



# MUIR BEACH COMMUNITY SERVICES DISTRICT

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

## AGENDA

### Regular Meeting of the Board of Directors

Wednesday, April 26, 2023 7:00 PM

Muir Beach Community Center

19 Seacape Drive

Muir Beach, CA 94965

***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

**Board:** Paul Jeschke (Board President), Leighton Hills (Board Vice-President), Christine Murray (Director), Steven Shaffer (Director), David Taylor (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: None

#### Item 3: Consent Calendar

*All items on the Consent Calendar are considered to be either routine or non-controversial and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed in the meeting (under Items Removed from the Consent Calendar).*

A. Approval of Draft Minutes from Regular Board Meeting of 1/25/23.

B. Approval of Quarterly Financial Reports dated 3/31/23. (See attached or view at <http://muirbeachcsd.com/wp-content/uploads/2023/04/2023-3-Financial-Reports.pdf>)

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

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

#### **Item 5: Green Gulch Creek Restoration Project – Sara Tasker**

Representatives from Green Gulch would like to share with the Muir Beach Community and CSD their current work on the Green Gulch Creek and Watershed Restoration project that will also help to reconfigure water storage at the farm. They are hoping to get a letter of support from the CSD Board for their Petition of Change to the California State Water Board for modifications in their water rights that will 1) NOT affect MB water in any way, and 2) will result in higher creek flow in Green Gulch Creek during the spring and summer months that are critical for juvenile salmon and other wildlife.

#### **Item 6: Fire Department Report**

Fire Chief Chris Gove will give his report.

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

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

#### **Item 8: District Cybersecurity – Christine Murray**

Due to the increased risks of phishing attacks, Directors Murray, Taylor, and Hills would like to discuss the policies and practices in place at MBCSD regarding various levels of data safety. Their initial recommendation is for the Board to create a small ad hoc subcommittee to lead the process and to report back in July 2023 with any progress. For further reading on the matter, please reference Marin County's [Top 10 Cybersecurity Recommendations for Organizations](#).

#### **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, May 17, 2023

**Next Board Meeting Date: Wednesday, May 24, 2023 (Sup. Rodoni – Spring Office Hours -5pm)**

**MUIR BEACH COMMUNITY SERVICES DISTRICT**

Minutes of the Board of Directors' meeting held on  
Wednesday, January 25, 2023

**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)

The three newly elected candidates, Leighton Hills, Steve Shaffer, and Christine Murray, are formally sworn in by District Manager Halley.

**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

**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.

MOTION: To elect Paul Jeschke as board president, Leighton Hills as vice president.

Moved: Murray, seconded by Taylor

Vote: AYES: Unanimous.

#### **Item 4: Consent Calendar**

Approval of Draft-Minutes from Regular Board Meeting of 11/16/22.

A. 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>)

B. Approval of Draft-Audits FY 2022 (See <http://muirbeachcsd.com/wp-content/uploads/2022/12/MBCSD-Draft-Audit-Report-6.30.22.pdf>)

C. 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)

MOTION: To approve the consent calendar.

Moved: Shaffer, seconded by Taylor

Vote: AYES: Unanimous.

Unanimous

#### **Item 5: Items Removed from Consent Calendar**

None.

#### **Item 6: Fire Department Report**

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.

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

5  
6 FIREHOUSE. MERA has postponed their construction schedule yet again -- this time for weather. I  
7 have applied for an extension for our coastal permit and will report soon on the status.

8  
9 DISASTER COUNCIL. They continue to drill and meet, and most will take a CERT course later this  
10 month. CERT stands for Community Emergency Response Team and is a specialized training on how  
11 to assist first responders in an emergency. The department appreciates their efforts.

12  
13 MWPA. We just completed the first round of fuel reduction on the north side of HWY 1. Twelve acres  
14 were cleared in total. This was a 100' buffer alongside the highway that was done under the joint  
15 supervision of MWPA and NPS by teams from Forrester & Kroeger and others. Working with Mike St  
16 John from MWPA we were able to complete the project with minimal disruption to the community.  
17 They reported that the area had the densest growth that they had ever seen in Marin and we do not  
18 yet know how many tons were chipped. All the biomass was chipped and distributed on site. The  
19 way in which this was done was to preserve islands of habitat and remove invasive species and  
20 ladder fuels.

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

23  
24 SCBA. We have settled on our order and are awaiting final pricing and delivery dates for the new  
25 items. It will be considerably less expensive than first thought -- in the \$5-7K range.

