



# 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, November 15, 2023 7:00 PM

Meeting held by Teleconference

Agenda will be emailed and posted

Zoom invitation will be emailed

*MEETINGS BY ZOOM: Gov. Code section 54953(b) provides that local agencies such as the Muir Beach Community Services District may hold its meetings using teleconferencing services, such as Zoom if certain conditions are complied with, all of which have been met by the MBCSD. As such, the District will email Zoom invitations to all residents and other members of the public asking to participate in the meetings, which will also include a dial-in option using your telephone. Please participate from your own locations/homes, however, if needed (and as required by the code), you may participate from the homes of the members of the Board of Directors, being 240 Pacific Way, 1821 Shoreline Hwy, 40 Sunset Way, 209 Sunset Way, and 23 Starbuck Drive where the meeting agenda will be available.*

*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:** Leighton Hills (Board President), Christine Murray (Board Vice-President), Steven Shaffer (Director), David Taylor (Director), and Nikola Tede (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 9/20/23. (See attached)

- B. Approval of Quarterly Financial Reports dated 9/30/23. *(See attached)*
- C. Approval of Draft-Audits FY 2022-23 *(See at <http://muirbeachcsd.com/wp-content/uploads/2023/11/MBCSD-Draft-Audit-Report-6.30.23.pdf>)*

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

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

#### **Item 5: Supervisor Dennis Rodoni – Muir Beach Fall Community Conversation**

County of Marin 4<sup>th</sup> District Supervisor Dennis Rodoni will give a brief county update and be available to answer questions or discuss any related topics of interest to the community.

#### **Item 6: Transfer of the Terwilliger Grove Property – Tom Gardali (CEO – ACR)**

Tom Garaldi (CEO of Audubon Canyon Ranch) will continue the discussion first presented by MB resident Jim White at the September 20, 2023 Board meeting on the topic of transferring the ownership of the Terwilliger Grove property (located on Pacific Way just south of the Pacific Way Bridge) from ACR to the MBCSD. A couple of background comments: From Tom, “For a variety of reasons, Audubon Canyon Ranch is interested in transferring the Terwilliger Grove to another entity that will honor and care for it.” And from Jim: “The other information is that for \$34,000 the 10 trees that in my judgement pose a potential risk can be cut down (7) or topped (3) in a fire safe manner so that the liability is small.” It might also be possible that the MWPA (Marin Wildfire Protection Authority) could work with ACR to include a portion or all of the needed tree removal in a future MWPA project.

#### **Item 7: Muir Beach – Marin Water Intertie – Mary Halley**

As has been previously discussed, the federal government is providing funding for the repaving and upgrading of Frank Valley Road from Muir Woods to Hwy 1. There will be a 5-10 year moratorium on any subsequent cutting into the road (or the federal funding must be returned). There is interest by several agencies and organizations, including NPS, Marin Conservation League, CalTrout, Marin Municipal Water District, and Marin County, in having an intertie between our water system and Marin Water’s (their mains now reach Muir Woods) such that during dry periods, we could receive water from Marin Water, allowing us to temporarily cease pumping from our creek-adjacent wells.

We have participated in several meetings on this topic. Dennis Rodoni recently arranged for the County to fund a feasibility study that is now underway by Marin Water, which would be used to support a grant from NOAA for this project. The grant application has a deadline of Nov 17 (as in 2 days after our meeting) and we need to provide some information to the Marin Conservation League, who has agreed to write the grant application for this intertie project. Here are some key points for which we are seeking your support:

1. CalTrout may be able to be the lead agency under CEQA – if not we would recommend MBCSD be willing to take this role, with all the work to be prepared for us by other agencies.
2. MBCSD would agree to use this water source in lieu of pumping from our wells when agreed-upon conditions warrant. To document this, there would be a letter of intent, a forbearance agreement, and other documents to be entered into by MBCSD.
3. We would attempt to have the water provided to us at no charge as a condition to moving forward (via a donation from Marin Water, payment for water to be included in the grant, or possibly delivering water to Marin Water during the rainy season to be drawn back later at no charge).

4. We would envision taking ownership of the constructed pipeline (constructed by others), which eventually could result in some maintenance expenditures. The pipeline would be installed in a professional manner, and we don't expect this to require any significant maintenance.

If this is acceptable to the Board, we would like authorization for Leighton and Mary to continue negotiations on behalf of the MBCSD, and to provide a letter of support for the NOAA grant application.

