



MUIR BEACH COMMUNITY SERVICES DISTRICT

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

Draft-AGENDA

Regular Meeting of the Board of Directors

Wednesday, May 25, 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.

6:15 pm	Item 1: Call to Order
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Board: David Taylor (Board President), Paul Jeschke (Board Vice-President), Leighton Hills (Director), Steve Shaffer (Director)

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

Item 2: Public Comment (if any) for Closed Session

Item 3: Closed Session (Directors, District Manager and Legal Counsel)

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.

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

MBCSD Agenda 5-25-2022

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: Board Vacancy Appointment

Board will appoint a new Director to serve out the remaining term of the seat vacated by Director Eigsti on 4/14/22. The new appointee will serve until December 2022.

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 4/27/22. *(Please see attached)*
- B. Approval of Draft-Minutes from Special Board Meeting of 5/6/22. *(Please see attached)*
- C. Approve Resolution 2022-6 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 May 28, 2022 to June 27, 2022 in order to hold (if necessary) our next regularly scheduled Board Meeting on June 22, 2022. *(Please see attached MBCSD Resolution 2022-6: AB 361 30-Day Extension 5-28-22 To 6-27-2022)*

Item 8: Items Removed from Consent Calendar

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

Item 9: Supervisor Dennis Rodoni – Muir Beach Spring Office Hours

County of Marin 4th District Supervisor Dennis Rodoni will give a county update and be available to answer any questions along with his guests; Sarah Jones, Assistant Director of the Community Development Agency, Lana Adlawan, Director of County Library Services, Johanna Pruitt and Robert Bettes from the Marin Transportation Authority, and NPS Park Ranger and Marin Community Liaison, Mia Monroe.

Item 10: Charlotte's Way

Director Jeschke requested at the 4/27/22 Board meeting that an update on Charlotte's Way be placed on the 5/25/22 Board meeting agenda.

Item 11: MERA – MBVFD Reimbursement Agreement – Fire Chief Chris Gove

MERA will install communications facilities at the MBCSD overlook property. The property is also the future site of the new MBVFD fire station. Both MERA and MBCSD have determined that it will be mutually beneficial for MERA to incorporate the new fire station site earthwork design and grading work into MERA's site plans as part of the MERA project. Both parties desire to take advantage of the economies and convenience of performing the site grading work for both the MERA Project and Fire Station Project under the same contract. The purpose of this Agreement is to set forth the terms by which MERA will contract for the construction, and by which, the MBCSD will reimburse MERA for such expenses associated with the modification of MERA's site plans and additional site grading work for the Fire Station for an estimated amount of \$78,020. (*See attached MERA-MBVFD Reimbursement Agreement 5-19-2022*)

Item 12: District Manager Report

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

Item 13: FY22/23 Draft-Budget

First reading of proposed FY22-23 Draft-Budget will be presented by the District Manager for review (*See FY22-23 Draft-Budget-May2022 attached*). Public hearing of the FY22-23 Draft-Budget will be held at the 6/22/22 Board meeting with approval of the Final FY22-23 Budget at the 7/27/22 Board meeting.

Item 14: 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 15: Recognitions & Board Member Items

Board recognitions and pending events of interest to the community.

Item 16: Adjournment

Next Agenda Meeting Date: Wednesday, June 15, 2022

Next Board Meeting Date: Wednesday, June 22, 2022

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**

2 Minutes of the Board of Directors' meeting held on
3 Wednesday, **April 27, 2022**

4
5 **OFFICIAL MINUTES ONLY UPON APPROVAL**

6
7 Prior to approval of these minutes by the Board of Directors in a public meeting, these minutes
8 are draft only and subject to change. Upon approval by the Board, these minutes become the
9 Official Minutes of the meeting.

10
11 **Item 1: Call to Order**

12
13 David Taylor called the meeting of the Muir Beach Community Services District Board of
14 Directors to order at approximately 7:04 pm.

15
16 Board: David Taylor (Board President), Paul Jeschke (Board Vice-President), Leighton
17 Hills (Director), Steve Shaffer (Director)

18 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief)

19
20 Taylor announces that Lisa Eigsti has resigned from the Board, and so that position is now
21 available. There is an interested person, Christine Lam. A new Director will be appointed at the
22 May meeting to serve out Eigsti's term.

23
24 **Item 2: Approval of Agenda**

25 Halley would like to add one thing to the Consent Calendar: Resolution 2022-5, a routine item
26 which says that this jurisdiction would like to hold an election on November 8, 2022.

27
28 Jeschke asks about the March meeting minutes indicating that Charlotte's Way would be
29 addressed at the next meeting, i.e. this meeting, but it's not on the agenda. Hills responds that
30 the CSD had been asked to address concerns from some residents but has not yet heard back
31 from those residents who want to discuss it.

32
33 MOTION: To approve the agenda as submitted.

34 Moved: Shaffer, seconded by Hills

35 Vote: AYES: Unanimous

36
37 **Item 3: Consent Calendar**

- 38
39 1. Approval of Draft-Minutes from Regular Board Meeting of 3/23/22.
40 2. Approval of Quarterly Financial Reports dated 3/31/22.
41 3. Approve Resolution 2022-4 to make the findings that the proclaimed State of Emergency
42 continues to impact the ability to meet safely in person and declaring that the Board of
43 Directors will continue to meet remotely in order to ensure the health and safety of the
44 public for the next 30-day period extending from April 28, 2022 to May 27, 2022 in order
45 to hold (if necessary) our next regularly scheduled Board Meeting on May 25, 2022. (See
46 attached MBCSD Resolution 2022-4: AB 361 30-Day Extension 4-28-22 To 5-27-2022.)

47
48 MOTION: To approve the consent calendar.

49 Moved: Hills, seconded by Shaffer

50 Vote: AYES: Unanimous

1
2 **Item 4: Items Removed from Consent Calendar**

3 None.

4
5 **Item 5: Fire Department Report**

6 **ACTIVITY**

7 We continue drilling on a regular basis. We've completed our bi-annual recertification for
8 Emergency Medical Responders and last week Jackson Moore was certified as an EMT.
9 So far this year we've responded to 19 calls of which 70% were to the community, NPS/Big
10 Beach and NPS/Overlook.

11
12 **FIREWISE**

13 The Firewise committee continues to make progress informing our community and helping to
14 reduce the chance of wildfire. There was an excellent article in the most recent Beachcomber.
15 They are currently working to recertify their membership which includes quantifiable threat
16 reduction. Over the past two years the community has had 600 cu yards of material removed on
17 the chipper days in addition to many hundreds of yards removed by residents privately.
18 The next scheduled chipper days are the week of June 27th and the week of September 26th. As
19 in the past you will need to register for a pickup. We will send out regular reminders closer to the
20 time. On May 28th Fire Safe Marin is hosting the Ember Stomp Festival at the Marin County
21 Fairgrounds -- there will be bands and food and fun for the kids. Find out more at
22 firesafemarin.org.