26  
27 CALTRANS. A slide has been developing on HWY 1 south of the 1853 Shoreline Hwy and  
28 CALTRANS engineers have decided that an emergency repair is necessary. The plan is to install a  
29 series of piers in early February.

30  
31 660. We've had an ongoing mechanical issue with our smaller engine and have finally identified the  
32 issue and it is in the shop for repairs at this time.

33  
34 Thank you for allowing us to be of service,  
35 Chris Gove, Chief MBVFD

36  
37 David Taylor describes the recent project of clearing growth from the North side of Highway 1 and  
38 shows photos of the work being done.

39  
40 **Item 7: Muir Beach Christmas Fair Report – Laurie Piel**

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

42  
43 Piel will be delivering a check to Mary Halley for \$1000. It's lower than it could have been because of  
44 expenses in setup, and extra storm-preparedness done by Cuco.

45  
46 Fair is now partnering with the California College of Art (CCA) to allow artists from there to participate.

47  
48 **Item 8: District Manager Report**

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

1  
2 Due to the ending of the state-wide state of emergency around COVID, this will be the last Zoom  
3 meeting.

4  
5 Redwood Creek is full of water. Drought level has been downgraded to "Moderate".

6  
7 Charlotte's Way, because this is the first year we've adopted the road, we've been micromanaging it  
8 and had no issues, but it's clear that it will need constant watching -- the mud is moving in a few  
9 places.

10  
11 New computer in the office, with sufficient data backup.

12  
13 Three fraudulent checks submitted on our account. We were contacted and they were clearly  
14 fraudulent. We need to either start a new process for checks, Positive Pay, or open a new account.  
15 Positive Pay is about \$600/year. Director Halley will proceed with that because it is very complicated  
16 process to open a new governmental account and re-establish all autopay systems.

17  
18 **Item 9: Public Open Time**

19 Steve Shaffer says that the mailboxes are starting to lean again and need to be bolstered up again.  
20 Conversation proceeds about whether the CSD would pay for that; Steve will try to do it  
21 independently.

22  
23 **Item 11: Recognitions & Board Member Items**

24 Halley recognizes David Taylor for excellent management of the whole Highway 1 evacuation corridor  
25 ladder fuel vegetation clearing grant project.

26  
27 David Taylor recognizes Bob Jacobs. There will be a funeral next month. The TV project he  
28 shepherded is in progress.

29  
30 **Item 12: Adjournment**

31 Next Agenda Meeting Date: Wednesday, March 15, 2023

32 Next Board Meeting Date: Wednesday, March 22, 2023.

33  
34 There being no further business to come before the board, the meeting is adjourned.  
35 Meeting adjourned at 19:50.

# Muir Beach Community Services District

## Balance Sheet

As of March 31, 2023

Accrual Basis

	Mar 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	342,609
TriC Lower Tank Reserve	146,667
TriC Pipes & Equip Reserve	53,285
Prop 68 20% Matching Reserve	(4,501)
TriC Water	(45,877)
TriC General Fund	(205,471)
Total TriC Checking	286,712
TriC MMF - General Fund	201,672
Clearing	558
Total Checking/Savings	488,942
Other Current Assets	
Due from Water Ops to Gen'l Fd	45,877
Undeposited Funds	1,050
Total Other Current Assets	46,927
Accounts Receivable	
Receivables	8,627
Total Accounts Receivable	8,627
Total Current Assets	544,496
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 March 31, 2023

	Mar 31, 23
Total Water System Assets	1,038,650
Total Fixed Assets	3,197,051
<b>TOTAL ASSETS</b>	<b>3,741,547</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	45,877
Total Other Current Liabilities	45,877
Accounts Payable	
Accounts Payable	10,087
Total Accounts Payable	10,087
Credit Cards	
Credit Card	935
Total Credit Cards	935
Total Current Liabilities	56,900
Total Liabilities	56,900
Equity	
Retained Earnings	3,547,447
Net Income	137,201
Total Equity	3,684,647
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,741,547</b>