<b>Item 8: Development of Activity Court – Chris Vallee</b>
---

Muir Beach resident Chris Vallee will present for discussion his request for the CSD to consider development of a community court that would be tennis court size so that it is capable of being utilized as a multi-sport space, i.e. tennis, pickleball (4 courts fit on one tennis court), basketball, badminton etc.

<b>Item 9: Pacific Way – Initial Steps towards Full Upgrade – Leighton Hills</b>
--

We recently performed some patching work on Pacific Way to address roadway damage that had occurred over the last few years. Pacific Way will need a full upgrade, similar to what we did for Sunset Way (with the exception that 6" water mains have already been installed). As we all recall, the design and planning process for Sunset took many years. We would like the Board's input regarding undertaking the initial steps for this project in the near future. We would like to get bids for the engineering work, and to do so we will need to have a topographic survey prepared. We have asked the surveyor for the Sunset Way project to provide us with a bid for that work – it is likely the bid amount will be available by the time of the meeting. If so, it would be good if the Board could consider authorizing the work, so we would be in a position to have the engineering work bid.

<b>Item 10: Fire Department Report – Chris Gove</b>
---

Fire Chief Chris Gove will give his quarterly report and (if any) Firehouse updates.

<b>Item 11: District Cybersecurity – Christine Murray/Leighton Hills</b>
--

Cybersecurity Ad hoc subcommittee to provide a brief progress report on this continuing project.

<b>Item 12: District Manager Report – Mary Halley</b>
---

- A. District Manager Mary Halley will present brief highlights from her DM report including Prop 68 Per Capita Grant Project update. *(See attached)*

<b>Item 13: Public Open Time</b>
----------------------------------

Please note:

1. Topics should be within the jurisdiction of the CSD (Water, Roads, Fire Protection, & Recreation).
2. The topic should not be elsewhere on the agenda.
3. The Board and staff may only briefly respond to statements and questions (i.e. the legal requirement for items not posted on an agenda which otherwise informs community members that a topic is up for discussion and/or action.)
4. Public comments are limited to 3 minutes per speaker, unless waived by the Board.
5. The period for public open time is limited to 10 minutes, unless waived by the Board.

<b>Item 14: Recognitions &amp; Board Member Items</b>
---

Board member recognitions and pending events of interest to the community.

<b>Item 15: Next Meeting Date and Adjournment</b>
---

Next Agenda Meeting Date: Wednesday, January 17, 2024

**Next Board Meeting Date: Wednesday, January 24, 2024**

**MUIR BEACH COMMUNITY SERVICES DISTRICT**  
Minutes of the Board of Directors' meeting held on  
Wednesday, September 20, 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**

Leighton Hills called the meeting of the Muir Beach Community Services District Board of Directors to order at approximately 7:05 pm.

Board: Leighton Hills (Board President), Christine Murray (Director), Steve Shaffer (Director), David Taylor (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: None.

MOTION: That the agenda is approved as submitted.

Moved: Taylor, seconded by Murray

Vote: AYES: Unanimous.

**Item 3: Board Vacancy Appointment**

Board will appoint a new Director to serve out the remaining term of the seat vacated by Director Paul Jeschke on 7/31/23. The new appointee will serve until December 2024.

Board President Hills stated that Nikola Tede is the only one who's applied, and she's a very good candidate. She is traveling today in Germany so is unable to be present, but we could proceed with the appointment and then District Manager Halley could swear her in after her return, which does not have to happen within a meeting. Directors Taylor and Murray are also in favor.

MOTION: To appoint Nikola Tede to the remainder of Paul Jeschke's term, which extends to December 2024

Moved: Murray, seconded by Taylor

Vote: AYES: Unanimous.

**Item 4: Election of Board Officers (if the Board deems necessary prior to January 2024)**

Board will elect a Board 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 Officer(s) will proceed accordingly:

(1) Nominations – Candidate(s) for Board Vice 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.

Hills became Board President with Jeschke’s departure, with a term ending in December 2024. Normally the Directors are in a rotation to be the next President. Shaffer would be next, but he has offered for Murray to take his place, in line to become President in 2025.

Board President Hills stated that the officer’s election process normally envisions a number of people running for the office, but in this case, it is just one, so a motion could be made to appoint Director Murray as Vice President of the Board. Still in January 2025 any member could then become President.

MOTION: To appoint Director Murray to Board Vice President

Moved: Taylor, seconded by Hills

Vote: AYES: Unanimous.

