CC rental coordinating tasks. Salary, pay  
15 and hours would still need to be determined for this potential new job position. Additionally,  
16 there is currently a possible proposal from a Muir Beach resident to try out the old “Rental  
17 Coordinator” job description at \$325 p/month to be reviewed in 3 months. There has also been  
18 interest by one community member in being a rental facilitator for some but not all rentals.  
19

20 Discussion continues about uses for the MBCC. It is being conceived primarily as something for  
21 use by MB community members, in contrast to the old model of needing to be rented out for  
22 events to people outside of the community, because it is less crucial to derive income for the  
23 MBCC beyond what’s needed to keep the lights on.  
24

25 MOTION: Starting in January, Joani Marinoff starts three-month trial at \$350/month  
26 to see how it goes and how she likes it and to come back to us with some  
27 recommendations about how to approve it.  
28 Moved: Hills, seconded by Eigsti  
29 Vote: AYES: Unanimous  
30  
31

32 **Item 11: CSD Equipment Use Policy – Director Hills**

33 The Board is being asked to approve reinstatement of CSD Equipment Use Policy. The District  
34 has not been able to locate a copy of the policy passed in 2014 limiting the use of CSD  
35 equipment (such as the tractor, trailers, and every other item of CSD equipment) to projects of  
36 the CSD, and not for any personal use. As such, the following motion is being put forth for  
37 approval: Moved, that all equipment owned by the CSD and all of its departments shall be used  
38 only for CSD projects, and not for any personal use.  
39

40 The main issue is the ASV, which Taylor explains if left unused and unmaintained is a problem  
41 – it needs to be used, and people need to be well-trained on it. It’s actually rarely used and has  
42 few uses. So, one possibility is that in order to incorporate those extra parameters, we look into  
43 some other insurance language that could allow it to be used, and there could be a rental rate or  
44 something. Another option is that we don’t continue to own an ASV and we sell it to someone in  
45 the community who would keep it there, and let the CSD use it when it needs it, so shift the  
46 ownership in exchange for the storage.  
47

48 Discussion continues in terms of various possibilities for keeping and maintaining the ASV.  
49 Ernst Karel, as a CSD employee, agrees to continue training in operating it.  
50

1 MOTION: That all equipment owned by the CSD and all of its departments shall be  
2 used only for CSD projects, and not for any personal use. With regard to  
3 the ASV, Chris Gove has agreed to train Ernst Karel in being proficient on  
4 it, and Ernst agrees to run it regularly to keep it working. This will be  
5 revisited in six months' time.  
6 Moved: Hills, seconded by Jeschke  
7 Vote: AYES: Hills, Shaffer, Taylor, and Jeschke  
8 Abstain: Eigsti  
9 The motion passes.

10  
11  
12 **Item 12: Public Open Time**

13 None  
14  
15

16 **Item 13: Recognitions & Board Member Items**  
17

18 None  
19

20 **Item 11: Adjournment**

21 Under current rules for remote meetings, rather than in-person, the next meeting will be held  
22 within 30 days from this current meeting.  
23

24 Next Agenda Meeting Date: Wednesday, January 19, 2022

25 Next Board Meeting Date: Wednesday, January 26, 2022.  
26

27 There being no further business to come before the board, the meeting is adjourned.  
28

29 Meeting adjourned at 21:01.

# Muir Beach Community Services District

## Balance Sheet

Accrual Basis

As of December 31, 2021

	Dec 31, 21
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	263,614
TriC Lower Tank Reserve	93,334
TriC Pipes & Equip Reserve	24,032
TriC General Fund	20,033
Prop 68 20% Matching Reserve	6,126
TriC Water	(39,428)
Total TriC Checking	367,711
TriC MMF - General Fund	
TriC MMF - General Fund - Other	190,782
Reserve for County Loan Pmt	10,840
Total TriC MMF - General Fund	201,622
Clearing	58
Total Checking/Savings	569,391
Other Current Assets	
Due from Water Ops to Gen'l Fd	39,428
Undeposited Funds	2,850
Total Other Current Assets	42,278
Accounts Receivable	
Receivables	1,817
Total Accounts Receivable	1,817
Total Current Assets	613,485
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	(1,014,560)
Total Other Fixed Assets	2,139,586
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 December 31, 2021

	Dec 31, 21
5-Year Equipment Post 2008	4,084
Accumulated Depreciation	(727,623)
Total Water System Assets	1,076,656
Total Fixed Assets	3,216,242
TOTAL ASSETS	3,829,727
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Loan from Marin Co Treasurer	103,459
Due to Gen'l Fd from Water Ops	39,428
Loans Payable	16,750
Total Other Current Liabilities	159,637
Accounts Payable	
Accounts Payable	5,326
Total Accounts Payable	5,326
Credit Cards	
Credit Card	393
Total Credit Cards	393
Total Current Liabilities	165,356
Total Liabilities	165,356
Equity	
Retained Earnings	3,577,841
Net Income	86,530
Total Equity	3,664,371
TOTAL LIABILITIES & EQUITY	3,829,727