**Muir Beach Community Services District**  
**Profit & Loss - Excluding Water (Operations, WCI)**  
**March 2023**

	Mar 23
<b>Income</b>	
Combined Tax Revenues	
Measure A Revenues	4,177
Property Tax Revenues	
Property Tax Revenues	590
Total Property Tax Revenues	590
Total Combined Tax Revenues	4,767
Donations & Grants	1,000
Recreational Activities Income	
Rental Income	600
Total Recreational Activities Income	600
Interest Income	3
<b>Total Income</b>	6,371
<b>Expense</b>	
Payroll Expenses	
Wages	4,808
Employer Payroll Taxes	786
Payroll Service	141
Total Payroll Expenses	5,734
Insurance - Fire, P&L, Umbrella	5,078
Fire Dept Expenses	
Fire Chief Stipend	2,500
Uniforms & Stationwear	130
Phone, Radio Link for Bolinas	52
Total Fire Dept Expenses	2,682
Bookkeeping	1,046
Grant Spending	823
Office and Postage	676
Grounds Maintenance/Gardening	675
Community Classes & Functions	
Rental Expense	350
Total Community Classes & Functions	350
Permits & Fees	246
Repairs & Maint (non-water)	225
Receipts Outstanding	
CG Receipts Outstanding	176
Total Receipts Outstanding	176
Legal Expense	150
Utilities	
Propane	70
Refuse Service	38
Telephone	6
Total Utilities	115
Supplies (non-water)	113
Website Hosting & Maintenance	50
Other Operating Expenses	35
Meeting Expense	16
<b>Total Expense</b>	18,190
<b>Net Income</b>	<b>(11,819)</b>

1:11 PM

04/21/23

Accrual Basis

**Muir Beach Community Services District**  
**Profit & Loss - Water (Operations,WCI)**  
**March 2023**

	Mar 23
<b>Income</b>	
<b>Combined Water Revenues</b>	
Water Operations Revenues	
Water Service Revenues	13,814
Misc Water Revenues	45
Field for Billing Notices	0
<b>Total Water Operations Revenues</b>	13,859
Water Capital Improvement Revs	
Capital Improvement Revenues	12,720
<b>Total Water Capital Improvement Revs</b>	12,720
<b>Total Combined Water Revenues</b>	26,579
<b>Total Income</b>	26,579
<b>Expense</b>	
<b>Payroll Expenses</b>	
Wages	5,465
<b>Total Payroll Expenses</b>	5,465
Insurance - Fire, P&L, Umbrella	2,734
Bank Fees & Credit Card Fees	692
Bookkeeping	629
Water Enterprise	
Water Testing	91
<b>Total Water Enterprise</b>	91
<b>Utilities</b>	
Telephone	23
Electric	8
<b>Total Utilities</b>	31
<b>Total Expense</b>	9,643
<b>Net Income</b>	<b>16,937</b>

**Muir Beach Community Services District**  
**Expenditures excl Payroll & Cap Assets**  
**March 2023**

Date	Name	Memo	Amount
<b>Bank Fees &amp; Credit Card Fees</b>			
03/28/2023	Intuit Pymt Soln Tran Fee		548
03/29/2023	Intuit Pymt Soln Tran Fee		6
03/31/2023	Intuit Payment Solution Transaction...		10
03/31/2023	Intuit Payment Solution Transaction...		128
Total Bank Fees & Credit Card Fees			692
<b>Bookkeeping</b>			
03/31/2023	Mullin, Sharon	Bookkeeping/water billing	1,046
03/31/2023	Mullin, Sharon	Bookkeeping/water billing	629
Total Bookkeeping			1,675
<b>Fire Dept Expenses</b>			
<b>Phone, Radio Link for Bolinas</b>			
03/11/2023	CalNet	Phone @ fire barn; 415 380-9627	52
Total Phone, Radio Link for Bolinas			52
Total Fire Dept Expenses			52
<b>Insurance - Fire, P&amp;L, Umbrella</b>			
03/24/2023	CRWRMA	Coverage 4/1/23 - 4/1/24	5,078
03/24/2023	CRWRMA	Coverage 4/1/23 - 4/1/24	2,734
Total Insurance - Fire, P&L, Umbrella			7,812
<b>Legal Expense</b>			
03/15/2023	Epstein & Holtzaple	Brown Act requirements for remote meetings	150
Total Legal Expense			150
<b>Office and Postage</b>			
03/13/2023	Carbonite	1 year subscription thru 6/2024 - Mary's computer	84
03/21/2023	Carbonite	3 year subscription - office computer	227
03/08/2023	Adobe	Annual subscription	240
03/21/2023	North Bay Computer Systems	Reset office computer password	125
Total Office and Postage			676
<b>Other Operating Expenses</b>			
03/31/2023	Mullin, Sharon	Parking & tolls	35
Total Other Operating Expenses			35
<b>Permits &amp; Fees</b>			
03/16/2023	Marin County Registrar of Voters	Nov 8, 2022 Board elections	246
Total Permits & Fees			246
<b>Repairs &amp; Maint (non-water)</b>			
03/16/2023	Eleazar Ortega	CC grounds/garden maintenance	225
Total Repairs & Maint (non-water)			225
<b>Supplies (non-water)</b>			
03/05/2023	Transbay Security Svc	Keys for containers	10
03/27/2023	Home Depot	Miscellaneous supplies	103
Total Supplies (non-water)			113
<b>Utilities</b>			
<b>Electric</b>			
03/16/2023	SMITH, Brent (1104)	Credit for electricity usage	8
Total Electric			8
<b>Propane</b>			
03/27/2023	McPhail's	Propane tank rental for CC to 3/25/24	70
Total Propane			70

