



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 25, 2023 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.

7:00 pm	Item 1: Call to Order
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Board: David Taylor (Board President), Paul Jeschke (Board Vice-President), Leighton Hills (Director), Christine Murray (Director), Steve Shaffer (Director)

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

Item 2: 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:

- A. Requested item that the Board reconsider "the matter of how drainage is provided for White Way" and whether "the use of an external drainage pipe is an appropriate form of drainage, as well as, the location where the water reaches Sunset Way" was not included in the agenda as White Way drainage is not a CSD maintenance item and that the property owners of the drainage pipe in question have since worked out an agreeable solution with their neighbors.

MBCSD Agenda 1-23-2023

Item 3: Election of Board Officers

Board will elect a 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 or at another subsequent meeting as determined by the Board of Directors. 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 elected Board President should chair the remainder of the meeting.

Item 4: 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 11/16/22.
- B. Approval of Quarterly Financial Reports dated 12/31/22. (See attached or view at <http://muirbeachcsd.com/wp-content/uploads/2023/01/2022-12-Financial-Reports.pdf>)
- C. Approval of Draft-Audits FY 2022 (See <http://muirbeachcsd.com/wp-content/uploads/2022/12/MBCSD-Draft-Audit-Report-6.30.22.pdf>)
- D. Approve Resolution 2023-1 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 25, 2023 to February 24, 2023. (Please see attached *MBCSD Resolution 2023-1: AB 361 30-Day Extension 1-25-23 To 2-24-2023*)

Item 5: Items Removed from Consent Calendar

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

Item 6: Fire Department Report

Fire Chief Chris Gove will give his quarterly report including a storm report.

Item 7: Muir Beach Christmas Fair Report – Laurie Piel

Christmas Fair organizer Laurie Piel will give a quick report and possibly present check.

Item 8: District Manager Report

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

Item 9: 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 10: Recognitions & Board Member Items

Board recognitions and pending events of interest to the community.

Item 11: Adjournment

Next Agenda Meeting Date: Wednesday, March 15, 2023

Next Board Meeting Date: Wednesday, March 22, 2023

MUIR BEACH COMMUNITY SERVICES DISTRICT

Minutes of the Board of Directors' meeting held on
Wednesday, November 16, 2022

OFFICIAL MINUTES ONLY UPON APPROVAL

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

Item 1: Call to Order

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

Board: David Taylor (Board President), Paul Jeschke (Board Vice-President),
Christine Murray (Director), Leighton Hills (Director), Steve Shaffer (Director)
Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel
(Meeting Secretary)

Item 2: Approval of Agenda

Item(s) not included in this agenda:

- A. Requested item that the Board "discuss sending a letter to our Supervisor asking that Pacific Way be paved from Highway 1 to just past the bridge" was not included in the agenda as Pacific Way and Pacific Way Bridge were discussed with Supervisor Rodoni at the September 28 Board meeting during the Supervisor's MB Office Hours. The District Manager has sent an email to Supervisor Rodoni's aide Rhonda Kutter passing along the paving request.
- B. Requested item to discuss "with the rainy season approaching the issue of who is responsible for keeping the drains on our roads and the county roads" was not included in the agenda as the responsibility of road maintenance is set. The CSD has been keeping clear the street drains on the portion of upper Pacific Way that is not County, the drainage grates and street drainage ditch on Sunset Way and on Starbuck extension, and now since adopting this year, the street drainage ditch and grates on Charlotte's Way. The County of Marin maintains, and sweeps monthly, the streets and drainage grates on Ahab Drive, Seacape Drive, Starbuck Drive, and the County's portion of Pacific Way along with the Overlook, and also did come out last year during the storm to unplug a clogged drain at the Starbuck cul-de-sac.
- C. Requested item asking "for a railing on the steps going down to little beach" will need the property owner's permission before the CSD can take it under consideration.

MOTION: To approve the agenda as submitted.
Moved: Hills, seconded by Shaffer

Vote:

AYES: Unanimous

1
2 **Item 3: Consent Calendar**

3 A. Approval of Draft-Minutes from Regular Board Meeting of 9/28/22. (See attached)

4 B. Approve Resolution 2022-10 to make the findings that the proclaimed State of Emergency
5 continues to impact the ability to meet safely in person and declaring that the Board of
6 Directors will continue to meet remotely in order to ensure the health and safety of the
7 public for the next 30-day period extending from November 16, 2022 to December 15,
8 2022 in order to hold (if necessary) our next regularly scheduled Board Meeting on
9 August 24, 2022. (See attached MBCSD Resolution 2022-10: AB 361 30-Day Extension
10 11-16-22 to 12-15-2022)

11 C. Approve Resolution 2022-11: Groneman Contiguous Lots for Fire Tax w/ Exhibits(See
12 attached)

13 MOTION:

14 To approve the consent calendar.

15 Moved:

16 Hills, seconded by Shaffer

17 Vote:

18
19
20
21 AYES:

22 Unanimous
23
24
25

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

27 None.
28

29 **Item 5: Proposal for TV and Sound System at MBCC** – Bob Jacobs

30 Proposal for a TV Project for the Muir Beach Community Center will be presented as a
31 donation sponsored by the Muir Beach Friends & Neighbors (See attached TV Project 10-31-
32 2022)
33

34 Donor clearly indicated that there was an interest in donating this year. We are planning the
35 installation for January,
36

37 Discussion follows about aspects of the installation which are yet to be finalized (e.g. the sound
38 system). Committee members comment on the generosity of the contribution and the value of
39 the system.
40

41 MOTION: To accept the donation of this AV system to be installed in the CC and
42 to follow the guidelines outlined in the document submitted by the MB
43 Friends & Neighbors.

44 Moved:

45 Taylor, seconded by Shaffer
46

1
2 Vote:

3
4
5 AYES:

6
7 Unanimous

8
9 **Item 6: Rainwater Collection Barrels at the Community Center** – Beth Begault

10 Discuss proposal to install one or more rainwater collection barrels at the Community Center,
11 culminating in a community-participation workshop led by Sarah Phillips, Marin Urban Streams
12 Program. (See attached Muir Beach CC Rainwater Catchment Proposal 11-16-2022)

13
14 Durand Begault introduces the proposal. Recent update: Sarah Phillips informed of possible
15 funding from the State of California Dept of Water Resources. The deadline is within the next
16 month. Would the board be willing to examine this and potentially form a committee to
17 determine if it's appropriate? The proposal has to come from the CSD.

18
19 Beth Begault continues, going over the different possibilities in the attached document for
20 scales of projects. She would be taking the lead on organizing and grant-writing. Sarah Phillips
21 would continue to consult, providing expertise on the grant. So what a group could do is to
22 decide what scale of project to go for.