23
24 **FIREHOUSE**

25 We have received a couple of bids in the \$350-\$500,000 range for the pre-fabricated steel
26 structure. As you recall the project is coordinated to start once the MERA tower project is
27 underway. That has been slightly delayed again to mid-September. There are ongoing contract
28 negotiations with the MERA team regarding the grading of the site for the firehouse. We
29 anticipate our share of costs for grading would be in the \$60,000 range and would likely be
30 funded by the MBVFA. As soon as they have a solid start date, we can start finalizing a contract
31 with a steel fabrication firm for the building itself. That contract process will require CSD
32 approval. A building permit would also be requested at that time. We should learn whether this
33 project will receive any State funding when the coming fiscal year budget is presented on June
34 15th.

35
36 **DISASTER COUNCIL**

37 This last quarter has seen a lot of progress with our disaster council and the neighborhood
38 liaisons. Robin Terra and Susannah Kennedy are the new co-chairs, and they are building on
39 the work of their predecessors Barbara Piotter and Kasey Corbit. Along with recruiting several
40 new members and replacing some gear, they have been instrumental in helping to plan and run
41 an Evacuation drill that we have scheduled for June 11th. The June 11th drill will be conducted
42 together with Marin County Fire Department, Southern Marin Fire Department, Marin Office of
43 Emergency Services, the CHP, Marin County Sheriff, State and NPS Rangers. It will be a great
44 opportunity to rehearse an evacuation using Alert Marin and public announcements. The
45 exercise will be to evacuate to Santos Meadow. There will be a debrief at the meadow with lots
46 of information. This will be completely voluntary but hope all will take part. Expect to see many
47 announcements in the coming weeks. We encourage everyone to participate.

48
49 **MBVFD ANNUAL BBQ RETURNS**

50 After a two-year hiatus we are excited to be on schedule for the annual benefit on May 29th.
51 The volunteer teams are hard at work and some new team leaders are being trained are fully

1 engaged. We're excited to have Andre and his All-stars headlining for 48 years! Every Saturday
2 in May there will be work teams at the BBQ site and we would encourage as many people to
3 volunteer as possible. The Saturday night potluck hosted by Cuco Alcala will be another
4 cherished annual event to resume on May 28th.

5 6 MWPA

7 We are continuing to work with the MWPA team, environmental consultants and the NPS on the
8 project to reduce the fuel load on the side of Hwy 1 in the southwestern extension of the
9 Banducci Ranch. The process of environmental review has been complicated by the number of
10 agencies with relevant jurisdiction. The permit will cover the whole multi-year effort, so we hope
11 that there will not be a need for repeated environmental reviews. We are requesting renewed
12 funding for the coming fiscal year as a Southern Marin Core Project. This has involved a
13 collaborative process with Southern Marin Fire, Mill Valley Fire and Marin County Fire.

14 15 PARKING RESTRICTIONS

16 I've received a draft proposal for parking restrictions but it was too late to get it on the agenda
17 for this meeting so I will be making a presentation next month.

18 Thank you for allowing us to be of service -- Chris Gove

19
20 Jeschke asks if the evacuation drills will be using materials supplied by Zone Haven, the project
21 of the Marin Wildfire Protection Agency. Gove replies that Tom from emergency services is
22 using that to help plan it, but that for the drill they'll use Alert Marin, which they're encouraging
23 everyone to sign up for.

24
25 Lam asks for background on why the MBVFD wants to build a new fire station, which is
26 provided.

27 28 29 **Item 9: District Manager Report**

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

33
34 Halley applied for an official address for our well site from the county and proposed 3000 Frank
35 Valley Road.

36
37 Community Center rentals have started again, and we have four community members
38 interested in assisting as facilitators.

39
40 Still on track for work on the Community Center for June.

41
42 Jeschke asks about the finding of weak pipes on Charlotte's Way, which are the next on the list
43 to be replaced and asks where the pipes are relative to the newly-paved road. Halley replies
44 that the one that was found was along the side of the road, not under the pavement. Hills adds
45 that we're keeping an eye on it. Replacing it would mean cutting a trench down the middle of the
46 road and replacing a 4" with a 6" main, which would also have benefits for the larger community.
47 Currently it seems there are no cracks in the pipe.

48
49 Marilyn Laatsch asks for further clarification of the Community Center construction project,
50 which Halley provides.

1 **Item 7: Public Open Time**

2 Marilyn Laatsch asks for more information about the whale on Little Beach, which Gove
3 provides. Discussion ensues.
4

5 **Item 8: Recognitions & Board Member Items**

6 Thanks to Lisa Eigsti for her service on the Board. Taylor thanks Beth Nelson and Chris Gove
7 for their work on the whale situation.
8

9 Jeschke would like to ensure that Charlotte's Way is on the agenda for the next meeting.
10

11 Discussion about whether the next meeting will be in person or on Zoom; it will be held on
12 Zoom.
13

14 **Item 9: Adjournment**

15 Under current rules for remote meetings rather than in-person, the next meeting will be held
16 within 30 days from this one.
17

18 Next Agenda Meeting Date: Wednesday, May 18, 2022

19 Next Board Meeting Date: Wednesday, May 25, 2022.
20

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

22 Meeting adjourned at 19:45.

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Special Board of Directors' meeting held on
3 Friday, **May 6, 2022**

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

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

10
11 **Item 1: Call to Order**
12

13 David Taylor called the Special Closed Session meeting of the Muir Beach Community Services
14 District Board of Directors to order at approximately 5:15 pm.

15
16 Board: David Taylor (Board President), Paul Jeschke (Board Vice-President), Leighton
17 Hills (Director), Steve Shaffer (Director)
18 Staff: Mary Halley (District Manager).
19
20

21 **Item 2: Public Comment (if any) for Closed Session**
22

23 None.

24 **Item 3: Closed Session (Directors, District Manager, and Legal Counsel)**

25 *The California Government Code provides that certain matters such as litigation, personnel matters, and*
26 *real estate negotiations may be conducted in closed session. The matters shall be identified as set out*
27 *below. After any closed session, the legislative body shall reconvene in open session prior to adjournment*
28 *and make disclosure of action taken during the closed session – pursuant to CA Government Code*
29 *Section 54956.9(d)(2) and (e)(1). Conference with Legal Counsel – Anticipated Litigation*

- 30 • *Significant Exposure to Litigation Pursuant to California Government Code section*
31 *54954.6(d)(2)*

32 *1 (one) case*
33

34 *K. Kasey Corbit, Esq. Letter on behalf of Kate and Stephen Somers to Muir Beach Community Services*
35 *District regarding 285 Sunset Way. "https://muirbeachcsd.com/archive/#tab-72317b24cd81886d712*
36

37 **Item 4: Reconvene in Open Session**

38 Meeting reconvened at 5:44 pm. Taylor reports from the closed session: they there was no
39 reportable action taken in Closed Session.
40

41 **Item 5: Adjournment**

42 There being no further business to come before the board, the meeting is adjourned.
43 Meeting adjourned at 5:45 pm.

RESOLUTION NO: 2022-6

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 from May 28, 2022 to June 27, 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 25th day of May 2022.