1:11 PM

04/21/23

Accrual Basis

**Muir Beach Community Services District**  
**Expenditures excl Payroll & Cap Assets**  
**March 2023**

Date	Name	Memo	Amount
<b>Refuse Service</b>			
03/17/2023	United Site Services, Inc.	Portable restroom - Volleyball court	38
Total Refuse Service			38
<b>Telephone</b>			
03/01/2023	Ooma	Telephone	6
03/03/2023	Ooma	Telephone	6
03/05/2023	Ooma	Telephone	6
03/17/2023	Ooma	Telephone	6
03/29/2023	Ooma	Telephone	6
Total Telephone			30
Total Utilities			146
<b>Water Enterprise</b>			
<b>Water Testing</b>			
03/01/2023	Public Health Laboratory	Water testing; acct. 733	91
Total Water Testing			91
Total Water Enterprise			91
<b>TOTAL</b>			<b>11,913</b>

# COMPENSATION REPORT

Name	7/1/2021 to 7/1/2022 to		Notes
	6/30/2022	3/31/2023	
Halley	Mary	61425	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	11290	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Blank	Stephanie	10133	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gonzales	Juana	4104	Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.
Pearlman	Harvey	1800	Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400.
Karel	Ernst	1619	\$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gove	Christopher	0	Hire date 6/1/21. Salary \$30,000. 8/1/21 change to independent contractor. No change in de minimus pay.
		\$ 118,795	\$ 90,371



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

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

3/31/2023

Gen Revenue	Category	FY22/23 Budget	FY22/23 Actual	% of Budget
	Property Taxes (Unassigned)	131,500	79,180	60%
	Excess ERAF (Unassigned)	100,000	60,985	61%
	Grants/donations (Unassigned)			
	Interest Income (Unassigned)	40	30	75%
	Other Income (Unassigned)	-		
	<b>Gen Revenue Total:</b>	<b>231,540</b>	<b>140,195</b>	<b>61%</b>

Gen Expense	Category	FY22/23 Budget	FY23/23 Actual	% of Budget
	Audit (incl fees+bookkeeping) *	9,500	9,751	103%
	Bookkeeping	15,000	8,908	59%
	Dues & Memberships	1,700	2,191	129%
	Insurance (DM Health) *	10,100	7,050	70%
	Insurance (Umbrella)	5,500	5,078	92%
	Insurance (Board Workers Comp)	110		0%
	Insurance (DM Workers Comp) *	1,580	(535)	-34%
	Interest Expense	3,621	3,623	100%
	Legal Fees	1,000	396	40%
	Meetings (inc Minutes) *	3,500	136	4%
	Office & Postage *	2,500	3,761	150%
	Other Operating	300	259	86%
	Payroll (DM) - Total *	82,000	61,425	75%
	Payroll Employer Taxes (DM) *	6,273	4,699	75%
	Payroll Service *	1,800	1,560	87%
	Permits & Fees	2,500	1,093	44%
	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	90	18%
	<b>General Expense Total:</b>	<b>154,434</b>	<b>109,885</b>	<b>71%</b>
	<b>General Expenses (Net of Dept Allocations Total):</b>	<b>107,333</b>	<b>74,710</b>	<b>70%</b>

<b>General Balance (Prior to Dept Allocations) :</b>	<b>77,106</b>	<b>30,310</b>	<b>39%</b>
<b>Gen Balance (After Dept Allocations):</b>	<b>124,207</b>	<b>65,485</b>	<b>53%</b>
<b>Loan Payment(Marin County 12/5/19-3yr):</b>	<b>(103,460)</b>	<b>(103,460)</b>	<b>100%</b>
<b>Gen Balance (After Loan Payment):</b>	<b>20,747</b>	<b>(37,975)</b>	