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

	Dec 21
<b>Income</b>	
Combined Tax Revenues	
Property Tax Revenues	
Property Tax Revenues	68,381
Refund - Educational Deductions	50,444
Total Property Tax Revenues	118,825
\$200 Parcel Tax for Fire	21,638
Total Combined Tax Revenues	140,463
Donations & Grants	200
Interest Income	3
Total Income	140,667
<b>Expense</b>	
Payroll Expenses	
Wages	4,568
Employer Payroll Taxes	706
Payroll Service	141
Total Payroll Expenses	5,415
Bookkeeping	1,258
Permits & Fees	1,044
Grounds Maintenance/Gardening	900
Health Insurance	859
Fire Dept Expenses	
Equipment & Tools	245
Phone, Radio Link for Bolinas	239
Total Fire Dept Expenses	484
Community Classes & Functions	
Community Center Functions	220
Total Community Classes & Functions	220
Utilities	
Electric	136
Refuse Service	34
Telephone	6
Total Utilities	177
Trails Maintenance	175
Audit Expense	135
Supplies (non-water)	67
Other Operating Expenses	24
Receipts Outstanding	
CG Receipts Outstanding	24
Total Receipts Outstanding	24
Meeting Expense	15
Office and Postage	10
Website Hosting & Maintenance	5
Total Expense	10,811
Net Income	129,856

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

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	Dec 21
Income	
Combined Water Revenues	
Water Operations Revenues	
Water Service Revenues	0
Total Water Operations Revenues	0
Total Combined Water Revenues	0
Total Income	0
Expense	
Payroll Expenses	
Wages	4,663
Total Payroll Expenses	4,663
Permits & Fees	1,343
Utilities	
Electric	837
Telephone	22
Total Utilities	859
Water Enterprise	
Water Expense & Repairs	515
Water Treatment	103
Water Testing	88
Total Water Enterprise	706
Bookkeeping	170
Bank Fees & Credit Card Fees	64
Total Expense	7,806
Net Income	<u>(7,806)</u>

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

Date	Name	Memo	Amount
<b>Audit Expense</b>			
12/31/2021	RJ Ricciardi, Inc. CPAs	FY 20/21 audit - depr schedule	135
Total Audit Expense			135
<b>Bank Fees &amp; Credit Card Fees</b>			
12/03/2021	Intuit Pymt Soln Tran Fee		50
12/08/2021	Intuit Pymt Soln Tran Fee		14
Total Bank Fees & Credit Card Fees			64
<b>Bookkeeping</b>			
12/31/2021	Mullin, Sharon	Bookkeeping/water billing	1,258
12/31/2021	Mullin, Sharon	Bookkeeping/water billing	170
Total Bookkeeping			1,428
<b>Fire Dept Expenses</b>			
<b>Equipment &amp; Tools</b>			
12/01/2021	Hi-Tech EVS, Inc / Crimson Fire	Batteries	245
Total Equipment & Tools			245
<b>Phone, Radio Link for Bolinas</b>			
12/26/2021	AT&T	Phone @ fire barn; 415 380-9627	239
Total Phone, Radio Link for Bolinas			239
Total Fire Dept Expenses			484
<b>Health Insurance</b>			
12/14/2021	CALPERS	Halley	859
Total Health Insurance			859
<b>Office and Postage</b>			
12/14/2021	Adobe Systems	Software subscription	10
Total Office and Postage			10
<b>Other Operating Expenses</b>			
12/31/2021	Mullin, Sharon	Parking & tolls	24
Total Other Operating Expenses			24
<b>Permits &amp; Fees</b>			
12/14/2021	Marin County Treasurer	County Administration Fees	807
12/14/2021	Marin County Treasurer	County Administration Fees	237
12/22/2021	SWRCB	Small water system annual fee: Syst #2100508	1,343
Total Permits & Fees			2,386
<b>Supplies (non-water)</b>			
12/01/2021	Goodman Building Supply	Bulbs for CC	67
Total Supplies (non-water)			67
<b>Utilities</b>			
<b>Electric</b>			
12/16/2021	SMITH, Brent (1104)	Credit for electricity usage	8
12/24/2021	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	110
12/24/2021	PG&E Firehouse 6226-2	Electric - Firehouse	26
12/24/2021	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	225
12/24/2021	PG&E Pumping from Wells 745-7	Pumping	605
Total Electric			974
<b>Refuse Service</b>			
12/27/2021	United Site Services, Inc.	Portable restroom - Volleyball court	34
Total Refuse Service			34
<b>Telephone</b>			

12:50 PM

01/12/22

Accrual Basis

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

Date	Name	Memo	Amount
12/02/2021	Ooma	Telephone	5
12/04/2021	Ooma	Telephone	6
12/17/2021	Ooma	Telephone	6
12/29/2021	Ooma	Telephone	6
12/29/2021	Ooma	Telephone	6
Total Telephone			28
Total Utilities			1,036
<b>Water Enterprise</b>			
<b>Water Expense &amp; Repairs</b>			
12/29/2021	Alcala, Jose - v	Storm cleanup @ pumphouse & bridge	515
Total Water Expense & Repairs			515
<b>Water Testing</b>			
12/01/2021	Public Health Laboratory	Water testing; acct. 733	88
Total Water Testing			88
<b>Water Treatment</b>			
12/01/2021	Herb's Pool Service	Chlorine	103
Total Water Treatment			103
Total Water Enterprise			706
<b>TOTAL</b>			<b>7,199</b>