AYES:

NOES:

ABSTAIN:

§/_____

Board of Directors, Board President

ATESTS:

§/Mary Halley, District Manager

Muir Beach Community Services District

Balance Sheet

Accrual Basis

As of April 30, 2022

	Apr 30, 22
ASSETS	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	291,158
TriC Lower Tank Reserve	106,667
TriC Pipes & Equip Reserve	34,927
Prop 68 20% Matching Reserve	(4,319)
TriC Water	(25,799)
TriC General Fund	(100,766)
Total TriC Checking	301,869
TriC MMF - General Fund	
TriC MMF - General Fund - Other	154,795
Reserve for County Loan Pmt	46,840
Total TriC MMF - General Fund	201,635
Total Checking/Savings	503,504
Other Current Assets	
Due from Water Ops to Gen'l Fd	25,799
Undeposited Funds	479
Total Other Current Assets	26,278
Accounts Receivable	
Receivables	298
Total Accounts Receivable	298
Total Current Assets	530,080
Fixed Assets	
Other Fixed Assets	
Road Improvements	1,305,973
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	56,360
Furniture & Fixtures - CC	10,467
Electric Gate	6,967
Shed Roof	3,688
Accumulated Depreciation	(1,014,560)
Total Other Fixed Assets	2,308,345
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	52,206
15-Year Equipment Post 2008	44,944
Wells (historic)	21,620
20-Year Equipment Post 2008	7,312
Equipt and Controls (historic)	6,973
5-Year Equipment Post 2008	4,084

Muir Beach Community Services District

Balance Sheet

Accrual Basis




As of April 30, 2022

	Apr 30, 22
Accumulated Depreciation	(727,623)
Total Water System Assets	1,077,627
Total Fixed Assets	3,385,972
TOTAL ASSETS	3,916,051
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Loan from Marin Co Treasurer	103,459
Due to Gen'l Fd from Water Ops	25,799
Loans Payable	16,750
Total Other Current Liabilities	146,008
Accounts Payable	
Accounts Payable	4,186
Total Accounts Payable	4,186
Credit Cards	
Credit Card	3,282
Total Credit Cards	3,282
Total Current Liabilities	153,476
Total Liabilities	153,476
Equity	
Retained Earnings	3,577,841
Net Income	184,734
Total Equity	3,762,575
TOTAL LIABILITIES & EQUITY	3,916,051

ADDRESS SERVICE REQUESTED

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

Service With Solutions

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

Home Equity Lines of Credit

Historic low rates. Historically better service.

Apply online at TriCountiesBank.com/heloc-apply,
contact your local branch, or call 1-800-982-2660.

 **EQUAL HOUSING LENDER** NMLS #458732

Member FDIC



Overall Balance Summary

Account Type	Account Number	Ending Balance
Public Checking Images	342025376	\$336,263.74

Public Checking Images **342025376**

Account Summary

Date	Description	Amount
04/01/2022	Beginning Balance	\$419,942.07
	13 Credit(s) This Period	\$123,051.79
	35 Debit(s) This Period	\$206,730.12
04/30/2022	Ending Balance	\$336,263.74

Deposits

Date	Description	Amount
04/08/2022	DEPOSIT	\$2,031.57
04/18/2022	DEPOSIT	\$543.92
04/18/2022	DEPOSIT	\$207.64
04/28/2022	DEPOSIT	\$6,736.06

Electronic Credits

Date	Description	Amount
04/13/2022	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$517.18

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

Date	Description	Amount
04/13/2022	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$146.37
04/13/2022	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$115.78
04/13/2022	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$82.56
04/13/2022	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$2.55
04/15/2022	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$64,015.54
04/15/2022	INTUIT 48425705 DEPOSIT MUIR BEACH COMMUNITY S	\$307.53
04/27/2022	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$47,690.84
04/27/2022	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$654.25

Electronic Debits

Date	Description	Amount
04/04/2022	INTUIT 23829645 ACCT FEE MUIR BEACH COMMUNITY S	\$20.00
04/04/2022	PAYCHEX INC. PAYROLL MUIR BEACH COMMUNITY S	\$10,238.93
04/05/2022	PAYCHEX EIB INVOICE MUIR BEACH COMMUNITY S	\$139.99
04/05/2022	PAYCHEX TPS TAXES MUIR BEACH COMMUNITY S	\$2,790.31
04/12/2022	PGANDE WEB ONLINE MUIR BEACH CSD	\$11.44
04/12/2022	PGANDE WEB ONLINE MUIR BEACH CSD	\$46.79
04/12/2022	PGANDE WEB ONLINE MUIR BEACH CSD	\$235.20
04/12/2022	PGANDE WEB ONLINE MUIR BEACH CSD	\$698.32
04/15/2022	INTUIT 11492965 TRAN FEE MUIR BEACH COMMUNITY S	\$9.84
04/25/2022	CHASE CREDIT CRD AUTOPAYBUS HILLS LEIGHTON J	\$910.05

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
2238	04/06/2022	\$125.00	2247	04/04/2022	\$37.92	2256	04/11/2022	\$38,867.40
2239	04/05/2022	\$3,795.17	2248	04/06/2022	\$325.00	2257	04/11/2022	\$1,647.48
2240	04/07/2022	\$465.00	2249	04/12/2022	\$336.59	2259*	04/22/2022	\$196.14
2241	04/05/2022	\$859.20	2250	04/13/2022	\$158.87	2260	04/19/2022	\$125.00
2242	04/01/2022	\$200.00	2251	04/15/2022	\$1,000.00	2261	04/18/2022	\$560.00
2243	04/01/2022	\$1,800.00	2252	04/05/2022	\$1,617.50	2263*	04/25/2022	\$8,000.00
2244	04/15/2022	\$4,200.00	2253	04/18/2022	\$1,407.91	2264	04/21/2022	\$971.15
2245	04/04/2022	\$2,025.00	2254	04/11/2022	\$122,800.64			
2246	04/01/2022	\$70.36	2255	04/11/2022	\$37.92			

* Indicates skipped check number



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Statement Ending 04/30/2022

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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Phone Banking: 1-844-822-2447



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NMLS #458732

Member FDIC



Overall Balance Summary

Account Type	Account Number	Ending Balance
Business MMI Images	342024049	\$201,634.86

Business MMI Images **342024049**

Account Summary

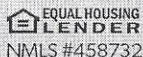
Date	Description	Amount
04/01/2022	Beginning Balance	\$201,631.55
	1 Credit(s) This Period	\$3.31
	0 Debit(s) This Period	\$0.00
04/30/2022	Ending Balance	\$201,634.86

Interest Summary

Description	Amount
Interest Earned From 04/01/2022 Through 04/30/2022	
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	\$13.24

Other Credits

Date	Description	Amount
04/29/2022	INT PMT SYS-GEN	\$3.31



NMLS #458732



Member FDIC

Board Packet Page 15

**REIMBURSEMENT AGREEMENT
BETWEEN MARIN EMERGENCY RADIO AUTHORITY
AND
MUIR BEACH COMMUNITY SERVICES DISTRICT**

THIS AGREEMENT is made and entered into as of _____, 2022, between the MARIN EMERGENCY RADIO AUTHORITY (“MERA”) and the MUIR BEACH COMMUNITY SERVICES DISTRICT (“MBCSD”). MERA and MBCSD are referred to below individually as a “Party” and collectively as the “Parties”. In consideration of the mutual promises and covenants contained herein, the Parties hereto mutually agree as follows:

1. Purpose of the Agreement. MERA desires to install and operate certain communications facilities and related equipment and improvements (“MERA Project”) at the Muir Beach Overlook (“Muir Beach Property”), as described in Exhibit A, attached hereto and incorporated herein by this reference. The Muir Beach Property will also be the future site of MBCSD’s new fire station (“Fire Station Project”). The Parties have determined that it will be mutually beneficial for MERA to incorporate MBCSD’s site earthwork design into MERA’s site plans and subsequently include site grading work for the location of the new fire station as part of the MERA Project. The Parties desire to take advantage of the economies and convenience of performing the site grading work for both the MERA Project and Fire Station Project under the same contract. The purpose of this Agreement is to set forth the terms by which MERA will contract for the construction of the MERA Project and incorporate MBCSD’s site earthwork design into its own site plans and include site grading work for the Fire Station Project, and by which MBCSD will reimburse MERA for such expenses associated with the modification of MERA’s site plans and additional MERA site grading work for the Fire Station Project.

2. Reimbursement. MBCSD agrees to reimburse MERA for the actual costs incurred by MERA for the modification of MERA’s site plans and additional MERA site grading work for the Fire Station Project (“Reimbursable Expenses”). Reimbursable Expenses shall include the following:

Description of Expense	Estimated Amount
AECOM Design Costs	\$10,520.00
Construction Costs	To be determined at bid award (Estimated \$47,396.00, not to exceed \$55,000.00)
Administrative and Legal Expenses	\$2,500.00
TOTAL	\$68,020.00
Contingency Costs	\$10,000.00
TOTAL WITH CONTINGENCY	\$78,020.00

MERA will incur the Reimbursable Expenses in reliance on MBCSD’s representation that it will reimburse MERA for such Reimbursable Expenses as set forth in this Agreement. Prior to exceeding the total and using any Contingency Costs amount, MERA shall confer with MBCSD and both Parties shall mutually agree to the use of any Contingency Costs. Upon completion of the modification of MERA’s site plans and additional MERA site grading work for the Fire Station Project, MERA shall provide MBCSD with an invoice and accounting of the Reimbursable Expenses incurred by MERA. MBCSD shall reimburse MERA for the total Reimbursable Expenses incurred by MERA within thirty (30) days of receipt of MERA’s invoice.

3. Access and Indemnification. MBCSD grants MERA, and those contractors and consultants hired by MERA, access to MBCSD’s portion of the Muir Beach Property during the term of this Agreement for purposes of performing or causing to be performed the modification of MERA’s site plans and additional MERA site grading work for the Fire Station Project. MBCSD shall indemnify, defend and hold harmless MERA, its Board members, member agencies, officers, agents and employees from and against any and all liability, expenses (including reasonable legal fees), claims, losses, suits and actions of whatever kind, and for damages of any nature whatsoever, including but not limited to, bodily injury, death, personal injury, or property damage (including allegations thereof) arising from or connected with the modification of

NERA's site plans and additional NERA site grading work for the Fire Station Project, or arising from or connected with MBCSD's performance of its obligations pursuant to this Agreement.

4. Term and Termination. The term of this Agreement ("Term") shall commence on the Effective Date and terminate upon complete payment of the Reimbursable Expenses from MBCSD to NERA. Either Party may terminate this Agreement upon written notice to the other Party without cause prior to NERA releasing a bid package for the NERA Project including the site work design and site work construction for the Fire Station Project. Upon termination, MBCSD shall remit payment to NERA for any Reimbursable Expenses incurred by NERA prior to notice of the termination.

5. Miscellaneous.

A. Notices. Any notices which either Party may desire to give to the other Party under this Agreement must be in writing and may be given either by (i) personal service with return receipt or affidavit of delivery, (ii) delivery by a reputable document delivery service, such as, but not limited to, FedEx, that provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the Party as set forth below or at any other address as that Party may later designate by a written notice provided in accordance with this Section. Notice shall be effective upon delivery to the addresses specified below or on the third business day following deposit with the document delivery service or United States Mail as provided above.

NERA: Marin Emergency Radio Authority
c/o Town of Corte Madera
300 Tamalpais Drive
Corte Madera, CA 94925
Attn: David Jeffries
707-483-1098
dave@jeffriespsc.com

MBCSD: Muir Beach Community Services District
9 Seacape Dr
Muir Beach, CA 94965
Attn: Mary Halley
415-297-1831
mary@muirbeachcsd.com

Either Party may change its address for notices by notifying the other Party.

B. Applicable Law/Venue. This Agreement shall be deemed to have been entered into and shall, in all respects, be interpreted, construed, enforced and governed by and under the laws of the State of California. The venue of any legal action relating to this Agreement shall be the Superior Court of California, County of Marin.

C. Entire Agreement, Modifications. This Agreement and the documents referenced herein contain the complete expression of the whole agreement between the Parties with respect to the obligations set forth herein, and there are no promises, representations, agreements, warranties or inducements, either expressed verbally or implied, except as are fully set forth herein. No alteration, supplement, modification or amendment of this Agreement shall be binding unless executed in writing by both Parties.

D. Time of the Essence. Time is of the essence in this Agreement.

E. Independent Advice of Legal Counsel. Each Party acknowledges that it has retained independent legal counsel of its own choice to review this Agreement and that prior to the execution hereof each Party has had the opportunity to review the terms of this Agreement with its counsel and is entering into this Agreement after such review.

F. Authority to Execute Agreement. The person or persons executing this Agreement on behalf of a Party warrants and represents that he or she has the authority to execute this Agreement on behalf of the Party and has the authority to bind that Party to the performance of its obligations hereunder.

G. Validity of Agreement. All Parties agree that this Agreement is legal, valid and binding on each Party and enforceable in accordance with its terms.

H. Binding on Successors. Except as further provided in this paragraph, this Agreement shall be binding on and inure to the benefit of the Parties hereto and their respective heirs, legal representatives, successors, assigns, executors and administrators.

I. Attorneys' Fees. If any legal action or any arbitration or other proceeding is brought for the enforcement of this Agreement or because of an alleged dispute, breach, default or misrepresentation in connection with any of the provisions of this Agreement, the successful or prevailing Party or Parties shall be entitled to recover reasonable attorneys' fees and other costs and expenses incurred in that action or proceeding in addition to any other relief to which it or they may be entitled.

J. Ambiguity. This Agreement is deemed to have been prepared by all of the Parties hereto, and any uncertainty or ambiguity herein shall not be interpreted against the drafter, but rather, if such ambiguity or uncertainty exists, shall be interpreted according to applicable rules of interpretation of contracts under the laws of the State of California.

K. Assignment. This Agreement shall not be assignable by either Party in whole or in part without the prior written consent of the other Party. The assigning Party shall provide to the other Party thirty (30) days' advanced notice of any such proposed assignment.