23
24 Conversations are to be had with landscape designer Brad Eigsti and the garden club.

25
26 Hills suggest passing a resolution tonight and then appointing Taylor to approve the specific
27 grant proposal, in consultation with Halley.

28
29 MOTION: That we approve this project and delegate the submission authority to
30 Director Taylor in consultation with DM Halley and Beth Begault

31 Moved:

32
33 Hills, seconded by Schaffer

34
35 Vote:

36
37
38 AYES:

39
40 Unanimous

41
42
43 **Item 7: Volleyball Grounds Improvements** – Aran Moore

44 Request for funding to help out with continuing volleyball grounds improvements including fixing
45 and improving the electrical outlets and lights and adding more sand. (See attached MBVA-
46 Court Improvement Funding Request)

47
48 Aran Moore discusses the attached request for ~\$790 for what's already been spent, and for
49 items on the wish list. Hills proposes adding an ongoing budget item for ongoing maintenance
50 on the volleyball court.

1 MOTION:

2
3 That we reimburse Aran for the out-of-pocket expenditures, and encourage Halley to put
4 a recurring budget item on the current budget and going forward.

5 Moved:

6
7 Hills, seconded by Murray

8
9 Vote:

10
11
12 AYES:

13
14 Unanimous

15
16 **Item 8: MWPA HWY 1 Evacuation Corridor/Banducci Ranch Vegetation Management**
17 **Project**

18 Michael St John is a retired Southern Marin firefighter and presents the project.

19
20 This will be a multi-year project, and will start next week. It would include all pine trees in the
21 buffer, but it's uncertain whether the eucalyptus trees would be included.

22
23 **Item 9: District Manager Report**

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

27
28 Water in the creek with second rain – went off mandatory water order for the time being. Our
29 nonessential use resolution will stay in effect as long as the state's order is in place.

30
31 We are now a member of the emergency management organization CalWARN.

32
33 **Item 10: Public Open Time**

34 No items.

35
36 **Item 11: Recognitions & Board Member Items**

37 Taylor would like to recognize Chief Gove for the work he has put in to successfully repair
38 Engine 276 over the last two weeks.

39
40 Jeschke recognizes Christine Murray's new arrival with congratulations

41
42 **Item 12: Adjournment**

43 Next Agenda Meeting Date: Wednesday, January 25, 2023

44 Next Board Meeting Date: Wednesday, January 18, 2023.

45
46 There being no further business to come before the board, the meeting is adjourned.

47 Meeting adjourned at 21:18.

Muir Beach Community Services District

Balance Sheet

Accrual Basis

As of December 31, 2022

	Dec 31, 22
ASSETS	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	350,529
TriC Lower Tank Reserve	133,334
TriC Pipes & Equip Reserve	57,928
TriC Checking - Other	42,296
Prop 68 20% Matching Reserve	(3,646)
TriC Water	(50,733)
TriC General Fund	(214,733)
Total TriC Checking	314,976
TriC MMF - General Fund	201,662
Clearing	12,110
Total Checking/Savings	528,748
Other Current Assets	
Due from Water Ops to Gen'l Fd	50,733
Undeposited Funds	3,422
Total Other Current Assets	54,155
Accounts Receivable	
Receivables	874
Total Accounts Receivable	874
Total Current Assets	583,776
Fixed Assets	
Other Fixed Assets	
Road Improvements	1,305,973
Land	755,573
Buildings	615,666
Playground Upgrades	174,189
Equipment	153,535
Land - Fire Station	147,918
Equipment - Fire Trucks	103,871
Buildings - Fire Station	57,085
Furniture & Fixtures - CC	10,467
Electric Gate	6,967
Shed Roof	3,688
Accumulated Depreciation	(1,176,531)
Total Other Fixed Assets	2,158,401
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
Accumulated Depreciation	(766,600)

Muir Beach Community Services District

Balance Sheet

Accrual Basis

As of December 31, 2022

	Dec 31, 22
Total Water System Assets	1,038,650
Total Fixed Assets	3,197,051
TOTAL ASSETS	3,780,827
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	50,733
Loans Payable	16,750
Total Other Current Liabilities	67,483
Accounts Payable	
Accounts Payable	9,390
Total Accounts Payable	9,390
Credit Cards	
Credit Card	8,402
Total Credit Cards	8,402
Total Current Liabilities	85,275
Total Liabilities	85,275
Equity	
Retained Earnings	3,547,447
Net Income	148,106
Total Equity	3,695,553
TOTAL LIABILITIES & EQUITY	3,780,827

Muir Beach Community Services District
Profit & Loss - Excluding Water (Operations, WCI)
December 2022

	Dec 22
Income	
Combined Tax Revenues	
Property Tax Revenues	
Property Tax Revenues	72,045
Refund - Educational Deductions	51,146
Total Property Tax Revenues	123,191
\$200 Parcel Tax for Fire	22,719
Total Combined Tax Revenues	145,910
Recreational Activities Income	
Rental Income	250
Total Recreational Activities Income	250
Interest Income	3
Total Income	146,163
Expense	
Grant Spending	5,960
Payroll Expenses	
Wages	4,295
Employer Payroll Taxes	765
Payroll Service	134
Total Payroll Expenses	5,194
Fire Dept Expenses	
Fire Chief Stipend	2,500
Phone, Radio Link for Bolinas	51
Uniforms & Stationwear	37
Total Fire Dept Expenses	2,588
Community Classes & Functions	
Community Center Functions	2,150
Rental Expense	350
Total Community Classes & Functions	2,500
Office and Postage	2,325
Audit Expense	1,635
Permits & Fees	1,083
Health Insurance	917
Bookkeeping	791
Repairs & Maint (non-water)	602
Receipts Outstanding	
CG Receipts Outstanding	492
Total Receipts Outstanding	492
Grounds Maintenance/Gardening	450
Utilities	
Refuse Service	114
Telephone	6
Total Utilities	120
Other Operating Expenses	21
Meeting Expense	15
Website Hosting & Maintenance	5
Total Expense	24,698
Net Income	121,465

12:53 PM

01/17/23

Accrual Basis

Muir Beach Community Services District
Profit & Loss - Water (Operations,WCI)
December 2022

	Dec 22
Income	0
Expense	
Payroll Expenses	
Wages	5,708
Total Payroll Expenses	5,708
Permits & Fees	1,533
Water Enterprise	
Water Expense & Repairs	219
Water Testing	91
Total Water Enterprise	310
Bookkeeping	170
Receipts Outstanding	
LH Receipts Outstanding	81
Total Receipts Outstanding	81
Bank Fees & Credit Card Fees	52
Utilities	
Telephone	17
Electric	8
Total Utilities	25
Total Expense	7,879
Net Income	(7,879)

Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
December 2022

Date	Name	Memo	Amount
Audit Expense			
12/31/2022	Mullin, Sharon	Bookkeeping/water billing/audit	43
12/31/2022	RJ Ricciardi, Inc. CPAs	FY 21/22 audit - balance on contract amount	1,593
Total Audit Expense			1,635
Bank Fees & Credit Card Fees			
12/08/2022	Intuit Pymt Soln Tran Fee		49
12/15/2022	Intuit Pymt Soln Tran Fee		3
Total Bank Fees & Credit Card Fees			52
Bookkeeping			
12/31/2022	Mullin, Sharon	Bookkeeping/water billing/audit	791
12/31/2022	Mullin, Sharon	Bookkeeping/water billing/audit	170
Total Bookkeeping			961
Fire Dept Expenses			
Phone, Radio Link for Bolinas			
12/11/2022	CalNet	Phone @ fire barn; 415 380-9627	51
Total Phone, Radio Link for Bolinas			51
Total Fire Dept Expenses			51
Health Insurance			
12/14/2022	CALPERS	Halley	917
Total Health Insurance			917
Office and Postage			
12/22/2022	Amazon.com	10-key	96
12/31/2022	Amazon.com	External hard drive	67
12/23/2022	Dell Technologies	New office computer	1,610
12/15/2022	Costco	Office supplies	37
12/31/2022	Amazon.com	Tape	15
12/28/2022	North Bay Computer Systems	Transfer data/ programs from old computer to new	500
Total Office and Postage			2,325
Other Operating Expenses			
12/31/2022	Mullin, Sharon	Parking & tolls	21
Total Other Operating Expenses			21
Permits & Fees			
12/14/2022	Marin County Treasurer	County Administration Fees	846
12/14/2022	Marin County Treasurer	County Administration Fees	237
12/21/2022	SWRCB	Small water system annual fee: Syst #2100508	1,533
Total Permits & Fees			2,616
Repairs & Maint (non-water)			
12/22/2022	Eleazar Ortega	CC grounds/garden maintenance	450
12/07/2022	Fire Master	Fire extinguisher maintenance at CC	152
Total Repairs & Maint (non-water)			602
Utilities			
Electric			
12/16/2022	SMITH, Brent (1104)	Credit for electricity usage	8
Total Electric			8
Refuse Service			
12/07/2022	United Site Services, Inc.	Portable restroom - Volleyball court	38
12/07/2022	United Site Services, Inc.	Portable restroom - Volleyball court	38
12/23/2022	United Site Services, Inc.	Portable restroom - Volleyball court	38
Total Refuse Service			114

12:54 PM

01/17/23

Accrual Basis

Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
December 2022

Date	Name	Memo	Amount
Telephone			
12/02/2022	Ooma	Telephone	6
12/04/2022	Ooma	Telephone	6
12/17/2022	Ooma	Telephone	6
12/29/2022	Ooma	Telephone	6
Total Telephone			23
Total Utilities			145
Water Enterprise			
Water Expense & Repairs			
12/07/2022	Alcala, Jose - v	Pick up fallen silica barrels	80
12/14/2022	LOVATO, Thierry (1026)	Reimb cost for Cuco to right silica barrels knocke...	-80
12/08/2022	Water Components & Building Sup...	Relocate Ocean Rider meter	219
Total Water Expense & Repairs			219
Water Testing			
12/01/2022	Public Health Laboratory	Water testing; acct. 733	91
Total Water Testing			91
Total Water Enterprise			310
TOTAL			9,636

COMPENSATION REPORT

Name	7/1/2021 to		7/1/2022 to		Notes
	6/30/2022	12/31/2022	6/30/2022	12/31/2022	
Halley	Mary	79,137	40950		Hire date 7/10/17. Salary incr to \$72,000 eff 6/1/19. Incr to \$78,000 7/21. 5% CPI incr to \$81,900 eff 5/22.
Blank	Thiemo	13,767	7381		\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Blank	Stephanie	11,275	6238		\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gonzales	Juana	5,967	2565		Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.
Pearlman	Harvey	2,400	1200		Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400.
Karel	Ernst	3,749	856		\$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gove	Christopher	2,500	0		Hire date 6/1/21. Salary \$30,000. 8/1/21 change to independent contractor. No change in de minimus pay.
		\$ 118,795	\$ 59,190		

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

General - Revenue and Expenses Apportioned To All Departments

12/31/2022

Gen Revenue	Category	FY22/23 Budget	FY22/23 Actual	% of Budget
	Property Taxes (Unassigned)	131,500	75,385	57%
	Excess ERAF (Unassigned)	100,000	60,985	61%
	Grants/donations (Unassigned)			
	Interest Income (Unassigned)	40	20	50%
	Other Income (Unassigned)	-		
	Gen Revenue Total:	231,540	136,390	59%

Gen Expense	Category	FY22/23 Budget	FY23/23 Actual	% of Budget
	Audit (incl fees+bookkeeping) *	9,500	9,751	103%
	Bookkeeping	15,000	5,202	35%
	Dues & Memberships	1,700	2,191	129%
	Insurance (DM Health) *	10,100	5,216	52%
	Insurance (Umbrella)	5,500		0%
	Insurance (Board Workers Comp)	110		0%
	Insurance (DM Workers Comp) *	1,580	(535)	-34%
	Interest Expense	3,621	3,621	100%
	Legal Fees	1,000	246	25%
	Meetings (inc Minutes) *	3,500	90	3%
	Office & Postage *	2,500	2,850	114%
	Other Operating	300	154	51%
	Payroll (DM) - Total *	82,000	40,950	50%
	Payroll Employer Taxes (DM) *	6,273	3,133	50%
	Payroll Service *	1,800	856	48%
	Permits & Fees	2,500		0%
	Repair & Maint (non-water)	500	-	0%
	Tree Management Program	6,000		0%
	Supplies	50		0%
	Utilities (Telephone-RingCentral)	400	400	100%
	Website & Document Managment *	500	30	6%
	General Expense Total:	154,434	74,155	48%
	General Expenses (Net of Dept Allocations Total:	107,333	49,218	46%

General Balance (Prior to Dept Allocations) :	77,106	62,235	81%
Gen Balance (After Dept Allocations):	124,207	87,172	70%
Loan Payment(Marin County 12/5/19-3yr):	(103,460)	(103,460)	100%
Gen Balance (After Loan Payment):	20,747	(16,288)	

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

12/31/2022

Fire Revenue	Category	FY22/23 Budget	FY22/23 Actual	% of Budget
	Special Parcel Tax for Fire	41,308	22,955	56%
	Grants/Donations for Fire (Misc)	-		
	Grants for Fire (Measure C)	12,000	588	5%
	Grants for Fire (Measure W)	50,000	32,700	65%
	Grants for Fire (FVA Firehouse)	50,000		
	Grants for Fire (West Marin)	8,400		0%
	Fire Revenue incl Cap Imp Rev:	161,708	56,243	35%
	Deduct Cap Imp Revenue:	(50,000)	-	
	Fire Operations Revenue:	111,708	56,243	50%