# COMPENSATION REPORT

Name	7/1/2020 to		7/1/2021 to		Notes
	6/30/2021	12/31/2021	6/30/2021	12/31/2021	
Halley	Mary	73,076	39,000		Hire date 7/10/17. Salary increase to \$72,000 effective 6/1/19.
Blank	Thiemo	14,087	7,021		\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Blank	Stephanie	10,466	4,969		\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gonzales	Juana	6,156	3,078		Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.
Karel	Ernst	4,754	2,962		\$972/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.
Pearlman	Harvey	2,400	1,200		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	\$ 60,730		



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

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

12/31/2021

Gen Revenue	Category	FY21/22 Budget	FY21/22 Actual	% of Budget
	Property Taxes (Unassigned)	127,000	70,678	56%
	Excess ERAF (Unassigned)	92,000	63,978	70%
	Interest Income (Unassigned)	40	20	50%
	Other Income (Unassigned)	-	100	
	<b>Gen Revenue Total:</b>	<b>219,040</b>	<b>134,776</b>	<b>62%</b>

Gen Expense	Category	FY21/22 Budget	FY21/22 Actual	% of Budget
	Audit (incl fees+bookkeeping) *	9,200	8,585	93%
	Bank & Credit Card Fees (District)	-	-	
	Bookkeeping	15,000	8,050	54%
	Dues & Memberships	1,600	1,665	104%
	Insurance (DM Health) *	9,800	4,938	50%
	Insurance (Umbrella)	5,300	-	0%
	Insurance (Board Workers Comp)	80	-	0%
	Insurance (DM Workers Comp) *	1,100	-	0%
	Interest Expense	7,120	7,120	100%
	Legal Fees	2,500	-	0%
	Meetings (inc Minutes) *	3,500	590	17%
	Office & Postage *	1,500	550	37%
	Other Operating	500	144	29%
	Payroll (DM) - Total *	78,000	39,000	50%
	Payroll Employer Taxes (DM) *	5,967	2,984	50%
	Payroll Service *	1,800	719	40%
	Permits & Fees	2,350	1,025	44%
	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	25	4%
	<b>General Expense Total:</b>	<b>152,967</b>	<b>75,793</b>	<b>50%</b>
	<b>General Expenses (Net of Dept Allocations Total:</b>	<b>108,340</b>	<b>45,716</b>	<b>42%</b>
	<b>General Balance (Prior to Dept Allocations) :</b>	<b>66,073</b>	<b>58,984</b>	<b>89%</b>
	<b>Gen Balance (After Dept Allocations):</b>	<b>110,700</b>	<b>89,060</b>	<b>80%</b>
	<b>Loan Payment(Marin County 12/5/19-3yr):</b>	<b>(99,960)</b>	<b>(99,960)</b>	<b>100%</b>
	<b>Gen Balance (After Loan Payment):</b>	<b>10,740</b>	<b>(10,900)</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				
12/31/2021				
Fire Revenue	Category	FY21/22 Budget	FY21/22 Actual	% of Budget
	Special Parcel Tax for Fire	39,342	21,638	55%
	Grants/Donations for Fire (Misc)	-	200	
	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>22,425</b>	<b>26%</b>
	Deduct Cap Imp Revenue:	-	-	
	<b>Fire Operations Revenue:</b>	<b>85,242</b>	<b>22,425</b>	<b>26%</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		24	
	Emergency Preparedness	500	-	0%
	Dues: Membership	320	-	0%
	Fire Chief Stipend	27,500	12,500	45%
	Fire Equip & Tools	8,000	1,651	21%
	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	926	77%
	Payroll	2,500	2,500	100%
	Payroll employer taxes	191	191	100%
	Supplies: Medical	1,000	-	0%
	Supplies: Sta wear/Turnouts	2,000	2,803	140%
	Utilities: Electric	270	137	51%
	Utilities: Phone, Radio	1,150	849	74%
	<b>Dedicated Expense Sub-Total:</b>	<b>76,331</b>	<b>31,131</b>	<b>41%</b>
	<b>Fire Operations Expense Total:</b>	<b>76,331</b>	<b>31,131</b>	<b>41%</b>
	<b>Fire Operations Balance:</b>	<b>8,911</b>	<b>(8,706)</b>	<b>-98%</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				
12/31/2021				
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	943	12%
	Grant Spending (Rec)	25,668	18,522	
	Legal Fees (Rec)	-	-	
	Measure A Projects	37,442	-	0%
	Other Operating (Rec)	100	-	0%
	Grounds Maintenance	11,400	5,850	
	Payroll (Rec)	2,400	4,278	178%
	Payroll (Rental Coordinator)	-	-	
	Payroll Employer Taxes (Rec)	184	327	178%
	Payroll (WC-Rec)	45	(302)	-671%
	Rental Expenses (CC)	500	-	0%
	Repairs & Maintenance (Rec)	1,500	689	46%
	Trails Maintenance	3,000	175	6%
	Supplies (CC)	1,000	379	38%
	Utilities: Elec (CC)	800	398	50%
	Utilities: Phone (CC-Ooma)	65	29	45%
	Utilities: Propane (CC)	150	-	0%
	Utilities: Refuse (Rec)	1,200	634	53%
	<b>Dedicated Expense Sub-Total:</b>	<b>93,654</b>	<b>31,922</b>	<b>34%</b>
	<b>Non-Measure A Expense Total:</b>	<b>56,212</b>	<b>31,922</b>	<b>57%</b>
	<b>Rec Ops Balance(including Restricted Revenue):</b>	<b>(55,612)</b>	<b>(31,922)</b>	<b>57%</b>
	<b>Rec Ops Balance(non-Measure A)):</b>	<b>(55,612)</b>	<b>(31,922)</b>	<b>57%</b>
	<b>Budget for Capital Spending:</b>			
	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**