L. Severability. If any provision or portion of this Agreement shall be adjudged invalid or unenforceable by a court or tribunal of competent jurisdiction or by operation of any applicable laws, such provision or portion of this Agreement shall be deemed omitted and the remaining provisions and portions shall remain in full force and effect.

M. Counterparts/Signatures. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same Agreement. Moreover, electronic, scanned or facsimile copies of signatures shall be accepted as valid and binding.

N. Waiver. No term or provision hereof will be considered waived by either Party, and no breach is excused or consented to by either Party, unless such waiver or consent is in writing and signed on behalf of the Party against whom the waiver is asserted. No express or implied consent by either Party to, waiver of, or failure of a Party to enforce its rights with respect to a breach by the other Party shall constitute consent to or, waiver of any subsequent or other breach by the other Party.

O. Force Majeure Delays. Nonperformance of any of the conditions or covenants herein by any Party hereto shall be excused when performance is prevented or delayed by reason of any of the following forces reasonably beyond the control of such Party: acts of God, strike, war, lockout, labor trouble, reasonable inability to secure materials or labor, unreasonable delay by a governmental entity in the issuance of any required governmental permit, license or approval, act of nature (including but not limited to earthquake, windstorm, flood, wildfire, or other severe weather or environmental condition) insurrection, riot, casualty, acts of public enemy, governmental restrictions, litigation initiated by a party other than a party hereto or its affiliate, unreasonable acts or failures to act of any governmental agency or entity or unreasonable delays of any contractor, subcontractor or supplier. In such event, nonperformance shall be excused and the time of performance shall be extended only by the number of days the performance is delayed or prevented.

This Agreement is dated as of the date set forth above.

MARIN EMERGENCY RADIO AUTHORITY

By: _____

Name: _____

Title: _____

MUIR BEACH COMMUNITY SERVICES DISTRICT

By: _____

Name: _____

Title: _____

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

General:

Board Appointment – following California Government Code noticing, the district posted notice on 5/10/22 of a board vacancy and that the board would appoint a placement at the May 25, 2022 Board meeting to fill the remaining term which expires December 2, 2022.

Board Elections 2022 – upcoming Board elections are scheduled for **November 8, 2022**. We have three seats open this year. Candidate nomination filing dates are as follows:

July 18th thru August 12th - Nomination filing period for all candidates. Incumbents must file during this period.

August 13th thru August 17th - If an incumbent does not file by Aug. 12th an extension of the nomination filing period opens for all candidates other than the incumbent.

Covid-19 – coronavirus infection rates are again rising in the bay area, but not necessarily an increase in hospitalizations, but masking indoors is once again recommended for indoor public spaces. The CSD Board can still continue to hold remote meetings by ‘zoom’ under Assembly Bill AB 361 using 30-day extensions out of an abundance of caution to allow for the highest attendance until the Board feels it is comfortably safe to resume in-person meetings.

ACMV – last meeting was held on 5/9/22 with Supervisor Rodoni to discuss the Marin County LCP update and the issues of importance to coastal communities and villages.

LAFCo – LAFCo will continue to take public comment on the various Municipal Service Reviews (MSR), including the MBCSD, through April 29, 2022. Once approved, we will post the MBCSD MSR 2022 on our website. LAFCo will hold a MSR Workshop on 7/27/22 9 – 12pm for all agencies.

Frank Valley Road address – the district work yard will now have a new address, 3000 Frank Valley Road. Our water team could not be happier!

Water:

Redwood Creek Stream Monitoring – stream flows now around 1.4 cu.ft. per second of discharge and height around .48 ft. which is slightly below average for mid-May.

Annual Water Reports – have now been submitted the 2021 Annual Water Report (EAR).

Pacific Way Bridge Water Main Break 6/13/2020 Insurance Claim – filed a Restitution claim (along with our insurance company) with the Marin County District Attorney’s office to recover damages – no reported settlement to-date.

Charlotte’s Way Water Main – it was determined, after last month’s meeting discussion, that the Charlotte’s Way water main, while currently being the next pipeline due to be replaced, according to the piping inventory list, is still in usable condition and will be watched for possible replacement in 5-years (2027) and then upgraded to a 6” main at that time.

Fire:

Firehouse – the MBVFD/MBCSD and MERA are looking to collaborate on the earthwork for the fire house project. An agreement has been proposed for MERA to plan and implement the work and then MBVFD/MBCSD reimburses them for the costs funded by a grant from the MBVFA.

Fire Tax – in accordance with the Fire Tax ordinance, the fire tax will be increased by 5% according to the April 2022 CPI.

WMJPA – we completed and paid for half of this year’s CSD tree removal with a matching portion from Measure C funds.

Recreation:

MB Community Center – our Community Center has now been open for rentals and events since April with available facilitators. We have scheduled to have the Community Center redwood siding oiled and flying ember-proof netting installed with lattice support under the CC deck in June – both Measure A projects.

Prop 68 Per Capita Recreation grant –the building permit process continues with the County asking for septic tanks and leach field to be added to the Civil Engineer’s drawings. Details were submitted using the County ProjectDox portal and it is expected to take about 3 weeks to a month to move through the different County departments. We have received bids/estimates in response to the CC Parking project RFP. We have now received bids from Rodas Brothers and Machado Bros (associate of Pemintel) and an estimate from Schwartz and Assoc. The parking committee has yet to review and discuss before presenting a selected bid to the Board for approval. I am now putting off the building date until July and we have now opened up the CC calendar for June.

Parks and Trails – the Upper Park trail (fairly simple) improvement plan has been on hold while Cuco needed to visit his father in Mexico. This will eventually be a Measure A budgeted project. Renewal of Measure A will be on the June ballot, and if approved again, it will go back into effect around October with a limited funding distribution early next year.

Roads:

Sunset Way Project – improvement project is now complete except for small follow up repair at 320 Sunset Way.

Charlotte’s Way – road negotiations continue with the potential for an agreement.

Communications:

Website – am still waiting for several bios and photos to update Elected Officials and staff page. Then, as always, continuing to update pages and post routine documents on the website.

Muir Beach Directory – is current thru 5/15/22 and continue to post every new updated version on the district website ‘Contact and Links’ page.

Finance:

Audits – no audits to report this month.

Budget – have started working on the draft-FY22-23 budget and will present the first draft at the May 25 Board meeting.

Water Billing – working on resolving any persistent water meter reading issues. Ocean Riders meter still waiting to be relocated. It may be good for the CSD to write an ADU connection fee policy given the proposed new County Housing Element.

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 this year.

Insurance – worker’s compensation policy renewal is completed.

District Office Business – visitors are welcome to drop by the MB office again but masks recommended if more than one. 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



MUIR BEACH COMMUNITY SERVICES DISTRICT

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

Draft-Budget

Fiscal Year 2022/2023

Draft-Version for May 25, 2022, Board Meeting

The proposed FY22/23 Draft-Budget is being presented to the MBCSD Board for preliminary review with the expectation for input and comment. It is a conservative budget that meets all State mandatory minimum requirements including State Proposition 218, along with all CA Constitutional requirements for Water Operations, and is based on sound accounting principles and practices. It has been developed as a framework to achieve the MBCSD goals and objectives, both present and future, within the constraints of revenue sources and strategic planning.