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

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

<b>Fire Department</b>				
3/31/2023				
<b>Fire Revenue</b>	<b>Category</b>	<b>FY22/23 Budget</b>	<b>FY22/23 Actual</b>	<b>% of Budget</b>
	Special Parcel Tax for Fire	41,308	22,955	56%
	Grants/Donations for Fire (Misc)	-		
	Grants for Fire (Measure C)	12,000	7,440	62%
	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%
	<b>Fire Revenue incl Cap Imp Rev:</b>	<b>161,708</b>	<b>63,095</b>	<b>39%</b>
	Deduct Cap Imp Revenue:	(50,000)	-	
	<b>Fire Operations Revenue:</b>	<b>111,708</b>	<b>63,095</b>	<b>56%</b>
<b>Fire Expense</b>	<b>Category</b>	<b>FY22/23 Budget</b>	<b>FY22/23 Actual</b>	<b>% of Budget</b>
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Dedicated Expenses:</b>			
	Credit Card Receipts Outstanding		6,697	
	Emergency Preparedness	2,500	-	0%
	Dues: Membership	330	237	72%
	Fire Chief Stipend	30,000	22,500	75%
	Fire Equip & Tools	10,000	1,134	11%
	Fire Training/Certification	2,100		0%
	Fire Truck Maint & Repair	8,000	1,745	22%
	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	3,612	241%
	Supplies: Medical	1,000		0%
	Supplies: Sta wear/Turnouts	2,000	837	42%
	Utilities: Electric	300	72	24%
	Utilities: Phone, Radio	600	466	78%
	<b>Dedicated Expense Sub-Total:</b>	<b>75,941</b>	<b>42,911</b>	<b>57%</b>
	<b>Fire Operations Expense Total:</b>	<b>75,941</b>	<b>42,911</b>	<b>57%</b>
	<b>Fire Operations Balance:</b>	<b>35,767</b>	<b>20,184</b>	<b>56%</b>
	<b>Fire Station Donations/Grants</b>	<b>40,000</b>		
	<b>Fire Station Expenditures</b>	<b>26,815</b>		
	<b>Funds Remaining</b>	<b>13,185</b>		

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

Recreation Department				
3/31/2023				
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	11,000	
	Measure A Tax	16,393	24,316	148%
	Rentals	6,000	3,775	
	<b>Rec Operations Revenue Total:</b>	<b>201,345</b>	<b>39,091</b>	<b>19%</b>
	<b>Rec Ops non-Measure A Total:</b>	<b>184,952</b>	<b>14,775</b>	<b>8%</b>

  

Rec Expense	Category	FY22/23 Budget	FY22/23 Actual	% of Budget
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Dedicated Expenses:</b>			
	Community Center Classes	-	-	
	Community Center Functions	8,000	4,085	51%
	Grant Spending (Rec)	177,952	12,623	7%
	Legal Fees (Rec)	-	-	
	Measure A Projects	16,393	8,702	53%
	Other Operating (Rec)	100		0%
	Grounds Maintenance	11,400	7,650	67%
	Payroll (Rec)	7,500	5,904	79%
	Payroll (Rental Coordinator)	4,200	3,150	75%
	Payroll Employer Taxes (Rec)	574	452	79%
	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	362	72%
	Utilities: Elec (CC)	800	1,018	127%
	Utilities: Phone (CC-Ooma)	65	54	83%
	Utilities: Propane (CC)	150	70	47%
	Utilities: Refuse (Rec)	1,800	1,050	58%
	<b>Dedicated Expense Sub-Total:</b>	<b>233,834</b>	<b>46,445</b>	<b>20%</b>
	<b>Non-Measure A Expense Total:</b>	<b>217,441</b>	<b>37,743</b>	<b>17%</b>
	<b>Rec Ops Balance(including Restricted Revenue):</b>	<b>(32,489)</b>	<b>(7,354)</b>	<b>23%</b>
	<b>Rec Ops Balance(non-Measure A):</b>	<b>(32,489)</b>	<b>(22,968)</b>	<b>71%</b>
	<b>Budget for Capital Spending:</b>			
	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		
	<b>Total Spending:</b>	<b>227,952</b>		



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

**Roads Department**

3/31/2023

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

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

***Dedicated Expenses:***

Compromise Agreement				
Legal Fees (Roads)	1,000			
Other Operating (Roads)	-	15		
Pay (Maintenance Sub-Contractor)				
Payroll (Roads)	-			
Payroll Employer Taxes (Roads)	-	-		
Payroll (WC-Roads)	-	-		
Repairs & Maintenance (Roads)	10,000	2,065	21%	
Supplies (Roads)	-	-		
<b><i>Dedicated Expense Sub-Total:</i></b>	<b><i>11,000</i></b>	<b><i>2,080</i></b>	<b><i>19%</i></b>	
<b><i>Roads Operations Expense Total:</i></b>	<b><i>11,000</i></b>	<b><i>2,080</i></b>	<b><i>19%</i></b>	
<b><i>Roads Operations Balance:</i></b>	<b><i>(11,000)</i></b>	<b><i>(2,080)</i></b>	<b><i>19%</i></b>	