Roads Department				
12/31/2021				
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>			
	<b>Dedicated Expenses:</b>			
	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	1,625	16%
	Supplies (Roads)	-	-	
	<b>Dedicated Expense Sub-Total:</b>	<b>11,000</b>	<b>2,075</b>	<b>19%</b>
	<b>Roads Operations Expense Total:</b>	<b>11,000</b>	<b>2,075</b>	<b>19%</b>
	<b>Roads Operations Balance:</b>	<b>(11,000)</b>	<b>(2,075)</b>	<b>19%</b>
	<b>Capital Spending:</b>			
	Sunset Way Project Contract	(40,000)		
	<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>				
12/31/2021				
<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	82,058	45%
	Water Conservation Discount	(54,500)	(25,192)	46%
	Meter Reading Fee	7,860	3,864	49%
	Water Service Revenue (Misc)	500	7,966	1593%
	Water Service fee Net Revenue	134,460	64,832	48%
	Meter Charge (CIP Reserves)	71,270	35,899	50%
	Connection Fees	6,500	6,500	100%
	Donations & Grants	-	-	
	<b>Water Revenue incl Meter Charge:</b>	<b>212,230</b>	<b>107,231</b>	<b>51%</b>
	Move Meter Charge to Reserves:	(71,270)	(35,899)	50%
	<b>Water Operations Revenue:</b>	<b>140,960</b>	<b>71,332</b>	<b>51%</b>
	<b>Water CIP (PE Reserves):</b>	<b>31,270</b>	<b>15,899</b>	<b>51%</b>
	<b>Water CIP (LT Reserves):</b>	<b>40,000</b>	<b>20,000</b>	<b>50%</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>22,956</b>	<b>51%</b>
	Audit	3,680	3,434	93%
	Health Insurance (DM)	3,920	1,975	50%
	Insurance (Workers Comp)	440	-	0%
	Meetings (incl Minutes)	1,400	236	17%
	Office & Postage	600	220	37%
	Payroll (DM) - Total	31,200	15,600	50%
	Payroll Employer Taxes (DM)	2,387	1,193	50%
	Payroll Service	720	288	40%
	Website & Doc Management	280	10	4%
	<b>Gen Exp (Water Ops 40% Share):</b>	<b>44,627</b>	<b>22,956</b>	<b>51%</b>
	<b>Dedicated Expenses:</b>			
	Bank & Credit Card Fees(Customer)	5,150	2,227	43%
	Bookkeeping (Water)	5,460	2,423	44%
	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	14,952	51%
	Payroll (Other water salaries)	-	-	

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

Water Department			
		12/31/2021	
Payroll Employer Taxes (Water)	2,249	1,144	51%
Payroll Employer (WC)	1,000	-	0%
Permits & Fees (Water)	1,370	1,647	120%
Rep & Maint incl Grant Spending	15,000	3,156	21%
Supplies (Water)	-	-	
Testing (Water)	2,500	836	33%
Treatment (Water)	5,000	384	8%
Utilities: Electric (Water)	12,100	4,919	41%
Utilities: Telephone (Water-Ooma)	380	261	69%
<b>Dedicated Expense Sub-Total:</b>	<b>95,709</b>	<b>36,949</b>	<b>39%</b>
<b>Water Operations Expense Total:</b>	<b>140,336</b>	<b>59,905</b>	<b>43%</b>
 <b>Water Conservation Reserve (Beginning Balance):</b>	 <b>54,500</b>	 <b>54,500</b>	
<b>Water Conservation Reserve (Discounts):</b>	<b>(54,500)</b>	<b>(25,192)</b>	<b>46%</b>
<b>Water Conservation Reserve (Ending balance):</b>	<b>-</b>	<b>29,308</b>	
 <b>Water Operations Balance :</b>	 <b>624</b>	 <b>11,427</b>	 <b>1831%</b>
 <b>Water Capital Improvements (Beginning PE Balance):</b>	 <b>8,133</b>	 <b>8,133</b>	
<b>Water Capital Improvement (Balance to PE Reserves):</b>	<b>31,270</b>	<b>15,899</b>	<b>51%</b>
<b>Water Capital Improvement (Capital spending):</b>	<b>-</b>	<b>-</b>	
<b>Water Capital Improvement (Change to PE Reserve):</b>	<b>39,403</b>	<b>24,032</b>	<b>61%</b>
<b>Water Capital Improvements (Beginning LT Balance):</b>	<b>73,336</b>	<b>73,336</b>	<b>100%</b>
<b>Water Capital Improvement (Balance to LT Reserves):</b>	<b>40,000</b>	<b>20,000</b>	<b>50%</b>
<b>Water Capital Improvement (Change to LT Reserve):</b>	<b>113,336</b>	<b>93,336</b>	<b>82%</b>
<b>Water Capital Improvement (Net PE and LT Reserves):</b>	<b>152,739</b>	<b>117,368</b>	<b>77%</b>

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



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**Statement Ending 12/31/2021**