This May 25, 2022 version of the FY22/23 Draft-Budget is projected to have year-end unrestricted funds of \$(46,062) after making the last annual Marin County Treasurer debt payment of \$107,080. This cash deficit has more to do with unexpected expenditures in the later part of FY21/22, then overspending in the current proposed FY22/23. At some point during the year, it may become necessary for the General Fund to make a short-term loan from one of the restricted fund balances – which would likely be the Water Department Lower Tank Reserve – just until General funds can replenish the unassigned cash balances used for daily operations.

The Water Department budget has a mandatory revenue increase of 5% based on the San Francisco- Oakland- San Jose April 2022 CPI rate for the last twelve months as required by the 2019-1 MBCSD Water Rate Ordinance. As a result, total projected water service fee revenue will increase by \$6,705 this year with a year-end projected restricted Water Capital Reserves increasing by \$74,835 without any additional spending.

The Fire Department Fire Tax will also benefit from the 5% CPI increase. The Fire Department will continue to benefit from various grant funding programs for vegetation management and stipend with an estimated increase in restricted Fire Reserve from \$291,158 to \$302,936 without any additional capital outlays.

Recreational capital spending will stay within a strict Measure A planning budget along with Prop 68 Per Capita Project grant. MBCC rental income is being budgeted at 50% of the pre-pandemic year at \$6,000 which will not cover the \$(34,689) in deficit spending for recreational activities and events. The current budget does include the new rental coordinator salary. Rental income normally supplements the recreational and community activities by about 25-30% in prior non-Covid pandemic years.

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

Please note:

- This is the first reading of the FY22/23 Draft-Budget to take Board and public comment.
- The Public Hearing of the FY22/23 Draft-Budget will be at the 6/22/22 meeting for Preliminary approval.
- The Final FY22/23 Draft-Budget, including complete June 2022 actuals, will be presented at the July 27, 2022, Board Meeting for any last comments and Final approval.

General - Revenue and Expenses - 40% of Specific Expenses* Apportioned To Water Department Only							
			Jul2020-June2021		Jul2021-Apr2022		
Gen Revenue	Category		FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	FY21/22 Actual	FY22/23 Budget
	Property Taxes (Unassigned)		125,000	125,276	127,000	124,114	131,500
	Excess ERAF (Unassigned)		90,000	92,228	92,000	111,669	100,000
	Grants/Donation (unassigned)			2,000			
	Interest Income (Unassigned)		80	40	40	34	40
	Other Income (Unassigned)			601		100	
	Gen Revenue Total:		215,080	220,145	219,040	235,917	231,540
Gen Expense	Category		FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	FY21/22 Actual	FY22/23 Budget
	Audit (Includes fees+bookkeeping)	F	10,000	9,198	9,200	9,452	9,500
	Bank & Credit Card Fees (District)	F	-		-		-
	Bookkeeping	F	15,000	13,532	15,000	11,101	15,000
	Dues & Memberships	F	2,000	1,586	1,600	1,665	1,700
	Insurance: Health (DM)	F	9,300	9,561	9,800	8,374	10,100
	Insurance: (Blanket+Gen Lb+Umb)	F	4,550	5,225	5,300	5,453	5,500
	Insurance: WComp (Board)	F	90	76	80	105	110
	Insurance: WComp (DM)	F	1,400	1,003	1,100	1,567	1,580
	Interest Expense (loan)		10,500	10,500	7,120	7,120	3,621
	Legal Fees	V	9,200	7,646	2,500	186	1,000
	Meetings (inc minutes)	F	3,800	6,195	3,500	650	3,000
	Office & Postage	F	2,000	1,414	1,500	1,637	1,700
	Other Operating	V	500	282	500	242	300
	Payroll: Salary (DM)	F	72,000	72,500	78,000	65,000	82,000
	Payroll: Employer Taxes (DM)	F	5,510	5,546	5,967	4,973	6,273
	Payroll Service: Fees	F	2,100	1,837	1,800	1,562	2,000
	Permits & Fees (election year)	F	3,000	2,331	2,350	1,832	2,500
	Repair & Maint (non-department)	V	1,000	-	500		500
	Tree Management Program	F	6,000	-	6,000	5,250	6,000
	Supplies: (non-water)	V	100	26	50		50
	Utilities: Telephone (RingCentral)	F	250	399	400	398	400
	Website, Internet & Doc Mangmt	F	900	1,330	700	390	500
	Gen Exp Total:		159,200	150,187	152,967	126,957	153,334
Gen Balance (Prior to Dept Allocations) :			55,880	69,958	66,073	108,961	78,206
	Gen (Dept Allocations):		42,804	43,434	44,627	37,442	46,661
Gen Balance (After Dept Allocations) :			98,684	113,392	110,700	146,402	124,867
Loan Payment Princ (Marin County 12/5/19 -3/yr)			(96,580)		(99,960)	(96,580)	(103,460)
Gen Balance (After Loan Payment) :			2,104	113,392	10,740	49,822	21,407
General Notes:	1.)Apportionment: General Expenses are assigned to departments by the following percentages: General = 60%, Water = 40% *(DM Salary, DM Payroll taxes + service, DM Healthcare, DM WC, Audits, Website, Postage and Office, Board Meeting Expenditures incl Minutes)						

Fire Department						
			Jul2020-June2021		Jul2021-Apr2022	
Fire Revenue	Category	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	FY21/22 Actual	FY22/23 Budget
	Special Parcel Tax for Fire	37,570	37,772	R 39,342	37,375	R 41,308
	Grants/Donations for Fire (Mics)	20,000	1,000		200	
	Grants for Fire (Measure C)	11,000	11,524	11,500	7,273	12,000
	Grants for Fire (Measure W)	26,000	28,578	R 26,000	27,357	R 28,000
	Grants for Fire (VFA Firehouse) CE		25,000	A		A 78,000
	Grants for Fire (West Marin)	8,400	8,400	R 8,400	8,400	R 8,400
	Fire Operations incl Cap Imp Rev:	102,970	112,274	85,242	80,605	167,708
	Deduct Cap Imp Revenue:	-	(25,000)	-	-	(78,000)
	Fire Operations Revenue:	102,970	87,274	85,242	80,605	89,708
Fire Expense	Category	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	FY21/22 Actual	FY22/23 Budget
	Dedicated Expenses:					
	Emergency Preparedness	2,000	-	500		2,500
	Membership Dues/Fees	300	316	320	326	330
	Fire Equipment & Tools	7,000	8,939	8,000	14,331	10,000
	Fire Training/Certification	4,000	1,667	2,000	2,077	2,100
	Fire Truck: Maint/Repairs	6,000	169	10,000	4,398	8,000
	Grant Spending (Measure C)	14,420	-	11,000	5,250	9,000
	Insurance: VFIS	-		5,700	5,695	5,700
	Insurance: WComp	2,600	2,395	2,500	3,358	3,400
	Legal Fees	500	-	500		500
	Pay: Stipend (FC)(Measure W)			30,000	22,500	30,000
	Payroll: Salary (FC)			2,500	2,500	-
	Payroll: Employer Taxes (FC)	-		190	191	-
	Other Operating (Fire)	1,800	1,073	1,200	1,288	1,500
	Supplies: Medical	1,200	592	1,000	278	1,000
	Supplies: Sta wear/Turnouts/Other	1,000	1,746	2,000	2,900	3,000
	Utilities: Electric	300	262	270	246	300
	Utilities: Phone, Radio	1,800	1,138	1,150	1,049	600
	Dedicated Expense Sub-Total:	42,920	18,297	78,830	66,387	77,930
	Fire Operations Expense Total:	42,920	18,297	78,830	66,387	77,930
	Fire Ops Balance (Restricted Revenue):	60,050	68,977	6,412	14,218	11,778