#### **Item 5: Consent Calendar**

A. Approval of Draft-Minutes from Regular Board Meeting of 6/28/23. (See attached)

B. Approval of Quarterly Financial Reports dated 6/30/23. (See attached)

MOTION: To approve the consent calendar.

Moved: Murray, seconded by Taylor

Vote: AYES: Unanimous.

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

None.

#### **Item 7: NPS Update – Mia Monroe**

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

Mia Monroe opened that she had very exciting news from Muir Woods. Heavy equipment is reconfiguring the creek to restore vital nursery habitat for salmon – meandering channel, deep pools, undercut banks, and huge logs going back into the stream. Nursery habitat has been identified as a key thing we can do something about.

Going down the road into Frank Valley, Monroe attended the meeting for the FLAP (Federal Lands Access Program) project last week, which is a federal and county highways project. We learned from a story map, which is available online via Marin County’s project website,

1 [https://publicworks.marincounty.org/frank-valley-road-near-muir-woods-national-](https://publicworks.marincounty.org/frank-valley-road-near-muir-woods-national-monument/)  
2 **monument/**. If you'd like to submit comments, suggestions, or questions, you have until  
3 October 14. Note that now it's in a scoping period, with 30% design. The environmental  
4 compliance assessment is underway and will be available for public review and public  
5 comment in February of 2024. The project aims to fix Frank Valley Road, replace 37 failing  
6 culverts, replace the concrete bridge that is falling down, offers a safe route through Frank  
7 Valley with design features that are sensitive to Redwood Creek and fish habitat. The county  
8 is bringing in 11% of the funds, and the federal highways 89%. We are well aware of the need  
9 for emergency access at all times and to support the operational needs of Mt Tam State Park  
10 at their Kent Canyon headquarters there, and we will utilize the reservation system and  
11 modifications to the shuttle system to minimize use issues during the construction period.  
12 Please look at the story map and remember that comments, suggestions, ideas can be  
13 submitted until 10/14.

14  
15 Next topic: invitation to come to coast cleanup this Saturday, 9-12pm. One of the focal points  
16 is Muir Beach. Several groups are signed up to clean the dunes, the beach, the fire rings, and  
17 the creek. I hope you'll come to join. Final topic is to express to community that we profoundly  
18 wish we could do a better job with your concerns about the fires at night, the fire rings, and  
19 the disruption. As I've shared with some neighbors, it's a high priority, and we hope in the  
20 next fiscal year, which could start in October, we'll be able to get the gate fixed, signs up,  
21 some improved trash, and to enhance patrols. We feel that safety and managing visitation is  
22 very important, though we may have some different interpretations on how to do it. I've also  
23 briefed the Superintendent several times and every comment that's been sent has been  
24 forwarded to him for consideration.

25  
26 Leslie Riehl asks what Superintendent Smith specifically said he would be doing about the  
27 rave parties, fires, street sideshow in parking lot, and drunk drivers leaving. Monroe replies  
28 that she has briefed him in writing and in person, and he told her to convey that this is a place  
29 where they want to do better, and she has conveyed the specific things they've directed staff  
30 to do: to clear and clean the beach within a reasonable hour in the evening, to fix the gate, to  
31 put up adequate signage, and to spend more time and attention cleaning the beach.

32  
33 Conversation continues about people's behaviors on the beach.

34  
35 Monroe emphasizes that NPS has never asked or suggested that any member of the  
36 community talk to the public about fires or any other issue. We ask if you see something to  
37 please call the Park Dispatch number. I have also offered my email and phone number if  
38 you'd like me to make this call. We have never suggested anyone to make that contact. Chief  
39 Gove also underscores this point, that people should never approach anyone directly, but to  
40 leave that to the authorities, and again asks people to call Dispatch.

41  
42 Dispatch telephone number: **415-561-5505**  
43 David Smith email **david\_smith@nps.gov**  
44

1 Discussion continues about how to make reports about conditions on the beach. Monroe says  
2 to please be assured that all your concerns go to the right places.

3  
4  
5 **Item 8: Transfer of the title to the Terwilliger Grove Property on Pacific Way from**  
6 **Audubon Canyon Ranch (ACR) to Muir Beach** – Jim White

7 Jim White suggests that we accept the Terwilliger Grove property as a nature park. We  
8 convert it more into natural bird habitat and nesting birds. That we could have a park. And I  
9 want to emphasize that parks are a gift to future generations. We realize the value of parks.  
10 Here in Muir Beach, we have the chance to have a park more or less for free, so I'm hoping  
11 you'll think this is a good idea.