MUIR BEACH COMMUNITY SVCS

Page 1 of 6

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	\$378,905.48

**Public Checking Images-342025376****Account Summary**

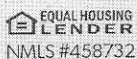
Date	Description	Amount
12/01/2021	Beginning Balance	\$367,761.32
	14 Credit(s) This Period	\$146,239.66
	27 Debit(s) This Period	\$135,095.50
12/31/2021	Ending Balance	\$378,905.48

**Deposits**

Date	Description	Amount
12/06/2021	DEPOSIT	\$1,591.41
12/10/2021	DEPOSIT	\$1,782.25
12/24/2021	DEPOSIT	\$1,384.90

**Electronic Credits**

Date	Description	Amount
12/03/2021	INTUIT 50545315 DEPOSIT MUIR BEACH COMMUNITY S	\$1,580.82
12/08/2021	COUNTY OF MARIN COM PAY	\$410.03



NMLS #458732



Member FDIC



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

Date	Description	Amount
12/08/2021	MUIR BEACH CSD COUNTY OF MARIN COM PAY	\$179.36
12/08/2021	MUIR BEACH CSD COUNTY OF MARIN COM PAY	\$111.07
12/08/2021	MUIR BEACH CSD COUNTY OF MARIN COM PAY	\$74.43
12/09/2021	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$286.65
12/09/2021	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$111.33
12/09/2021	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$82.56
12/15/2021	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$88,195.79
12/22/2021	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$50,444.32
12/31/2021	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$4.74

**Electronic Debits**

Date	Description	Amount
12/02/2021	INTUIT 83217585 ACCT FEE MUIR BEACH COMMUNITY S	\$20.00
12/02/2021	PAYCHEX INC. PAYROLL MUIR BEACH COMMUNITY S	\$10,405.67
12/03/2021	INTUIT 00812215 TRAN FEE MUIR BEACH COMMUNITY S	\$50.32
12/03/2021	PAYCHEX EIB INVOICE MUIR BEACH COMMUNITY S	\$141.24
12/03/2021	PAYCHEX TPS TAXES MUIR BEACH COMMUNITY S	\$2,809.27
12/08/2021	INTUIT 28142465 TRAN FEE MUIR BEACH COMMUNITY S	\$14.05
12/08/2021	INTUIT 77540215 DEPOSIT MUIR BEACH COMMUNITY S	\$207.94
12/14/2021	PGANDE WEB ONLINE MUIR BEACH CSD	\$22.14
12/14/2021	PGANDE WEB ONLINE MUIR BEACH CSD	\$56.30
12/14/2021	PGANDE WEB ONLINE MUIR BEACH CSD	\$182.65
12/14/2021	PGANDE WEB ONLINE MUIR BEACH CSD	\$529.75
12/22/2021	ATT Payment MUIR BEACH	\$239.16
12/24/2021	CHASE CREDIT CRD AUTOPAYBUS HILLS LEIGHTON J	\$219.76

**Checks Cleared**

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
2197	12/03/2021	\$107,080.25	2202	12/02/2021	\$2,197.00	2207	12/27/2021	\$859.20
2198	12/08/2021	\$815.67	2203	12/13/2021	\$304.02	2208	12/31/2021	\$900.00
2199	12/13/2021	\$119.00	2204	12/10/2021	\$103.18	2210*	12/24/2021	\$3,556.25
2200	12/07/2021	\$856.84	2205	12/15/2021	\$126.37	2212*	12/31/2021	\$2,345.00
2201	12/13/2021	\$900.00	2206	12/14/2021	\$34.47			

\* Indicates skipped check number

**Muir Beach Community Services District**  
**Reconciliation Summary**  
TriC Checking, Period Ending 12/31/2021

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	Dec 31, 21
Beginning Balance	350,352.19
Cleared Transactions	
Checks and Payments - 48 items	-166,728.46
Deposits and Credits - 28 items	195,281.75
Total Cleared Transactions	28,553.29
Cleared Balance	378,905.48
Uncleared Transactions	
Checks and Payments - 11 items	-14,052.37
Deposits and Credits - 2 items	2,619.00
Total Uncleared Transactions	-11,433.37
Register Balance as of 12/31/2021	367,472.11
New Transactions	
Checks and Payments - 8 items	-10,586.34
Deposits and Credits - 7 items	15,051.24
Total New Transactions	4,464.90
Ending Balance	371,937.01