Fire Expense	Category	FY22/23 Budget	FY22/23 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Credit Card Receipts Outstanding		1,173	
	Emergency Preparedness	2,500	-	0%
	Dues: Membership	330	237	72%
	Fire Chief Stipend	30,000	15,000	50%
	Fire Equip & Tools	10,000	951	10%
	Fire Training/Certification	2,100		0%
	Fire Truck Maint & Repair	8,000	675	8%
	Grant Spending	9,000		0%
	Insurance: VFIS	5,611	5,611	100%
	Insurance: Workers Comp	2,500		0%
	Legal	500		0%
	Other Operating (Fire)	1,500	3,509	234%
	Supplies: Medical	1,000		0%
	Supplies: Sta wear/Turnouts	2,000	37	2%
	Utilities: Electric	300	48	16%
	Utilities: Phone, Radio	600	311	52%
	Dedicated Expense Sub-Total:	75,941	27,552	36%
	Fire Operations Expense Total:	75,941	27,552	36%
	Fire Operations Balance:	35,767	28,691	80%

Fire Station Donations/Grants **40,000**

Fire Station Expenditures **26,815**

Funds Remaining **13,185**

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

Recreation Department

12/31/2022

Rec Revenue	Category	FY22/23 Budget	FY22/23 Actual	% of Budget
	Community Center Classes	-	-	
	Community Center Functions (+XF)	1,000	-	
	Grants/Donations for Rec	177,952	10,000	
	Measure A Tax	16,393	20,139	123%
	Rentals	6,000	2,925	
	Rec Operations Revenue Total:	201,345	33,064	16%
	Rec Ops non-Measure A Total:	184,952	12,925	7%

Rec Expense	Category	FY22/23 Budget	FY22/23 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Community Center Classes	-	-	
	Community Center Functions	8,000	4,085	51%
	Grant Spending (Rec)	177,952	7,692	4%
	Legal Fees (Rec)	-	-	
	Measure A Projects	16,393	8,702	53%
	Other Operating (Rec)	100		0%
	Grounds Maintenance	11,400	5,850	51%
	Payroll (Rec)	7,500	3,765	50%
	Payroll (Rental Coordinator)	4,200	2,100	50%
	Payroll Employer Taxes (Rec)	574	288	50%
	Payroll (WC-Rec)	600		0%
	Rental Expenses (CC)	500		0%
	Repairs & Maintenance (Rec)	1,500	1,075	72%
	Trails Maintenance	1,800	250	14%
	Supplies (CC)	500	186	37%
	Utilities: Elec (CC)	800	255	32%
	Utilities: Phone (CC-Ooma)	65	30	46%
	Utilities: Propane (CC)	150		0%
	Utilities: Refuse (Rec)	1,800	718	40%
	Dedicated Expense Sub-Total:	233,834	34,996	15%
	Non-Measure A Expense Total:	217,441	26,294	12%
	Rec Ops Balance(including Restricted Revenue):	(32,489)	(1,932)	6%
	Rec Ops Balance(non-Measure A)):	(32,489)	(13,369)	41%

Budget for Capital Spending:

Measure A: CC Deck/Siding-Oil	8,000	8,702
Measure A: CC Deck Curtains	8,000	
Measure A: Trail Improvement-SC	19,000	
Prop 68: Parking Project	192,952	
Total Spending:	227,952	

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

Roads Department

12/31/2022

Roads Revenue	Category	FY22/23 Budget	FY22/23 Actual	% of Budget
	Fees for Roads	-	-	
	Donations for Roads	-	-	
	Grants for Roads	-	-	
	Roads Operations Revenue Total:	-	-	

Roads Expense	Category	FY22/23 Budget	FY22/23 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Gen Exp (10% Share): p/project			

Dedicated Expenses:

Compromise Agreement				
Legal Fees (Roads)	1,000			
Other Operating (Roads)	-			
Pay (Maintenance Sub-Contractor)				
Payroll (Roads)	-			
Payroll Employer Taxes (Roads)	-		-	
Payroll (WC-Roads)	-		-	
Repairs & Maintenance (Roads)	10,000		1,165	12%
Supplies (Roads)	-		-	
Dedicated Expense Sub-Total:	11,000		1,165	11%
Roads Operations Expense Total:	11,000		1,165	11%
 Roads Operations Balance:	 (11,000)		 (1,165)	 11%

Capital Spending:

Capital Expenditures

Total Capital Project Balance:	-		-	-
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Muir Beach Community Services District: Budget vs. Actual - year-to-date

Water Department

12/31/2022

Water Revenue	Category	FY22/23 Budget	FY22/23 Actual	% of Budget
	Water Service Revenue	159,600	80,278	50%
	Water Conservation Discount	(49,500)	(24,699)	50%
	Meter Reading Fee	8,260	4,010	49%
	Water Service Revenue (Misc)	2,000	270	14%
	Water Service fee Net Revenue	120,360	59,859	50%
	Meter Charge (CIP Reserves)	74,835	24,833	33%
	Connection Fees	-	-	
	Donations & Grants	-	-	
Water Revenue incl Meter Charge:		195,195	84,692	43%
	Move Meter Charge to Reserves:	(74,835)	(24,833)	33%
	Water Operations Revenue:	120,360	59,859	50%
	Water CIP (PE Reserves):	34,835	17,554	50%
	Water CIP (LT Reserves):	40,000	20,000	50%

Water Expense	Category	FY22/23 Budget	FY22/23 Actual	% of Budget
	General Expenses (40% Share):*	47,101	24,936	53%
	Audit	3,800	3,900	103%
	Health Insurance (DM)	4,040	2,086	52%
	Insurance (Workers Comp)	632	(214)	-34%
	Meetings (incl Minutes)	1,400	36	3%
	Office & Postage	1,000	1,140	114%
	Payroll (DM) - Total	32,800	16,380	50%
	Payroll Employer Taxes (DM)	2,509	1,253	50%
	Payroll Service	720	342	48%
	Website & Doc Management	200	12	6%
	Gen Exp (Water Ops 40% Share):	47,101	24,936	53%
	Dedicated Expenses:			
	Bank & Credit Card Fees(Customer)	4,500	2,404	53%
	Bookkeeping (Water)	5,860	2,278	39%
	Debt (Due to DT - 10yrs/no int)	1,000	-	0%
	Debt (Due to GF - 20yrs/no int)	2,600	-	0%
	Dues & Memberships (Water)	475	(149)	-31%
	Grant Spending	-	-	
	Insurance (Water)	3,000		0%
	Legal Fees (Water)	1,000	-	0%
	Other Operating (Water)	500	214	43%
	Pay (Maintenance Sub-contractor)		-	
	Payroll (Compromise - WM)			
	Payroll (Water Team)	29,400	14,475	49%
	Payroll (Other water salaries)	-	-	