12  
13 Discussion ensues around the topic of whether trees posing potential liability issues could be  
14 removed either before or after the transfer, whether it should be a condition of the transfer, or  
15 whether the CSD could do it, and other details. Jim is in contact with Audubon Canyon  
16 Ranch, in particular Tom Gardali the CEO and Nils Warnock the chief science advisor, who  
17 advised him about this possibility. Jim will convey the Board's thoughts.

18  
19 April Randle points out that one, it might be a good idea to get an estimate for doing the tree  
20 removal ourselves. And two, if the trees would be a safety issue, then we would want ACR to  
21 deal with the trees regardless. Then third, the land is probably worth a lot of money, so if we  
22 were to split the cost of cutting the trees it might be worth it to us financially, and also we  
23 don't want an outside party to take over the property who might be a problem.

24  
25 Tayeko Kaufman mentions about a grant that would support planting trees – she'll find the  
26 info and forward.

27  
28 Jim White comments that there is at least one tree that may be on an easement and probably  
29 our responsibility, and another big one at the bridge might be on a community easement as  
30 well, so that the two biggest trees might already be our responsibility. Also, he would like to  
31 see something other than Monterey Pines, as those are thought to be only native south of SF  
32 Bay, so we might want to go for native plants, helping out the birds and other beings.

33  
34 Director Hills states that the trees would need to be removed prior to the CSD accepting the  
35 property. Director Taylor agrees pointing out that the liability for the trees is not the district's  
36 until we except it, and therefore the trees would need to be removed first.

37  
38 There is enthusiasm for the idea and Jim White will pursue discussing concerns, terms, and  
39 conditions with ACR and report back.

40  
41 **Item 9: MERA PG&E Transformer Easement – Leighton Hills**

42 PG&E needs to install a new transformer for the MERA tower under construction at the  
43 CSD's Overlook Tank parcel. This transformer will also provide service to the future firehouse  
44 as well as for the water tank equipment (which is currently being served by a small power line  
45 from the Smith's home). The easement is proposed to be 5 feet deep and 15 feet wide and



1 would be close to the property line with the Smiths. It's in an area that won't interfere with the  
2 firehouse driveway or the water main leading to the Overlook Tank.

3  
4 Oftentimes transformers are placed in the right of way but here there isn't enough width of the  
5 right of way to give it the legally required distance from the lanes of traffic on Seacape. As a  
6 result, PG&E will pay the CSD a one-time fee of \$1,000 for the easement for this transformer.  
7 The transformer itself is considerably smaller than the proposed easement but the size  
8 satisfies all legal requirements for clearance.

9  
10 This is an action item for the Board to authorize the DM to execute the easement on behalf of  
11 the District.

12  
13 MOTION: To have PG&E put in the transformer that they need to put in, and to  
14 authorize District Manager Halley to sign the easement.

15 Moved: Shaffer, seconded by Taylor

16 Vote: AYES: Unanimous.

17  
18 **Item 10: Development of Activity Court – Chris Vallee**

19 Muir Beach resident Chris Vallee will present for discussion his request for the CSD to  
20 consider development of a community court that would be tennis court size so that it is  
21 capable of being utilized as a multi-sport space, i.e. tennis, pickleball (4 courts fit on one  
22 tennis court), basketball, badminton etc. .

23  
24 Hills says that the property that comes to mind is the property up FVR that is a well site, it's  
25 totally flat and in the middle of nowhere. It would probably have a environmental assessment.  
26 We'll hear from Chris Vallee at the next meeting.

27  
28 **Item 11: District Cybersecurity – Christine Murray/Leighton Hills**

29 Cybersecurity Ad hoc subcommittee to provide a brief progress report on this continuing  
30 project.

31  
32 Productive meeting with the security advisers from CISA (Cybersecurity & Infrastructure  
33 Security Agency), which is part of the Department of Homeland Security. This led to a  
34 comprehensive review where our IT and OT tech assets were assessed. The future road map  
35 ahead is that we will continue to work with them on having more on-site visits and ensuring  
36 that all areas of our IT/OT strategy are covered. This is funded through Homeland Security  
37 and so is not costing the CSD anything.

38  
39 **Item 12: District Manager Report**

40 Halley provides some highlights from the report, which as always is available in full as part of  
41 each meeting packet at <https://muirbeachcsd.com/meetings/> .

42  
43 Redwood Creek is down to monitoring levels again – we'll see when or if we will need to go to  
44 conservation measures.