## Muir Beach Community Services District

## Reconciliation Detail

TriC Checking, Period Ending 12/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						350,352.19
Cleared Transactions						
Checks and Payments - 48 items						
Check	11/09/2021	CCADJ		X	-42.64	-42.64
Check	11/19/2021	CCADJ		X	-528.62	-571.26
Credit Card Charge	11/19/2021		Goodman Building S...	X	-43.28	-614.54
Check	11/20/2021	CCADJ		X	-3.00	-617.54
Bill Pmt -Check	11/22/2021	2197	Marin County Treas...	X	-107,080.25	-107,697.79
Check	11/22/2021	CCADJ		X	-56.72	-107,754.51
Bill	11/23/2021		Marin County Tax C...	X	-126.37	-107,880.88
Bill	11/24/2021		PG&E Firehouse 62...	X	-22.14	-107,903.02
General Journal	11/30/2021			X	-8,201.00	-116,104.02
Check	11/30/2021	DD 10...	Mary C Halley	X	-4,727.14	-120,831.16
Check	11/30/2021	PR	Payroll taxes	X	-2,809.27	-123,640.43
Check	11/30/2021	DD 10...	Thiemo Blank	X	-1,107.13	-124,747.56
Check	11/30/2021	DD 10...	Stephanie Blank {e}	X	-694.46	-125,442.02
Check	11/30/2021	DD 10...	Ernst Karel {e}	X	-676.92	-126,118.94
Check	11/30/2021	DD 10...	Juana Gonzalez	X	-515.32	-126,634.26
Check	11/30/2021	DD 10...	Harvey Pearlman	X	-184.70	-126,818.96
Check	11/30/2021	CCADJ		X	-20.00	-126,838.96
Credit Card Charge	12/01/2021		Hi-Tech EVS, Inc / ...	X	-244.56	-127,083.52
Bill Pmt -Check	12/02/2021	2202	Mullin, Sharon	X	-2,197.00	-129,280.52
Bill Pmt -Check	12/02/2021	2201	Eleazar Ortega	X	-900.00	-130,180.52
Bill Pmt -Check	12/02/2021	2200	Allen, Robert	X	-856.84	-131,037.36
Bill Pmt -Check	12/02/2021	2198	CALPERS	X	-815.67	-131,853.03
Bill Pmt -Check	12/03/2021	DD 10...	Gove, Chris	X	-2,500.00	-134,353.03
Bill Pmt -Check	12/03/2021	EFT	Paychex, Inc.	X	-141.24	-134,494.27
Check	12/03/2021	CCADJ	intuit Pymt Soln Tra...	X	-50.32	-134,544.59
Credit Card Charge	12/04/2021		Amazon.com	X	-23.88	-134,568.47
Bill Pmt -Check	12/07/2021	2203	CDTFA	X	-304.02	-134,872.49
Bill Pmt -Check	12/07/2021	2205	Marin County Tax C...	X	-126.37	-134,998.86
Bill Pmt -Check	12/07/2021	2199	Brelje and Race Lab...	X	-119.00	-135,117.86
Bill Pmt -Check	12/07/2021	2204	Herb's Pool Service	X	-103.18	-135,221.04
Bill Pmt -Check	12/07/2021	2206	United Site Services...	X	-34.47	-135,255.51
Deposit	12/08/2021			X	-207.94	-135,463.45
Check	12/08/2021	CCADJ	intuit Pymt Soln Tra...	X	-14.05	-135,477.50
Bill Pmt -Check	12/13/2021	EFT	PG&E Pumping fro...	X	-529.75	-136,007.25
Bill Pmt -Check	12/13/2021	EFT	PG&E Pumping at L...	X	-182.65	-136,189.90
Bill Pmt -Check	12/13/2021	EFT	PG&E at Comm Ctr ...	X	-56.30	-136,246.20
Bill Pmt -Check	12/13/2021	EFT	PG&E Firehouse 62...	X	-22.14	-136,268.34
Sales Receipt	12/14/2021		Marin County Treas...	X	-21,638.10	-157,906.44
Sales Receipt	12/14/2021		Marin County Treas...	X	-237.00	-158,143.44
Bill Pmt -Check	12/21/2021	2210	RJ Ricciardi, Inc. CP...	X	-3,556.25	-161,699.69
Bill Pmt -Check	12/21/2021	2208	Eleazar Ortega	X	-900.00	-162,599.69
Bill Pmt -Check	12/21/2021	2207	CALPERS	X	-859.20	-163,458.89
General Journal	12/21/2021		JACOBS, Bob (1097...	X	-200.00	-163,658.89
Check	12/23/2021	EFT	Chase Card Services	X	-219.76	-163,878.65
Bill	12/24/2021		PG&E Firehouse 62...	X	-26.49	-163,905.14
Bill	12/26/2021		AT&T	X	-239.16	-164,144.30
Bill Pmt -Check	12/29/2021	2212	Alcala, Jose - v	X	-2,345.00	-166,489.30
Bill Pmt -Check	01/19/2022	EFT	AT&T	X	-239.16	-166,728.46
Total Checks and Payments					-166,728.46	-166,728.46
Deposits and Credits - 28 items						
Credit Card Charge	11/19/2021		Goodman Building S...	X	43.28	43.28
Deposit	11/19/2021			X	16,157.02	16,200.30
Deposit	11/21/2021			X	105.47	16,305.77
Deposit	11/22/2021			X	1,777.62	18,083.39
Bill	11/23/2021		Marin County Tax C...	X	126.37	18,209.76
Bill	11/24/2021		PG&E Firehouse 62...	X	22.14	18,231.90
General Journal	11/30/2021			X	8,201.00	26,432.90
Credit Card Charge	12/01/2021		Hi-Tech EVS, Inc / ...	X	244.56	26,677.46
Deposit	12/02/2021			X	1,591.41	28,268.87
Deposit	12/03/2021			X	1,580.82	29,849.69
Credit Card Charge	12/04/2021		Amazon.com	X	23.88	29,873.57
Deposit	12/07/2021			X	74.43	29,948.00
Deposit	12/07/2021			X	111.07	30,059.07