***Capital Spending:***

***Capital Expenditures***

<b><i>Total Capital Project Balance:</i></b>	-	-	-	
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**Muir Beach Community Services District: Budget vs. Actual - year-to-date**

<b>Water Department</b>				
3/31/2023				
<b>Water Revenue</b>	<b>Category</b>	<b>FY22/23 Budget</b>	<b>FY22/23 Actual</b>	<b>% of Budget</b>
	Water Service Revenue	159,600	120,799	76%
	Water Conservation Discount	(49,500)	(39,185)	79%
	Meter Reading Fee	8,260	6,726	81%
	Water Service Revenue (Misc)	2,000	450	23%
	Water Service fee Net Revenue	120,360	88,790	74%
	Meter Charge (CIP Reserves)	74,835	62,994	84%
	Connection Fees	-	-	
	Donations & Grants	-	-	
	<b>Water Revenue incl Meter Charge:</b>	<b>195,195</b>	<b>151,784</b>	<b>78%</b>
	Move Meter Charge to Reserves:	(74,835)	(62,994)	84%
	<b>Water Operations Revenue:</b>	<b>120,360</b>	<b>88,790</b>	<b>74%</b>
	<b>Water CIP (PE Reserves):</b>	<b>34,835</b>	<b>29,660</b>	<b>85%</b>
	<b>Water CIP (LT Reserves):</b>	<b>40,000</b>	<b>33,333</b>	<b>83%</b>
<b>Water Expense</b>	<b>Category</b>	<b>FY22/23 Budget</b>	<b>FY22/23 Actual</b>	<b>% of Budget</b>
	<b>General Expenses (40% Share):*</b>	<b>47,101</b>	<b>35,175</b>	<b>75%</b>
	Audit	3,800	3,900	103%
	Health Insurance (DM)	4,040	2,820	70%
	Insurance (Workers Comp)	632	(214)	-34%
	Meetings (incl Minutes)	1,400	54	4%
	Office & Postage	1,000	1,504	150%
	Payroll (DM) - Total	32,800	24,570	75%
	Payroll Employer Taxes (DM)	2,509	1,880	75%
	Payroll Service	720	624	87%
	Website & Doc Management	200	36	18%
	<b>Gen Exp (Water Ops 40% Share):</b>	<b>47,101</b>	<b>35,175</b>	<b>75%</b>
	<b>Dedicated Expenses:</b>			
	Bank & Credit Card Fees(Customer)	4,500	3,806	85%
	Bookkeeping (Water)	5,860	3,604	62%
	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	2,734	91%
	Legal Fees (Water)	1,000	-	0%
	Other Operating (Water)	500		0%
	Pay (Maintenance Sub-contractor)			
	Payroll (Compromise - WM)			
	Payroll (Water Team)	29,400	23,042	78%
	Payroll (Other water salaries)	-	-	