1 The MBCSD collaborated with Inverness, Bolinas, and Stinson, applying for a \$ million NOAA  
2 Climate Resiliency Regional Challenge, for a Track One grant: to be able to explore how we  
3 can collaborate and find ways to be more resilient. What we find in the exploratory phase may  
4 enable Track Two. The basis of that would have to be collaborative with other districts.  
5 Bolinas and Stinson went for a Track Two to look at their septic systems given sea-level rise.

6  
7 Another possibility that has come up is that our Supervisor has been holding quarterly water  
8 meetings with all water districts in Marin, looking for ways we could collaborate and looking at  
9 water as regional concept. There is grant money coming through for inter-ties where water  
10 systems are connected. Marin Water now has a line running to Muir Woods, and if we could  
11 get an intertie between Muir Woods and Muir Beach, then come late summers when it would  
12 be beneficial not to be drawing from the Redwood Creek aquifer, and since we're a small  
13 district, Marin Water is interested in seeing how an intertie could be mutually beneficial – we  
14 could provide water when the creek is full, and receive water when creek flows are low. Right  
15 now it's just in the "is this a possibility" stage, but Marin Water is willing to put together  
16 enough information that if a grant came along for a collaborative intertie, that we'd have  
17 something in hand to start the grant process in terms of cost numbers etc. Also, as Mia  
18 Monroe pointed out, Frank Valley Road is about to be repaved and major improvements to it,  
19 around Spring 2026. If we could put something together to coordinate with that project, that  
20 would remove cost of any road demolition, or re-paving over, if we could lay this line in while  
21 they were in the middle of that construction process. This is also important because after that  
22 work is done (two years), Marin County will put a moratorium on it for 5-10 years to keep  
23 anyone from digging into it. So, the window for this is now, or it would be many years from  
24 now.

25  
26 Firehouse: \$100,000 grant promise. Rodoni recommended to CDA, and basically what we  
27 received is a grant promise that when we start construction, they will have the money ready  
28 to contribute. Gove can expand on that timeline.

29  
30 The Fire barn now has the 2-year contract and insurance worked out with NPS.  
31 The CC Parking project is well underway, with a few bumps along the way.  
32 Community Directory is being updated after a recent push.

33  
34 Taylor: Great work on Prop 68. He remembers years ago talking about the intertie, and hopes  
35 that can happen, now that MMWD has a water line right to Muir Woods.

36  
37 Laurie Piel asks when will events be back at the Community Center. Mid-October.

### 38 39 40 **Item 13: Public Open Time**

41 Laurie Piel asks about the roof over the deck of the Community Center. Last year it rained  
42 inside the deck. Halley responds: In progress. Some work has already been done; it has been  
43 a priority and Chris Gove has been trying to get those panels. A contractor is ready to do the  
44 project, we're just waiting on the roof panes.

1  
2 **Item 14: Recognitions & Board Member Items**

3 Everyone would like to recognize Paul Jeschke's serving on the board for more than 5 years.  
4 Thank you Paul!

5  
6  
7 **Item 12: Adjournment**

8 Next Agenda Meeting Date: Wednesday, November 7, 2023

9 Next Board Meeting Date: Wednesday, November 15, 2023.

10  
11 There being no further business to come before the board, the meeting is adjourned.

12 Meeting adjourned at 8:45 pm.

# Muir Beach Community Services District

## Balance Sheet

Accrual Basis

As of September 30, 2023

	Sep 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	385,674
TriC Pipes & Equip Reserve	72,060
TriC Lower Tank Reserve	36,667
TriC General Fund	(16,139)
TriC Water	(55,888)
Prop 68 20% Matching Reserve	(158,590)
Total TriC Checking	263,783
TriC MMF - General Fund	201,692
Clearing	58
Total Checking/Savings	465,533
Other Current Assets	
Due from Gen Fd to Lwr Tk Res	130,000
Due from Water Ops to Gen'l Fd	55,888
Undeposited Funds	621
Total Other Current Assets	186,509
Accounts Receivable	
Receivables	27,584
Total Accounts Receivable	27,584
Total Current Assets	679,626
Fixed Assets	
Other Fixed Assets	
Road Improvements	1,336,973
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	57,571
Furniture & Fixtures - CC	10,467
Electric Gate	6,967
Shed Roof	3,688
Accumulated Depreciation	(1,176,531)
Total Other Fixed Assets	2,189,887
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 September 30, 2023