## Muir Beach Community Services District

## Reconciliation Detail

TriC Checking, Period Ending 12/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Deposit	12/07/2021			X	179.36	30,238.43
Deposit	12/07/2021			X	410.03	30,648.46
Deposit	12/07/2021			X	1,782.25	32,430.71
Deposit	12/09/2021			X	82.56	32,513.27
Deposit	12/09/2021			X	111.33	32,624.60
Deposit	12/09/2021			X	286.65	32,911.25
Sales Receipt	12/14/2021		Marin County Treas...	X	237.00	33,148.25
Sales Receipt	12/14/2021		Marin County Treas...	X	21,638.10	54,786.35
Deposit	12/14/2021			X	88,195.79	142,982.14
General Journal	12/21/2021		JACOBS, Bob (1097...	X	200.00	143,182.14
Deposit	12/21/2021			X	1,384.90	144,567.04
Deposit	12/21/2021			X	50,444.32	195,011.36
Bill	12/24/2021		PG&E Firehouse 62...	X	26.49	195,037.85
Bill	12/26/2021		AT&T	X	239.16	195,277.01
Deposit	12/30/2021			X	4.74	195,281.75
Total Deposits and Credits					195,281.75	195,281.75
Total Cleared Transactions					28,553.29	28,553.29
Cleared Balance					28,553.29	378,905.48
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 11 items</b>						
Bill Pmt -Check	12/21/2021	2209	Public Health Labor...		-88.00	-88.00
Bill Pmt -Check	12/29/2021	2214	SWRCB		-1,342.74	-1,430.74
Bill Pmt -Check	12/29/2021	2213	Deluxe		-184.19	-1,614.93
Check	12/31/2021	DD10...	Mary C Halley		-4,759.20	-6,374.13
Check	12/31/2021	PR	Payroll taxes		-2,655.93	-9,030.06
Bill	12/31/2021		Gove, Chris		-2,500.00	-11,530.06
Check	12/31/2021	10283	Thiemo Blank		-934.35	-12,464.41
Check	12/31/2021	10282	Stephanie Blank {e}		-897.65	-13,362.06
Check	12/31/2021	10284	Juana Gonzalez		-432.19	-13,794.25
Check	12/31/2021	DD10...	Harvey Pearlman		-184.70	-13,978.95
Check	12/31/2021	DD10...	Ernst Karel {e}		-73.42	-14,052.37
Total Checks and Payments					-14,052.37	-14,052.37
<b>Deposits and Credits - 2 items</b>						
Deposit	12/29/2021				119.00	119.00
Bill	12/31/2021		Gove, Chris		2,500.00	2,619.00
Total Deposits and Credits					2,619.00	2,619.00
Total Uncleared Transactions					-11,433.37	-11,433.37
Register Balance as of 12/31/2021					17,119.92	367,472.11
<b>New Transactions</b>						
<b>Checks and Payments - 8 items</b>						
Bill	01/04/2022		Allen, Robert		-36.15	-36.15
Bill Pmt -Check	01/05/2022	DD10...	Gove, Chris		-2,500.00	-2,536.15
Bill Pmt -Check	01/10/2022	EFT	PG&E Pumping fro...		-604.67	-3,140.82
Bill Pmt -Check	01/10/2022	EFT	PG&E Pumping at L...		-224.71	-3,365.53
Bill Pmt -Check	01/10/2022	EFT	PG&E at Comm Ctr ...		-109.65	-3,475.18
Bill Pmt -Check	01/10/2022	EFT	PG&E Firehouse 62...		-26.49	-3,501.67
General Journal	01/11/2022		Marin Wildfire Preve...		-6,686.11	-10,187.78
Check	01/23/2022	EFT	Chase Card Services		-398.56	-10,586.34
Total Checks and Payments					-10,586.34	-10,586.34
<b>Deposits and Credits - 7 items</b>						
Bill	01/04/2022		Allen, Robert		36.15	36.15
Deposit	01/06/2022				639.88	676.03
Deposit	01/07/2022				25.14	701.17
Deposit	01/07/2022				173.71	874.88
Deposit	01/11/2022				804.14	1,679.02
Deposit	01/11/2022				6,686.11	8,365.13
General Journal	01/11/2022		Marin Wildfire Preve...		6,686.11	15,051.24

1:10 PM

01/11/22

## Muir Beach Community Services District

### Reconciliation Detail

TriC Checking, Period Ending 12/31/2021

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Type	Date	Num	Name	Clr	Amount	Balance
Total Deposits and Credits					15,051.24	15,051.24
Total New Transactions					4,464.90	4,464.90
Ending Balance					<u>21,584.82</u>	<u>371,937.01</u>





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## Statement Ending 12/31/2021

MUIR BEACH COMMUNITY SVCS




Page 1 of 2

Account Number: 342024049

### ADDRESS SERVICE REQUESTED

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

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 Automated Phone Banking: 1-844-822-2447  
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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	\$201,621.62

### Business MMI Images-342024049

#### Account Summary

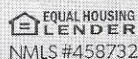
Date	Description	Amount
12/01/2021	Beginning Balance	\$201,618.20
	1 Credit(s) This Period	\$3.42
	0 Debit(s) This Period	\$0.00
12/31/2021	Ending Balance	\$201,621.62

#### Interest Summary

Description	Amount
Interest Earned From 12/01/2021 Through 12/31/2021	
Annual Percentage Yield Earned	0.02%
Days in Statement Cycle	31
Interest and/or Reward Paid	\$3.42
Interest Paid this Statement Cycle	\$3.42
Interest Paid Year-to-Date	\$40.27

#### Other Credits

Date	Description	Amount
12/31/2021	INT PMT SYS-GEN	\$3.42



NMLS #458732



Member FDIC

## **RESOLUTION NO: 2022-1**

### **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 extending into the next 30-day period beginning January 27, 2022 to February 25, 2022 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/or expiration of this Resolution.