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

Water Department			
	12/31/2022		
Payroll Employer Taxes (Water)	2,249	1,107	49%
Payroll Employer (WC)	1,600		0%
Permits & Fees (Water)	1,650	1,533	93%
Rep & Maint incl Grant Spending	10,000	8,338	83%
Supplies (Water)	-	-	
Testing (Water)	6,000	841	14%
Treatment (Water)	5,000	533	11%
Utilities: Electric (Water)	11,000	4,591	42%
Utilities: Telephone (Water-Ooma)	420	129	31%
Dedicated Expense Sub-Total:	86,254	36,294	42%
Water Operations Expense Total:	133,355	61,231	46%
 Water Conservation Reserve (Beginning Balance):	 49,500	 49,500	
Water Conservation Reserve (Discounts):	(49,500)	(24,699)	50%
Water Conservation Reserve (Ending balance):	-	24,801	
 Water Operations Balance :	 (12,995)	 (1,372)	 11%
 Water Capital Improvements (Beginning PE Balance):	 40,375	 40,375	
Water Capital Improvement (Balance to PE Reserves):	34,835	17,554	50%
Water Capital Improvement (Capital spending):	-	-	
Water Capital Improvement (Change to PE Reserve):	75,210	57,929	77%
Water Capital Improvements (Beginning LT Balance):	113,335	113,335	100%
Water Capital Improvement (Balance to LT Reserves):	40,000	20,000	50%
Water Capital Improvement (Change to LT Reserve):	153,335	133,335	87%
Water Capital Improvement (Net PE and LT Reserves):	228,545	191,264	84%

Notes: *Meter Reading Charge (\$2400) + Water Bookkeeping (\$5860) = \$8260*



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Statement Ending 12/31/2022

MUIR BEACH COMMUNITY SVCS

Page 1 of 4

Account Number:

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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		\$335,064.05

Public Checking Images-

Account Summary

Date	Description	Amount
12/01/2022	Beginning Balance	\$318,855.38
	14 Credit(s) This Period	\$162,053.00
	22 Debit(s) This Period	\$145,844.33
12/31/2022	Ending Balance	\$335,064.05

Deposits

Date	Description	Amount
12/12/2022	DEPOSIT	\$3,656.01
12/19/2022	DEPOSIT	\$11,236.12

Electronic Credits

Date	Description	Amount
12/08/2022	INTUIT 13371505 DEPOSIT MUIR BEACH COMMUNITY S	\$1,532.48
12/13/2022	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$73.86

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LENDER
NMLS #458732



Member FDIC



Statement Ending 12/31/2022

MUIR BEACH COMMUNITY SVCS

Page 3 of 4

Account Number:

Public Checking Images-342025376 (continued)

Electronic Credits (continued)

Date	Description	Amount
12/14/2022	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$156.26
12/14/2022	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$121.50
12/14/2022	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$86.69
12/15/2022	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$93,601.31 ✓
12/15/2022	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$153.26
12/15/2022	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$117.40
12/15/2022	DOI TREAS 310 MISC PAY MUIR BEACH COMMUNITY S	\$86.69
12/15/2022	INTUIT 50579735 DEPOSIT MUIR BEACH COMMUNITY S	\$80.00
12/23/2022	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$5.61 ✓
12/28/2022	COUNTY OF MARIN COM PAY MUIR BEACH CSD	\$51,145.81 ✓

Electronic Debits

Date	Description	Amount
12/02/2022	INTUIT 48393425 ACCT FEE MUIR BEACH COMMUNITY S	\$20.00
12/02/2022	PAYCHEX INC. PAYROLL MUIR BEACH COMMUNITY S	\$10,385.16
12/05/2022	PAYCHEX EIB INVOICE MUIR BEACH COMMUNITY S	\$133.94
12/05/2022	PAYCHEX TPS TAXES MUIR BEACH COMMUNITY S	\$2,917.25
12/08/2022	INTUIT 95442085 TRAN FEE MUIR BEACH COMMUNITY S	\$49.31
12/15/2022	INTUIT 32832695 TRAN FEE MUIR BEACH COMMUNITY S	\$2.75
12/16/2022	PGANDE WEB ONLINE MUIR BEACH CSD	\$77.85
12/16/2022	PGANDE WEB ONLINE MUIR BEACH CSD	\$203.96
12/16/2022	PGANDE WEB ONLINE MUIR BEACH CSD	\$576.19
12/27/2022	CHASE CREDIT CRD AUTOPAYBUS HILLS LEIGHTON J	\$6,352.26

Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount	Check Nbr	Date	Amount
2368	12/02/2022	\$107,080.25	2373	12/07/2022	\$2,321.50	2377	12/28/2022	\$91.00
2370*	12/08/2022	\$790.00	2374	12/15/2022	\$50.67	2378	12/13/2022	\$1,567.50
2371	12/28/2022	\$91.00	2375	12/13/2022	\$900.00	2379	12/23/2022	\$1,600.00
2372	12/09/2022	\$630.00	2376	12/14/2022	\$203.74	7809*	12/30/2022	\$9,800.00

* Indicates skipped check number

2:17 PM

01/16/23

Muir Beach Community Services District
Reconciliation Summary
TriC Checking, Period Ending 12/31/2022

	Dec 31, 22
Beginning Balance	318,855.38
Cleared Transactions	
Checks and Payments - 27 items	-145,844.33
Deposits and Credits - 14 items	162,053.00
Total Cleared Transactions	16,208.67
Cleared Balance	<u>335,064.05</u>
Uncleared Transactions	
Checks and Payments - 17 items	-48,156.34
Deposits and Credits - 7 items	28,068.05
Total Uncleared Transactions	-20,088.29
Register Balance as of 12/31/2022	<u>314,975.76</u>
New Transactions	
Checks and Payments - 16 items	-28,583.21
Deposits and Credits - 7 items	25,694.86
Total New Transactions	-2,888.35
Ending Balance	<u><u>312,087.41</u></u>