	Sep 30, 23
Total Water System Assets	1,038,650
Total Fixed Assets	3,228,537
<b>TOTAL ASSETS</b>	<b>3,908,163</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Lwr Tk Res from Gen Fd	130,000
Due to Gen'l Fd from Water Ops	55,888
Total Other Current Liabilities	185,888
Accounts Payable	
Accounts Payable	15,675
Total Accounts Payable	15,675
Credit Cards	
Credit Card	1,003
Total Credit Cards	1,003
Total Current Liabilities	202,566
Total Liabilities	202,566
Equity	
Retained Earnings	3,796,057
Net Income	(90,460)
Total Equity	3,705,597
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,908,163</b>

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

	Sep 23
<b>Income</b>	
West Marin Fund Grants	8,400
Lease Income	2,500
Combined Tax Revenues	
Property Tax Revenues	
Property Tax Revenues	19
Total Property Tax Revenues	19
Total Combined Tax Revenues	19
Interest Income	3
<b>Total Income</b>	10,922
<b>Expense</b>	
Grant Spending	37,502
Payroll Expenses	
Wages	4,808
Employer Payroll Taxes	903
Payroll Service	144
Workers' Compensation Insurance	(658)
Total Payroll Expenses	5,197
Audit Expense	3,325
Fire Dept Expenses	
Fire Chief Stipend	2,500
Phone, Radio Link for Bolinas	59
Total Fire Dept Expenses	2,559
Health Insurance	917
Receipts Outstanding	
CG Receipts Outstanding	914
Total Receipts Outstanding	914
Grounds Maintenance/Gardening	900
Bookkeeping	689
Community Classes & Functions	
Rental Expense	350
Total Community Classes & Functions	350
Office and Postage	275
Utilities	
Electric	138
Refuse Service	38
Telephone	7
Total Utilities	183
Other Operating Expenses	21
Meeting Expense	16
Website Hosting & Maintenance	5
<b>Total Expense</b>	52,853
<b>Net Income</b>	<b>(41,930)</b>

2:10 PM

10/06/23

Accrual Basis

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

	Sep 23
<b>Income</b>	
<b>Combined Water Revenues</b>	
Water Operations Revenues	
Water Service Revenues	23,842
Field for Billing Notices	0
<b>Total Water Operations Revenues</b>	23,842
<b>Water Capital Improvement Revs</b>	
Capital Improvement Revenues	12,720
<b>Total Water Capital Improvement Revs</b>	12,720
<b>Total Combined Water Revenues</b>	36,562
<b>Total Income</b>	36,562
<b>Expense</b>	
<b>Payroll Expenses</b>	
Wages	5,386
<b>Total Payroll Expenses</b>	5,386
<b>Utilities</b>	
Electric	1,230
Telephone	20
<b>Total Utilities</b>	1,251
<b>Bank Fees &amp; Credit Card Fees</b>	978
<b>Bookkeeping</b>	553
<b>Water Enterprise</b>	
Water Testing	125
<b>Total Water Enterprise</b>	125
<b>Total Expense</b>	8,292
<b>Net Income</b>	28,270



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

Date	Name	Memo	Amount
<b>Audit Expense</b>			
09/30/2023	O'Connor & Company	22-23 audit	3,240
09/30/2023	Mullin, Sharon	Bookkeeping/water billing	85
Total Audit Expense			3,325
<b>Bank Fees &amp; Credit Card Fees</b>			
09/30/2023	Intuit Pymt Soln Tran Fee		175
09/25/2023	Intuit Pymt Soln Tran Fee		3
09/25/2023	Intuit Pymt Soln Tran Fee		799
Total Bank Fees & Credit Card Fees			978
<b>Bookkeeping</b>			
09/30/2023	Mullin, Sharon	Bookkeeping/water billing	689
09/30/2023	Mullin, Sharon	Bookkeeping/water billing	553
Total Bookkeeping			1,241
<b>Fire Dept Expenses</b>			
<b>Phone, Radio Link for Bolinas</b>			
09/11/2023	CalNet	Phone @ fire barn; 415 380-9627	51
09/09/2023	AT&T	Phone @ fire barn; 415 380-9627	8
Total Phone, Radio Link for Bolinas			59
Total Fire Dept Expenses			59
<b>Health Insurance</b>			
09/14/2023	CALPERS	Halley	917
Total Health Insurance			917
<b>Office and Postage</b>			
09/22/2023	UPS	Notary fee for PG&E easement	16
09/21/2023	Check Advantage	Order checks	81
09/06/2023	File Center	Renewal of File Center maintenance support	178
Total Office and Postage			275
<b>Other Operating Expenses</b>			
09/30/2023	Mullin, Sharon	Parking & tolls	21
Total Other Operating Expenses			21
<b>Payroll Expenses</b>			
<b>Workers' Compensation Insurance</b>			
09/23/2023	SDRMA	Deposit	-658
Total Workers' Compensation Insurance			-658
Total Payroll Expenses			-658
<b>Utilities</b>			
<b>Electric</b>			
09/16/2023	SMITH, Brent (1104)	Credit for electricity usage	8
09/25/2023	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	96
09/25/2023	PG&E Firehouse 6226-2	Electric - Firehouse	42
09/25/2023	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	299
09/25/2023	PG&E Pumping from Wells 745-7	Pumping	924
Total Electric			1,369
<b>Refuse Service</b>			
09/01/2023	United Site Services, Inc.	Portable restroom - Volleyball court	38
Total Refuse Service			38
<b>Telephone</b>			
09/01/2023	Ooma	Telephone	7
09/04/2023	Ooma	Telephone	7
09/17/2023	Ooma	Telephone	7