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

<b>Water Department</b>			
	<b>3/31/2023</b>		
Payroll Employer Taxes (Water)	2,249	1,763	78%
Payroll Employer (WC)	1,600		0%
Permits & Fees (Water)	1,650	1,837	111%
Rep & Maint incl Grant Spending	10,000	10,290	103%
Supplies (Water)	-	-	
Testing (Water)	6,000	1,114	19%
Treatment (Water)	5,000	674	13%
Utilities: Electric (Water)	11,000	6,545	60%
Utilities: Telephone (Water-Ooma)	420	308	73%
<b>Dedicated Expense Sub-Total:</b>	<b>86,254</b>	<b>55,568</b>	<b>64%</b>
<b>Water Operations Expense Total:</b>	<b>133,355</b>	<b>90,743</b>	<b>68%</b>
 <b>Water Conservation Reserve (Beginning Balance):</b>	 <b>49,500</b>	 <b>49,500</b>	
<b>Water Conservation Reserve (Discounts):</b>	<b>(49,500)</b>	<b>(39,185)</b>	<b>79%</b>
<b>Water Conservation Reserve (Ending balance):</b>	<b>-</b>	<b>10,315</b>	
 <b>Water Operations Balance :</b>	 <b>(12,995)</b>	 <b>(1,953)</b>	 <b>15%</b>
 <b>Water Capital Improvements (Beginning PE Balance):</b>	 <b>40,375</b>	 <b>40,375</b>	
<b>Water Capital Improvement (Balance to PE Reserves):</b>	<b>34,835</b>	<b>29,660</b>	<b>85%</b>
<b>Water Capital Improvement (Capital spending):</b>	<b>-</b>	<b>(16,750)</b>	
<b>Water Capital Improvement (Change to PE Reserve):</b>	<b>75,210</b>	<b>53,285</b>	<b>71%</b>
<b>Water Capital Improvements (Beginning LT Balance):</b>	<b>113,335</b>	<b>113,335</b>	<b>100%</b>
<b>Water Capital Improvement (Balance to LT Reserves):</b>	<b>40,000</b>	<b>33,333</b>	<b>83%</b>
<b>Water Capital Improvement (Change to LT Reserve):</b>	<b>153,335</b>	<b>146,668</b>	<b>96%</b>
<b>Water Capital Improvement (Net PE and LT Reserves):</b>	<b>228,545</b>	<b>199,953</b>	<b>87%</b>

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

FIRE DEPARTMENT REPORT  
CHRIS GOVE  
APRIL 26, 2023

ACTIVITY

We have run 28 calls so far this year, 60% in the community/beach area. The most significant was a small vegetation fire along Redwood Creek trail sparked by downed power lines on an extremely windy day in February.

FIREWISE

The Firewise team has applied to PG&E for a small vegetation management grant to clear brush below power lines along Sunset Way. A screening has been arranged for the documentary Elemental on May 5<sup>th</sup> at the community center and there will be a Q&A session to follow.

FIREHOUSE

MERA tower construction started this past month. This will allow us to start grading the site for the firehouse. The coastal permit was due to expire in June; we applied for and received a two year extension. After the BBQ we will be getting bids for a prefab building. We have applied along with Marin county for a \$580,000 grant for the construction.

MWPA

Muir Beach continues to participate in MWPA programs and we are presently completing proposals for the coming fiscal year. We are proposing to fund some additional work and maintenance on the Banducci site. In addition we are proposing to perform fuel reduction on the southbound side of Hwy 1 opposite the NPS lands we worked on last year. This project will require various environmental approvals and a coastal permit. Due to the time and complexity and expense of those permits we are partnering with other West Marin agencies with similar projects.

SCBA

SCBA's have been ordered and are expected soon. The cost was just over \$7,000 in addition to grant funds. We still need to purchase A RIT bag which will be an additional ~\$5,500. The new Scott SCBA systems being adopted by the West Marin agencies are identical to the ones used by our partners at Marin County Fire.

PARKING

Marin County has enacted new parking restrictions on Hwy 1 and Pacific Way. Changes are minor and signs will be going up soon.

DISASTER COUNCIL

Most of the disaster liaisons are undergoing CERT training. Hoping to hold a fire extinguisher service day soon.

BBQ is May 28th. Please sign up to volunteer.

## **Water, Fire, Recreation, Roads, Finance, and Communications – April 2023**

### **General:**

Board Elections – Director Paul Jeschke was elected in January as Board President for the 2023 term.

Remote meetings – the Declaration of a State of Emergency expired in California on February 28 along with Assembly Bill AB 361. Remote meetings are still possible when needed under the original Brown Act with special noticing provisions and posting requirements. I have submitted a support letter for AB 557 which, if passed, would allow for a continuation of remote Brown Act meetings during a state of emergency if it is unsafe for a local agency board to meet in-person.

### **Water:**

Redwood Creek Stream Monitoring – since the beginning of 2023 we have had anywhere from 13 – 30 “Atmospheric River” events (depending on news reports) with only two incidences of January flooding at our pump house. Redwood Creek water levels ranged from 4 – 6.5ft. with gage heights averaging over 1 ft. and are currently at .94 ft. Stream flows were as high as 500 cu.ft. per second of discharge and now averaging around 13 cu.ft. The California Central Coast has now been declared as having “none” drought conditions.

Water Reports – am now submitting monthly Drought and Conservation reports – required at a minimum quarterly (Jan, Apr, July and Oct) – on the SWRCB SAFER Clearinghouse website. The EAR Annual Water Report is completed, but am just waiting for one backflow assembly test report before submitting. Due date is May 13, 2023.

CalWARN – our district did not sustain any major storm damage and has neither requested nor provided any mutual aid.