2:17 PM

01/16/23

Muir Beach Community Services District
Reconciliation Detail
TriC Checking, Period Ending 12/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						318,855.38
Cleared Transactions						
Checks and Payments - 27 items						
Bill Pmt -Check	11/23/2022	2368	Marin County Treas...	X	-107,080.25	-107,080.25
Bill Pmt -Check	11/23/2022	2370	Moore, Aran	X	-790.00	-107,870.25
Bill Pmt -Check	11/23/2022	2371	Public Health Labor...	X	-91.00	-107,961.25
Check	11/30/2022	DD 10...	Mary C Halley	X	-4,954.58	-112,915.83
Check	11/30/2022	PR	Payroll taxes	X	-2,917.25	-115,833.08
Check	11/30/2022	DD 10...	Gove, Chris	X	-2,500.00	-118,333.08
Check	11/30/2022	DD 10...	Stephanie Blank {e}	X	-1,264.35	-119,597.43
Check	11/30/2022	DD 10...	Thiemo Blank	X	-1,007.77	-120,605.20
Check	11/30/2022	DD 10...	Juana Gonzalez	X	-473.76	-121,078.96
Check	11/30/2022	DD 10...	Harvey Pearlman	X	-184.70	-121,263.66
Check	11/30/2022	CCADJ		X	-20.00	-121,283.66
Bill Pmt -Check	12/05/2022	EFT	Paychex, Inc.	X	-133.94	-121,417.60
Bill Pmt -Check	12/07/2022	2373	Mullin, Sharon	X	-2,321.50	-123,739.10
Bill Pmt -Check	12/07/2022	2378	RJ Ricciardi, Inc. CP...	X	-1,567.50	-125,306.60
Bill Pmt -Check	12/07/2022	2375	Eleazar Ortega	X	-900.00	-126,206.60
Bill Pmt -Check	12/07/2022	2372	Alcala, Jose - v	X	-630.00	-126,836.60
Bill Pmt -Check	12/07/2022	2376	Herb's Pool Service	X	-203.74	-127,040.34
Bill Pmt -Check	12/07/2022	2377	Public Health Labor...	X	-91.00	-127,131.34
Bill Pmt -Check	12/07/2022	2374	CalNet	X	-50.67	-127,182.01
Check	12/08/2022	CCADJ	Intuit Pymt Soln Tra...	X	-49.31	-127,231.32
Bill Pmt -Check	12/15/2022	EFT	PG&E Pumping fro...	X	-576.19	-127,807.51
Bill Pmt -Check	12/15/2022	EFT	PG&E Pumping at L...	X	-203.96	-128,011.47
Bill Pmt -Check	12/15/2022	EFT	PG&E at Comm Ctr ...	X	-77.85	-128,089.32
Check	12/15/2022	CCADJ	Intuit Pymt Soln Tra...	X	-2.75	-128,092.07
Bill Pmt -Check	12/22/2022	2379	Chase, Alexis	X	-1,600.00	-129,692.07
Check	12/27/2022	EFT	Chase Card Services	X	-6,352.26	-136,044.33
Check	12/30/2022	7809	Unknown	X	-9,800.00	-145,844.33
Total Checks and Payments					-145,844.33	-145,844.33
Deposits and Credits - 14 items						
Deposit	12/07/2022			X	3,656.01	3,656.01
Deposit	12/08/2022			X	1,532.48	5,188.49
Deposit	12/12/2022			X	73.86	5,262.35
Deposit	12/14/2022			X	86.69	5,349.04
Deposit	12/14/2022			X	121.50	5,470.54
Deposit	12/14/2022			X	156.26	5,626.80
Deposit	12/14/2022			X	11,236.12	16,862.92
Deposit	12/14/2022			X	93,601.31	110,464.23
Deposit	12/15/2022			X	80.00	110,544.23
Deposit	12/15/2022			X	86.69	110,630.92
Deposit	12/15/2022			X	117.40	110,748.32
Deposit	12/15/2022			X	153.26	110,901.58
Deposit	12/22/2022			X	5.61	110,907.19
Deposit	12/27/2022			X	51,145.81	162,053.00

2:17 PM
01/16/23

Muir Beach Community Services District
Reconciliation Detail
TriC Checking, Period Ending 12/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Total Deposits and Credits					162,053.00	162,053.00
Total Cleared Transactions					16,208.67	16,208.67
Cleared Balance					16,208.67	335,064.05
Uncleared Transactions						
Checks and Payments - 17 items						
Bill Pmt -Check	04/14/2022	2262	Rodas Trucking, Inc....		-6,706.13	-6,706.13
Bill Pmt -Check	10/06/2022	2349	Public Health Labor...		-91.00	-6,797.13
Bill	11/28/2022		PG&E Firehouse 62...		-23.48	-6,820.61
Check	11/30/2022	DD 10...	Gove, Chris		-2,500.00	-9,320.61
Bill	12/11/2022	19187...	CalNet		-51.38	-9,371.99
Sales Receipt	12/14/2022		Marin County Treas...		-22,719.14	-32,091.13
Sales Receipt	12/14/2022		Marin County Treas...		-237.00	-32,328.13
Bill Pmt -Check	12/15/2022	EFT	PG&E Firehouse 62...		-23.48	-32,351.61
Bill	12/21/2022		Allen, Robert		-37.05	-32,388.66
Check	12/31/2022	DD 10...	Mary C Halley		-5,024.09	-37,412.75
Check	12/31/2022	PR	Payroll taxes		-2,905.80	-40,318.55
Check	12/31/2022	DD 10...	Gove, Chris		-2,500.00	-42,818.55
Check	12/31/2022	DD 10...	Gove, Chris		-2,500.00	-45,318.55
Check	12/31/2022	DD 10...	Thiemo Blank		-1,645.31	-46,963.86
Check	12/31/2022	DD 10...	Stephanie Blank {e}		-897.65	-47,861.51
Check	12/31/2022	DD 10...	Harvey Pearlman		-184.70	-48,046.21
Check	12/31/2022	DD 10...	Ernst Karel {e}		-110.13	-48,156.34
Total Checks and Payments					-48,156.34	-48,156.34
Deposits and Credits - 7 items						
Bill	11/28/2022		PG&E Firehouse 62...		23.48	23.48
Check	11/30/2022	DD 10...	Gove, Chris		2,500.00	2,523.48
Bill	12/11/2022	19187...	CalNet		51.38	2,574.86
Sales Receipt	12/14/2022		Marin County Treas...		237.00	2,811.86
Sales Receipt	12/14/2022		Marin County Treas...		22,719.14	25,531.00
Bill	12/21/2022		Allen, Robert		37.05	25,568.05
Check	12/31/2022	DD 10...	Gove, Chris		2,500.00	28,068.05
Total Deposits and Credits					28,068.05	28,068.05
Total Uncleared Transactions					-20,088.29	-20,088.29
Register Balance as of 12/31/2022					-3,879.62	314,975.76
New Transactions						
Checks and Payments - 16 items						
General Journal	01/16/2023				-12,114.20	-12,114.20
Bill Pmt -Check	01/16/2023	2391	Rodas Trucking, Inc....		-6,706.13	-18,820.33
Bill Pmt -Check	01/16/2023	2384	Epstein & Holtzapple		-2,310.00	-21,130.33
Bill Pmt -Check	01/16/2023	2390	RJ Ricciardi, Inc. CP...		-1,592.50	-22,722.83
Bill Pmt -Check	01/16/2023	2392	SWRCB		-1,532.72	-24,255.55