Recreation Department						
			Jul2020-June2021		Jul2021-Apr2022	
Rec Revenue	Category	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	FY21/22 Actual	FY22/23 Budget
	Community Center Classes	1,080		A 600		A
	Community Center Functions +(XF)	1,400		A 1,000	1,000	A 1,000
	Donations and Grants for Rec		28,318			177,952
	Measure A Tax	17,495	37,517	R 37,442	23,308	R 16,393
	Rentals	6,000				6,000
	Rec Operations Revenue Total:	25,975	65,835	39,042	24,308	201,345
	Rec Ops non-Measure A Total:	8,480	28,318	1,600	1,000	184,952
Rec Expense	Category	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	FY21/22 Actual	FY22/23 Budget
	Dedicated Expenses:					
	Community Center Classes	900		A		A
	Community Center Functions	8,200	465	A 8,200	1,143	A 8,000
	Grant Spending (Rec)	-	1,020	25,668	28,967	177,952
	Insurance: Wcomp (Rec)	1,050	816	173	280	600
	Legal Fees (Rec)	-	-	-	-	-
	Measure A Projects	17,495	37,104	R 37,442		R 16,393
	Other Operating	200	-	100		100
	Pay (Maintenance Sub-Contractors)		3,600	11,400	9,450	11,400
	Payroll (Rec)	15,000	12,476	8,600	6,896	7,500
	Payroll Employer Taxes (Rec)	1,200	954	658	528	574
	Rental coordinator			3,250	700	4,200
	Rental Expense (CC)	400	-	500		500
	Repairs & Maintenance (Rec)	1,000	1,434	1,500	689	1,500
	Trails Maintenance (budget)	3,000	1,750	3,000	3,828	4,000
	Supplies (Rec)	1,000	97	1,000	390	500
	Utilities: Elec (Rec)	800	672	800	636	800
	Utilities: Phone (Rec - Ooma)	60	82	65	52	65
	Utilities: Propane (Rec)	300	110	150	70	150
	Utilities: Refuse (Rec)	1,000	1,156	1,200	1,379	1,800
	Dedicated Expense Sub-Total:	51,605	61,736	103,706	55,008	236,034
	Non-Measure A Expense Total:	34,110	24,632	86,211	55,008	219,641
	Rec Ops Balance (Including Restricted Revenue):	(25,630)	4,099	(64,664)	(30,700)	(34,689)
	Rec Ops Balance (non-Measure A):	(25,630)	3,686	(84,611)	(54,008)	(34,689)
FY20/21	Capital Spending:					
	Measure A: CC Deck Roof Panels	(8,000)	(7,063.00)			
	Measure A: CC Upper Deck	(14,700)	(14,683.00)			
	Measure A: CC Upper Side Deck	(5,000)	(7,153.00)			
	Measure A: CC Stonewall	(6,000)	(5,279.00)			
	Measure A: Volleyball Court Rpr	-	(2,926.00)			
	Total Capital Spending:	(33,700)	(37,104)			-
FY21/22	Measure A: CC Oil deck/siding			(5,000)		
	Measure A: CC Deck Curtains			(8,000)		
	Measure A: CC Under Deck Fire Net			(10,000)		
	Measure A: Trail Improvements-UP			(14,000)		
	Total Capital Spending:			(37,000)		
FY22/23	Measure A: Trail Improvements-S-C					(19,000)
	Prop 68 Grant: CC Parking Project					(192,952)
	Total Capital Spending:					(211,952)

Roads Department						
			Jul2020-June2021		Jul2021-Apr2022	
Roads Revenue	Category	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	FY21/22 Actual	FY22/23 Budget
	Fees for Roads					
	Donations for Roads					
	Grants for Roads					
	Loans for Roads (Marin County)					
	Roads Operations Revenue Total:	-	-	-		-
Roads Expense	Category	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	FY21/22 Actual	FY22/23 Budget
	Dedicated Expenses:					
	Grant spending (Roads)	-				
	Insurance: Wcomp (Roads)	155	118	-		-
	Legal Fees (Roads)	-			5,850	1,000
	Other Operating (Roads)	-				
	Pay (Maintenance Sub-Contractors)			1,000	450	
	Payroll (Roads)	4,000	2,556	-	156	
	Payroll Employer Taxes (Roads)	310	196	-	12	
	Repairs & Maint (Gen Exp/Roads)	15,000	5,336	10,000	5,755	10,000
	Supplies (Roads)	100	95			
	Dedicated Expense Sub-Total:	19,565	8,301	11,000	12,223	11,000
	Roads Operations Expense Total:	19,565	8,301	11,000	12,223	11,000
	Roads Ops Balance (Unassigned Revenue):	(19,565)	(8,301)	(11,000)	(12,223)	(11,000)
	Capital Spending:					
	Sunset Way Project	(52,882)	(33,305)	(40,000)	(170,022)	
	Charlotte's Way Contribution					
	Total Capital Spending:	(52,882)	(33,305)	(40,000)	(170,022)	-