REGULARLY PASSED AND ADOPTED this 26th day of January 2022.

AYES:

NOES:

ABSTAIN:

§/\_\_\_\_\_

Board of Directors, Board President

ATESTS:

\_\_\_\_\_  
§/Mary Halley, District Manager

# 1/26/22 District Manager Report – Mary Halley

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

### General:

Covid-19 – coronavirus cases have been spiking up due to the now dominant “omicron variant” combined with the aftermath of the holiday travel season. Marin County (and the CDPH) has reinstated the indoor mask requirement. The CSD Board meetings will continue to be held by ‘zoom’ due to the indoor masking requirement and out of an abundance of caution to allow for the highest attendance during the continued pandemic. The district can continue to hold remote meetings under Assembly Bill AB 361 using 30-day extensions until the health emergency has subsided.

ACMV – there has been no activity since the holidays and no scheduled meetings at the moment.

Coastal Communities Working Group (CCWG) – there is a meeting scheduled for 1/24 to review the Sea-Level-Rise Living Shoreline Projects. The Marin County LCP-EH still delayed waiting for the California Coastal Commission staff to submit comments.

LAFCo – started reviewing the draft-2022 Marin Municipal Services Review section for the MBCSD. Also, the question has been asked by LAFCo if the district has considered reducing it’s boundaries not to include so much GGNRA lands. Currently the district is 63% GGNRA lands (total district area is 834 acres with 525 acres being GGNRA lands).

### Water:

Redwood Creek Stream Monitoring – stream flows holding steady around 10 cu.ft. per second of discharge and with height hovering around .84 ft. through January. Outlook for additional winter rains has not been promising.

System Maintenance – we will do routine asbestos water test sampling this coming month (all previous tests have be Non-Detectable) and then flushing of the water lines and cleaning of the lower tank are scheduled for early March.

Marin County Water District Meetings – the ‘fourth’ meeting of all the water district general managers is scheduled for 1/27 hosted by Dennis Rodoni to discuss the future of Marin water supplies, conservation, collaboration, etc.

Charlotte’s Way Water Main – am looking into the condition/s of the water line at the beginning of the road.

### Fire:

Firehouse – Fire Chief will give an update at the January Board meeting. There is a proposal for sharing costs for grading the old lower tank lot (new firehouse site) with the Marin County MERA tower project.

Fire Tax – we receive \$21,401.10 (net) revenues from the first installment of fire tax in December 2021.

WMJPA – so far in FY21-22 we have received a total of \$7,272.98 in Measure C funds through January 2022.

### Recreation:

MB Community Center – we now have a Community Center Rental Coordinator Joani Marinoff who will start as soon as the pandemic and indoor mask restrictions ease again. We will revise the rental info sheets and send out a notice to the community introducing our new coordinator and giving updated rental information likely/ hopefully in February or March. Depending on the pandemic, our target is to be able to open back up for rentals starting March.

Prop 68 Per Capita Recreation grant – we have now received our approved Coastal Permit and CEQA Exemption. The structural engineer is hoping to have the structural design plans for the Building Permit ready by the end of January. Now with grant agreement signed, I am starting the process to apply for 50% advanced funding looking towards starting construction June 2022.

Parks and Trails – am currently getting estimates to repair/improve Sunset to Cove Lane trail. Also coordinating repairs to the stairs at the top of Dusty's Path. Coordinated emergency storm related fallen tree removal from the Ahab to Sunset path that was completely blocking the trail and broken tread repair on the Sunset to Cove Lane stairs/trail. Grounds crews are continuing to slowly trim back some of the brush on the upper parks trail that has crept in causing a narrowing of the trail. I met with a few members of the original Trails Committee (who are also residence of upper MB) and we walked the Upper Park trail and came up with a fairly simple plan to begin removing invasive weeds (Echium and Poison Oak) and some minor trail modification with signage to make the paths and trails safer for both hikers and bikers to be able to share. I am meeting with Cuco to discuss first steps to start the work. This will be a recreational Measure A budgeted project. Also, getting an estimate for removing the few dying pine trees on CSD park lands that are a fire hazard and dangerous to roads or neighboring property if they were to fall. This is also part of a budgeted long range phased plan to remove dangerous trees on CSD properties.

## **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.

Charlotte's Way – the Board approved Director Hills to contact legal counsel Emily Longfellow as to what the CSD's responsibility is regarding the road.

## **Communications:**

Website – have almost finished hand-linking leftover files from the website migration to the new web host platform to ensure the files can never get separated from the website. 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 1/1/22 and continue to post every new updated version on the district website 'Contact and Links' page.

## **Finance:**

Audits – FY20-21 draft-audit is completed and has been posted on website's Financial page for review and will be on the Board meeting agenda for Board approval.

Budget – will present the mid-year FY21-22 revised budget at the February Board meeting.

Water Billing – most current 1/16 water billing now complete with more 15-day notices going out than usual.

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 next year.

Insurance – starting annual insurance review for both worker's comp audit and property/liability policy renewals.

District Office Business – visitors allowed by appointment only again at the MB office with facial coverings due to the CDPH and Marin HHS recommendation that masks still 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*