2:17 PM

01/16/23

Muir Beach Community Services District
Reconciliation Detail
TriC Checking, Period Ending 12/31/2022

Type	Date	Num	Name	Clr	Amount	Balance
Bill Pmt -Check	01/16/2023	2387	Mullin, Sharon		-1,024.00	-25,279.55
Bill Pmt -Check	01/16/2023	2382	CALPERS		-916.76	-26,196.31
Bill Pmt -Check	01/16/2023	2383	Eleazar Ortega		-900.00	-27,096.31
Bill Pmt -Check	01/16/2023	2388	North Bay Computer...		-500.00	-27,596.31
Bill Pmt -Check	01/16/2023	2386	Marinoff, Joanie		-350.00	-27,946.31
Bill Pmt -Check	01/16/2023	2394	Water Components ...		-219.02	-28,165.33
Bill Pmt -Check	01/16/2023	2385	Fire Master		-152.00	-28,317.33
Bill Pmt -Check	01/16/2023	2393	United Site Services...		-114.00	-28,431.33
Bill Pmt -Check	01/16/2023	2389	Pearlman, Harvey - V		-63.45	-28,494.78
Bill Pmt -Check	01/16/2023	2381	CalNet		-51.38	-28,546.16
Bill Pmt -Check	01/16/2023	2380	Allen, Robert		-37.05	-28,583.21
Total Checks and Payments					-28,583.21	-28,583.21
Deposits and Credits - 7 items						
Deposit	01/05/2023				172.35	172.35
Deposit	01/05/2023				745.57	917.92
Deposit	01/10/2023				24.70	942.62
Deposit	01/13/2023				5,931.91	6,874.53
General Journal	01/16/2023				5,447.53	12,322.06
General Journal	01/16/2023				6,666.67	18,988.73
Bill	01/16/2023		Rodas Trucking, Inc....		6,706.13	25,694.86
Total Deposits and Credits					25,694.86	25,694.86
Total New Transactions					-2,888.35	-2,888.35
Ending Balance					-6,767.97	312,087.41

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Statement Ending 12/31/2022

MUIR BEACH COMMUNITY SVCS

Page 1 of 2

Account Number:

ADDRESS SERVICE REQUESTED

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19 SEACAPE DR
MUIR BEACH CA 94965-9701

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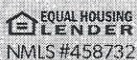
Overall Balance Summary

Account Type	Account Number	Ending Balance
Business MMI Images		\$201,661.91

Business MMI Images-

Account Summary			Interest Summary		
Date	Description	Amount	Description	Amount	
12/01/2022	Beginning Balance	\$201,658.48	Interest Earned From 12/01/2022 Through 12/31/2022		
	1 Credit(s) This Period	\$3.43	Annual Percentage Yield Earned	0.02%	
	0 Debit(s) This Period	\$0.00	Days in Statement Cycle	31	
12/31/2022	Ending Balance	\$201,661.91	Interest and/or Reward Paid	\$3.43	
			Interest Paid this Statement Cycle	\$3.43	
			Interest Paid Year-to-Date	\$40.29	

Other Credits		
Date	Description	Amount
12/30/2022	INT PMT SYS-GEN	\$3.43



Member FDIC

RESOLUTION NO: 2023-1

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 from January 25, 2023 to February 24, 2023 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 January 2023.

AYES:

NOES:

ABSTAIN:

§/ _____

Board of Directors, Board President

ATESTS:

§/ _____

Mary Halley, District Manager

FIRE DEPARTMENT REPORT JAN 2023

ACTIVITY

This last year we responded to a record number of calls. We responded 78 times, an increase of over ten percent from recent experience. 55% of these calls were in the community and adjacent NPS spaces such as the Overlook and Big Beach. 25% of our responses were on roads and highways which of course are integral to the community as well.

Training continues to recover slowly from the pandemic period and we have had 25 drills this year which is below the ~30 we target for ourselves.

The community overall escaped serious damage in the recent series of storms. The fire department removed a half dozen trees and responded to protect drivers from downed wires and landslides.

Please be aware that when power lines are down and PG&E has not surveyed the damage it is not safe to pass near any downed lines. Please cooperate with fire and law enforcement personnel.

FIREWISE

The committee completed another survey of the community and applied for and received a renewed certificate. Every two years we must show improvement to a set of guidelines to maintain membership and we are showing continued improvement. The community has really done some great work on their yards, and we salute their involvement.

FIREHOUSE

MERA has postponed their construction schedule yet again -- this time for weather. I have applied for an extension for our coastal permit and will report soon on the status.

DISASTER COUNCIL

They continue to drill and meet, and most will take a CERT course later this month. CERT stands for Community Emergency Response Team and is a specialized training on how to assist first responders in an emergency. The department appreciates their efforts.

MWPA

We just completed the first round of fuel reduction on the north side of HWY 1. Twelve acres were cleared in total. This was a 100' buffer alongside the highway that was done under the joint supervision of MWPA and NPS by teams from Forrester & Kroeger and others. Working with Mike St John from MWPA we were able to complete the project with minimal disruption to the community.

They reported that the area had the densest growth that they had ever seen in Marin and we do not yet know how many tons were chipped. All the biomass was chipped and distributed on site. The way in which this was done was to preserve islands of habitat and remove invasive species and ladder fuels.

We are in process for applying for additional funds to continue the project. Working with multiple agencies it came together well and we thank GGNRA and CALTRANS for their assistance.

SCBA

We have settled on our order and are awaiting final pricing and delivery dates for the new items. It will be considerably less expensive than first thought -- in the \$5-7K range.

CALTRANS

A slide has been developing on HWY 1 south of the 1853 Shoreline Hwy and CALTRANS engineers have decided that an emergency repair is necessary. The plan is to install a series of piers in early February.

660

We've had an ongoing mechanical issue with our smaller engine and have finally identified the issue and it is in the shop for repairs at this time.

Thank you for allowing us to be of service

Chris Gove

Chief MBVFD

Water, Fire, Recreation, Roads, Finance, and Communications – January 2023

General:

Board Elections 2022 – Directors-elect Christine Murray, Leighton Hills, and Steve Shaffer will all be sworn in at the beginning of the January 25, 2023 Board meeting and sign their Oaths of Office.