Water Department						
			Jul2020-June2021		Jul2021-Apr2022	
Water Revenue	Category	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	FY21/22 Actual	FY22/23 Budget
	Water Service Fee Revenue	fv 174,000	187,315	A 180,600	126,813	189,630
	Water Conservation Discount	(52,500)	(56,589)	(54,500)	(39,593)	(57,225)
	Meter Reading Fee + Bookkpg	F 7,660	7,442	A 7,860	6,451	8,260
	Water Service Revenue (Misc)	V 500	2,030	A 500	8,056	500
	Water Service Fee Net Revenue	129,660	140,198	134,460	101,727	141,165
	Water Cap Impr (Meter Charge)	F 68,660	69,272	A 71,270	60,128	74,835
	Connection Fees	V 6,500		6,500	6,500	
	Grants/Donations/Loans (Water)	V	6,000			-
		V -		-		-
	Water Revenue incl Meter Chrg:	fv 204,820	215,470	212,230	168,355	216,000
	Move Meter Charge to Reserves:	F (68,660)	(69,272)	(71,270)	(60,128)	(74,835)
	Water Operations Revenue:	136,160	146,198	140,960	108,227	141,165
	Total Cap Imp (Meter Charge):	68,660	69,272	71,270	60,128	74,835
	Water CIP (PE Reserves):	28,660	29,272	31,270	26,794	34,835
	Water Cap (LT Reserves):	40,000	40,000	40,000	33,334	40,000
Water Expense	Category	FY20/21 Budget	FY20/21 Actual	FY21/22 Budget	FY21/22 Actual	FY22/23 Budget
	Gen Exp (40% Specific*) Sub-Total:	F 42,804	43,434	44,627	37,442	46,661
	Dedicated Expenses:					
	Bank Credit Card Fees (Customer)	V 5,150	4,836	5,150	3,600	4,900
	Bookkeeping (Water)	V 5,000	4,930	5,460	3,953	5,860
	Debt (Due to DT-10 years/no int)		-	3,350		3,350
	Debt (Due to GF-20 years/no int)	2,600	-	2,600		2,600
	Dues & Memberships (Water)	F 450	443	450	465	475
	Grant Spending	V -	6,000			-
	Insurance (Water-G Liab+ % Umb)	F 2,300	2,444	2,500	2,726	3,000
	Insurance: Wcomp (Water)	F 1,310	1,165	1,000	1,576	1,600
	Legal Fees (Water)	V 1,000	-	1,000		1,000
	Other Operating (Water)	V 500	16	500	275	500
	Pay (Water Sub-Contractors)	V -	-	700		
	Payroll (Compromise - WM)	F 5,000	5,000	5,000	5,000	-
	Payroll (Other Water Salaries)	F 1,100	220	-		
	Payroll (Water Team)	F 29,400	29,307	29,400	24,191	29,400
	Payroll Employer Taxes (Water)	F 2,340	2,259	2,249	1,851	2,249
	Permits & Fees (Water)	F 1,370	1,366	1,370	1,647	1,650
	Repairs & Maintenance (Water)	V 21,000	14,034	15,000	3,838	15,000
	Testing (Water) full panel yr	V 2,800	2,305	2,500	2,598	6,000
	Treatment (Water)	V 4,500	3,434	5,000	4,474	5,000
	Utilities: Elec (Water)	V 13,300	11,730	12,100	8,559	11,000
	Utilities: Tel (Ooma)	F 370	360	380	349	420
	Dedicated Expense Sub-Total:	99,490	89,849	95,709	65,102	94,004
	Water Operations Expense Total:	142,294	133,283	140,336	102,543	140,665
	Water Conservation Reserve (Beginning Balance):	52,500	52,500	54,500	54,500	57,225
	Water Conservation Discount (Balance to Reserve):	(52,500)	(56,589)	(54,500)	(39,593)	(57,225)
	Water Conservation Reserve (Ending Balance):	-	(4,089)	-	14,907	-
	Water Ops Balance (Assigned Revenue):	(6,134)	12,915	625	5,684	500
	Water Capital Improvement (Balance to Reserves):	68,660	69,272	71,270	60,128	74,835
	Water Capital Improvement Beg Balance (Reserves):	36,687	36,687	81,469	81,469	141,597
	Water Capital Improvement (SWP) Spending:	(213,326)				-
	Water Capital Improvement (GL) Spending:		(13,828)			-
	Water Capital Improvement (Well Pump) Spending:	(11,000)	(10,934)			-
	Water Capital Improvement (Other) Spending:					
	Loan Payment (DT 5-2020/ \$16,750 / 10yr/0% int):				-	
	Water Capital Improvement End Bal (Reserves):	(118,979)	81,197	152,739	141,597	216,432
Notes: FY22/23	Meter Reading charge \$2400 + Water bookkeeping \$5860 = \$8260					

MUIR BEACH CSD 2022/23 FULL YEAR CASH PROJECTIONS								
		FY22/23 Budget				Total		
		Fire	Recreation	Roads	General	Govt Svc	Water	Total
Beginning Cash Balance	as of 4/30/22	\$ 291,158		\$ -	\$ 238,145	\$ 529,303	\$ (25,799)	\$ 503,504
Sources of Income								
	Income		\$ 7,000	\$ -	\$ 40	\$ 7,040	\$ 141,165	\$ 148,205
	Expenses	\$ (77,930)	\$ (41,689)	\$ (11,000)	\$ (124,867)	\$ (255,486)	\$ (94,004)	\$ (349,490)
	Overhead Allocation from Gen.						(46,661)	(46,661)
	Net Income from Operations	\$ (77,930)	\$ (34,689)	\$ (11,000)	\$ (124,827)	\$ (248,446)	\$ 500	\$ (247,946)
	Depreciation	\$ -	\$ -	\$ -		\$ -		\$ -
	Non-Cash Transactions	\$ -	\$ -	\$ -		\$ -		\$ -
	Tax/Fee Initiatives	\$ 41,308	\$ 16,393	\$ -	231,500	\$ 289,201		\$ 289,201
	Grants	\$ 126,400	\$ 177,952	\$ -	-	\$ 304,352		\$ 304,352
	Other (WCI reserve)	\$ -					74,835	\$ 74,835
	Total Sources	\$ 89,778	\$ 159,656	\$ (11,000)	\$ 106,673	\$ 345,107	\$ 75,335	\$ 420,441
Uses of Income								
	Capital Expenditures	\$ (78,000)	\$ (194,345)			\$ (272,345)		\$ (272,345)
	Transfer of Water Funds to WCI	\$ -	0	\$ -			(74,835)	\$ (74,835)
	County Loan Payment (12/5/2019)	\$ -	\$ -	\$ -	\$ (103,460)	\$ (103,460)		\$ (103,460)
	Total Uses	\$ (78,000)	\$ (194,345)	\$ -	\$ (103,460)	\$ (375,805)		\$ (450,640)
Change in Cash Flow from Operations		\$ 11,778	\$ (34,689)	\$ (11,000)	\$ 3,213	\$ (30,698)	\$ 500	\$ (30,199)
Ending Cash Balance	(projected 6/30/23)	\$ 302,936	\$ (60,488)	\$ (11,000)	\$ 241,358	\$ 498,605	\$ (25,299)	\$ 473,305
Net Operating Income/Loss from Water Dept								
	WCI - Beginning Cash Balance 4/30/22						\$ 141,597	
	Funds moved into WCI Fund						\$ 74,835	
	WCI - Loan payments						\$ -	
	Capital Expenditures							
WCI Cash Balance	(projected 6/30/23)						\$ 216,432	
Amount Owed to Government Svc (2022/2023 only)							\$ (25,799)	
	Debt payment						\$ 2,600	
	Net Operating Income/Loss						\$ 500	
	Projected Debt Balance 6/30/23						\$ (22,699)	
1. Capital Expenditures:	A. Measure A: \$16,393							
	B. Prop 68 Rec Donations \$15000							
	C. Prop 68 Rec Project \$177,952							
	D. Loan Payment \$103,460							
2. Restricted Funds	Projected Balance 6/30/23	\$ 302,936					\$ 216,432	\$ 519,368
3. Assigned Funds	Projected Balance 6/30/23						\$ (22,699)	\$ (22,699)
4. Unrestricted Funds	Projected Balance 6/30/23							\$ (46,062)