Leak Detection – the district has begun to test our water mains for leaks. Our water team has finished testing the transmission line from the wells to the Lower Tank and did not detect any significant leaks. We have been monitoring the Upper and Lower tank levels and have detected no pattern of leakage in the Upper Tank, but possibly in the Lower Tank, so we will turn our focus to the lower zone for further testing of mains. The new Sunset main is not a likely source.

### **Fire:**

Firehouse – now that grading for MERA tower has started, the grading for the new fire house can begin.

Fire Barn – continuing to coordinate the renewal of the Fire Barn 2-year lease. Vegetation has been cleared around the building and photographs submitted as required by our insurance company, so am just waiting for copy of VFIS insurance policy renewal to complete NPS Fire Barn lease.

Measure C and MWPA – have jointly submitted this year’s Measure C spending plan with the MBVFD Fire Chief and Director David Taylor. The MBVFD is requesting MWPA grant funds for the second phase of the Highway 1 Evacuation Corridor/Banducci project and the CSD will be looking at using Measure C funds for removal of a few dead and dying trees near district-maintained roads and on park lands.

### **Recreation:**

MB Community Center – we are still waiting for the order of new deck roof glass to replace several broken panes and repair the cracking seals on many of the other older panes. Several of the lights along the CC walkway were blown over and damaged in the storm but have since been repaired. The MBCC piano just had its spring tuning in April. The entertainment system donated by Bob Jacob is complete and several monthly community movie nights are planned.

MB Community Center Rentals – Joani has been busy scheduling various resident rentals and community events.

Prop 68 Per Capita Recreation grant – the County building permit process continues with all documents having been transmitted to the County mid-September 2022. Our parking plans have now been going through the County building permit process for over a year now in April and have finished being reviewed and approved by all departments except are still in Cycle 3 Review by DPW. Each department has 30 days to review, and it has been in DPW over 30 days now, so

hoping to get over the finish line soon. I have continued to work with one of the original three contractors to try to develop a bid that is close enough to the available grant funding to complete the core construction project. Hoping to have a new estimate to be able to report on at the 4/26 meeting. If the proposal is acceptable, we are looking for a late June into July construction period. I will need to secure a county encroachment permit and a Recreation Deed Restriction and then get the required Prop 68 grant signs printed and posted. I have also received confirmation from the County Parks Department that Measure A funds can be used towards matching funds for Prop 68 projects if needed. The Prop 68 Grant program deadline was extended for another year, so we still have time to work through current planning, funding, and construction issues.

Measure A – am currently working on the Measure A workplan due July 1.

Parks and Trails – park trails and pathways have been monitored and cleared as needed during the heavy winter storms.

## **Roads:**

Charlotte's Way – roadway took continuous monitoring and constant cleaning of drains, ditches, and road surfaces in-between each of these past winter storms due to the shedding trees and steep debris laden slopes. Fire Chief Chris Gove noted that there are many dead trees and smaller upstarts that are growing into the narrow roadway easement creating unsafe passage for emergency vehicle access, as well as, making the escape route corridor even more dangerous. The district will look into removing some of the dead or encroaching trees for removal in the fall after bird nesting season has passed. We will coordinate with the various property owners whose property borders the CW roadway easement. Measure C Local and some D-Space funding can be used for this safety project.

## **Communications:**

Website – as always, continuing to update pages and post routine documents on the website.

Muir Beach Directory – now current thru 4/10/23 and always posted on the district website 'Contact and Links' page.

## **Finance:**

Audits – FY21/22 annual audits are approved at the January 2023 Board meeting. The auditor has also completed and submitted the SCO (State Controller's Office) report.

Budget – district finances are currently on budget. General operations cashflow remains very low with most cash held in the Fire Department Reserves and two Water Capital Improvement Funds. April property tax inflows will help restore some operational cash in the General fund. We also have begun billing MERA for the tower lease starting in April 2023.

Capital Planning – currently the only capital projects in planning are those using grant funding: Measure A, Recreation Prop 68, and the Firehouse.

Insurance – Worker's comp annual renewal questionnaire submitted. CSD Property and Liability insurance renewal completed for renewal year April 23-24. VFIS renewal is still in-progress.

District Office Business – district is now signed up for 'positive pay' where the bank verifies every check submitted for payment on our account against a list we submit to the bank every time checks are issued. After much negotiation, the bank has agreed to waive the \$50 p/month plus \$0.05 p/check fees. Also, we will not include the bank reconciliations in the board packets out of an abundance of caution. 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*