Covid-19 – coronavirus infection rate went down from “moderate” to “low” just this week in Marin County which had previously been part of a “Tripledemic”, with this year’s annual flu and RSV infections. Assembly Bill AB 361 will expire in California on February 28 which is the date Governor Newsom has determined the State of Emergency for the current pandemic is over, and thus AB 361 – which is activated based on a declared State of Emergency – will end as well. The new AB 2449 will allow for some limited remote attendance by Board members via video conferencing but with more limited requirements and many restrictions. Our January meeting will likely be the last meeting using remote teleconferencing for the entire public meeting group. AB 2449 will require there be a quorum of the Board at the same physical location and then occasionally an individual Board member with advanced Board permission, and with ‘just cause’ (defined by AB 2449), would be able to conference in remotely no more than twice per year for a district that meets fewer than 10 times per year. I will send a summary of AB 2449 to all Board members as a helpful reference.

Water:

Redwood Creek Stream Monitoring – what a difference a month makes, since the end of December 2022, we are now looking at flood levels for Redwood Creek ranging on average from 4 – 6.5ft. with gage heights averaging over 1 ft. consistently and stream flows as high as 500 cu.ft. per second of discharge and averaging around 50-100 cu ft. between storms. The California Central Coast has now been reduced from “severe” to “moderate” drought conditions.

Water Reports – we are now required to submit a new Drought and Conservation report quarterly (Jan, Apr, July and Oct) on the SWRCB SAFER Clearinghouse website. Also just submitted new Water Quality Emergency Notification Plan.

CalWARN – our district was alerted that resources may be required for some northern water districts after the 6.4 earthquake struck northern California near Ferndale and Fortuna.

Water Valve Exercising – the district purchased a hydraulic water valve exerciser which allowed for our water team to exercise every valve in the system. The water system schematic layout was also able to be updated as well based on exact valve findings and locations. Valve exercising can now be done annually in just one to two days.

Pumphouse – grounds crew finished clearing the last sections of overgrown brush next to the creek behind the pumphouse and office/storage container units in preparation for winter storms. So far, the pump house has flooded twice during this series of 10 atmospheric rivers, but didn’t seem quite as bad as in some past years.

Fire:

Firehouse – no updates from me – see Fire Chief’s report.

Fire Barn – (same as last report) continuing to coordinate the renewal of the Fire Barn 2-year lease. Our Fire Chief is coordinating with the NPS and GOGA’s cultural landscape manager as to what vegetation can be removed as required by our insurance company.

MWPA – the first phase of the Highway 1 Evacuation Corridor/Banducci has been completed – Fire Chief will give update in his report.

Recreation:

MB Community Center – the glass deck roof has been having more and more leaks and several new broken panes. We have ordered new glass, but contractor who did last leak repairs says that many of the metal bands that hold the panes in place are bent and thus don’t keep a seal, as well as the seals are dried and cracking. Eventually we will need to replace the metal bands and seals to finally eliminate the ongoing broken panes and leaking altogether.

Prop 68 Per Capita Recreation grant – the building permit process continues with the County with all document resubmittals transmitted to the County mid-September. The most current revisions sat in Land Development review for over 90 days due to staff turnover. When I inquired again at the beginning of January they apologized for the delay and then returned a day later with another 8 requested changes pertaining to the ADA Vehicle accessible parking space, signage and locations, drainage, and relocation of the trash enclosure. I am now waiting for Civil Engineer to make changes to the plans for resubmittal. I continue to work with one of the original three contractors to try to develop a bid that is close enough to the amount of available grant funds to complete the core construction project. The Prop 68 Grant program deadline was extended for another year, so we now have more time to work through planning and funding issues.

MB Community Center Rentals – have been quiet most likely due to severe weather.

Measure A – workplan currently includes either upper Park or lower Sunset to Cove Lane trail restoration depending on contractor availability.

Parks and Trails – cross drains were cut across the Upper Park path before the storms and seem to be helping with the usual ponding, rutting, and erosion. Cuco has been doing minor repairs and tree branch clearing on trails, stairs and paths as needed. New copper lining in Sunset to Pacific Way drainage box has kept that set of stairs much dryer through these heavy rains.

Roads:

Charlotte's Way – have been continuously checking all CSD roads and drainage conditions throughout this last series of ten atmospheric rivers. So far Muir Beach seems to be faring fairly well, but due to the many trees, steep debris laden slopes, and heavy runoff from above certain areas along the Charlotte's Way, we've been closely monitoring and sending any available crew to clean Charlotte's Way drains, ditches and road surfaces in-between each storm.

Communications:

Website – had a phone conference with the website developer 'Streamline' who specializes in Special District website platforms and design. Their development and host subscription pricing are very reasonable for CSDA members. Am keeping it in mind possibly for the future, but also may incorporate some of their ideas into our current website in the meantime. Then, as always, continuing to update pages and post routine documents on the website.

Muir Beach Directory – now current thru 10/22/22 and will continue to post every new updated version on the district website 'Contact and Links' page.

Finance:

Audits – draft-FY21/22 annual audits are complete and are on the January Board meeting agenda for Board approval. Auditors found no issues or concerns and reports were very similar to the previous year. The auditor is still working on the SCO (State Controller's Office) report which is currently in process.

Budget – district finances are currently on budget and we were able to make the last payment on the 3-year County loan and also pay back the Inter-fund loan to the Water Department's LT Reserve. General operations cashflow remains very low with the current bulk of cash in the Fire Department Reserves and two Water Capital Improvement Funds. Next cash inflows due in April should help balance the General fund.

Capital Planning – currently the only capital projects in planning are those using grant funding: Measure A, Recreation Per Capita OGALS, and the Firehouse.

Insurance – working on Property and Liability insurance renewal questionnaires for April 2023/2024 renewal.

District Office Business – district office computer hard drive crashed at the end of December, so we went ahead and ordered the new Dell Optiplex computer (that we had planned and budgeted to purchase in January) and had all the data transferred and restored onto the new computer. We have now also added a 2T backup drive in addition to the

Carbonite to make sure critical files, such as QuickBooks and FileCenter, are double protected. We've had three fraudulent checks submitted to our Bank for payment on our bank account, which upon a verification call, were deemed fraudulent and bank reversed payment. Currently we are doing a modified form of 'positive pay' in which the bank verifies every check submitted for payment on our account against a master list which we submit to the bank every time we issue checks. We will need to decide after the January 25 Board meeting if we want to open a new bank account or subscribe to the bank's Positive Pay program (which operates similarly to what we are doing now) but has associated fees of \$50 p/month plus \$0.05 p/check. We also may want to discuss if we want the bank reconciliations going into the board packets for public viewing in the future. As always, I am continuing to process all District mail and work with Sharry to make sure payroll timesheets, routine/event reimbursements, Credit Card expenditures, incoming payments and outgoing checks are all processed and expedited between agencies, employees, and vendors promptly.

Respectfully submitted,

Mary Halley

MBCSD District Manager