2:10 PM

10/06/23

Accrual Basis

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

Date	Name	Memo	Amount
09/29/2023	Ooma	Telephone	7
Total Telephone			27
Total Utilities			1,434
<b>Water Enterprise</b>			
<b>Water Testing</b>			
09/01/2023	Public Health Laboratory	Water testing; acct. 733	125
Total Water Testing			125
Total Water Enterprise			125
<b>TOTAL</b>			<b>7,717</b>

# COMPENSATION REPORT

Name	7/1/2022 to 7/1/2023 to		Notes
	6/30/2023	9/30/2023	
Halley	81,900	20,991	Hire 7/10/17; sal incr to \$72,000 eff 6/1/19; incr to \$78,000 7/21; 5% CPI incr to \$81,900 eff 5/22; incr to \$85,000 eff 7/23
Blank	14,922	3,910	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Blank	13,150	3,310	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
Gonzales	5,526	1,539	Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.
Pearlman	2,400	600	Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400.
Karel	2,428	553	\$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.
\$ 120,326		\$ 30,903	

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

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

9/30/2023

Gen Revenue	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Property Taxes (Unassigned)	141,500	917	1%
	Excess ERAF (Unassigned)	100,000	-	0%
	Grants/donations (Unassigned)			
	Interest Income (Unassigned)	40	144	360%
	Other Income (Unassigned)	30,000	7,500	
	<b>Gen Revenue Total:</b>	<b>271,540</b>	<b>8,561</b>	<b>3%</b>

Gen Expense	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Audit (incl fees+bookkeeping) *	11,200	8,553	76%
	Bookkeeping	12,000	3,001	25%
	Dues & Memberships	2,200	-	0%
	Insurance (DM Health) *	10,700	2,750	26%
	Insurance (Umbrella)	5,100	-	0%
	Insurance (Board Workers Comp)	110	(658)	-598%
	Insurance (DM Workers Comp) *	1,640	-	0%
	Interest Expense	-	-	0%
	Legal Fees	1,000	270	27%
	Meetings (inc Minutes) *	1,500	48	3%
	Office & Postage *	2,500	384	15%
	Other Operating	330	91	28%
	Payroll (DM) - Total *	85,000	20,991	25%
	Payroll Employer Taxes (DM) *	6,503	1,606	25%
	Payroll Service *	1,720	448	26%
	Permits & Fees	2,000	226	11%
	Repair & Maint (non-water)	500	-	0%
	Tree Management Program	1,000	-	0%
	Supplies	50		0%
	Utilities (Telephone-RingCentral)	400	406	102%
	Website & Document Management *	500	15	3%
	<b>General Expense Total:</b>	<b>145,953</b>	<b>38,131</b>	<b>26%</b>
	<b>General Expenses (Net of Dept Allocations Total:</b>	<b>97,448</b>	<b>24,213</b>	<b>25%</b>

<b>General Balance (Prior to Dept Allocations) :</b>	<b>125,588</b>	<b>(29,570)</b>	<b>-24%</b>
<b>Gen Balance (After Dept Allocations):</b>	<b>174,093</b>	<b>(15,652)</b>	<b>-9%</b>
<b>Loan Payment(Marin County 12/5/19-3yr):</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>Gen Balance (After Loan Payment):</b>	<b>174,093</b>	<b>(15,652)</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>				
9/30/2023				
<b>Fire Revenue</b>	<b>Category</b>	<b>FY23/24 Budget</b>	<b>FY23/24 Actual</b>	<b>% of Budget</b>
	Special Parcel Tax for Fire	43,042	207	0%
	Grants/Donations for Fire (Misc)	-		
	Grants for Fire (Measure C)	12,000	626	5%
	Grants for Fire (Measure W)	75,000	-	0%
	Grants for Fire (FVA Firehouse)	-		
	Grants for Fire (West Marin)	16,800	8,400	50%
	<b>Fire Revenue incl Cap Imp Rev:</b>	<b>146,842</b>	<b>9,233</b>	<b>6%</b>
	Deduct Cap Imp Revenue:	-		
	<b>Fire Operations Revenue:</b>	<b>146,842</b>	<b>9,233</b>	<b>6%</b>
<b>Fire Expense</b>	<b>Category</b>	<b>FY23/24 Budget</b>	<b>FY23/24 Actual</b>	<b>% of Budget</b>
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Dedicated Expenses:</b>			
	Credit Card Receipts Outstanding		1,095	
	Emergency Preparedness	500	-	0%
	Dues: Membership	320	-	0%
	Fire Chief Stipend	30,000	7,500	25%
	Fire Equip & Tools	5,000	76	2%
	Fire Training/Certification	2,000	-	0%
	Fire Truck Maint & Repair	8,000	(205)	-3%
	Grant Spending	20,000	4,541	23%
	Insurance: VFIS	5,596	5,596	100%
	Insurance: Workers Comp	3,000	-	0%
	Legal	500	-	0%
	Other Operating (Fire)	3,000	231	8%
	Supplies: Medical	500	-	0%
	Supplies: Sta wear/Turnouts	2,000	-	0%
	Utilities: Electric	220	117	53%
	Utilities: Phone, Radio	620	164	26%
	<b>Dedicated Expense Sub-Total:</b>	<b>81,256</b>	<b>19,115</b>	<b>24%</b>
	<b>Fire Operations Expense Total:</b>	<b>81,256</b>	<b>19,115</b>	<b>24%</b>
	<b>Fire Operations Balance:</b>	<b>65,586</b>	<b>(9,882)</b>	<b>-15%</b>
	<b>Fire Station Donations/Grants</b>	<b>40,000</b>		
	<b>Fire Station Expenditures</b>	<b>27,301</b>		
	<b>Funds Remaining</b>	<b>12,699</b>		



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

Recreation Department				
9/30/2023				
Rec Revenue	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Community Center Classes	-	-	
	Community Center Functions (+XF)	1,000	-	
	Grants/Donations for Rec	177,952	-	
	Measure A Tax	43,168	21,957	51%
	Rentals	4,000	-	
	<b>Rec Operations Revenue Total:</b>	<b>226,120</b>	<b>21,957</b>	<b>10%</b>
	<b>Rec Ops non-Measure A Total:</b>	<b>182,952</b>	<b>-</b>	<b>0%</b>
Rec Expense	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Dedicated Expenses:</b>			
	Community Center Classes	-	-	
	Community Center Functions	8,000	-	0%
	Grant Spending (Rec)	177,952	117,866	66%
	Legal Fees (Rec)	-	-	
	Measure A Projects	69,000		0%
	Other Operating (Rec)	100	-	0%
	Grounds Maintenance	9,700	2,700	28%
	Payroll (Rec)	7,950	2,139	27%
	Payroll (Rental Coordinator)	4,200	1,050	25%
	Payroll Employer Taxes (Rec)	608	164	27%
	Payroll (WC-Rec)	750	-	0%
	Rental Expenses (CC)	500	-	0%
	Repairs & Maintenance (Rec)	3,000	-	0%
	Trails Maintenance	1,500	-	0%
	Supplies (CC)	1,000	9	1%
	Utilities: Elec (CC)	800	222	28%
	Utilities: Phone (CC-Ooma)	80	14	18%
	Utilities: Propane (CC)	70	-	0%
	Utilities: Refuse (Rec)	1,500	357	24%
	<b>Dedicated Expense Sub-Total:</b>	<b>286,710</b>	<b>124,521</b>	<b>43%</b>
	<b>Non-Measure A Expense Total:</b>	<b>217,710</b>	<b>124,521</b>	<b>57%</b>
	<b>Rec Ops Balance(including Restricted Revenue):</b>	<b>(60,590)</b>	<b>(102,564)</b>	<b>169%</b>
	<b>Rec Ops Balance(non-Measure A):</b>	<b>(34,758)</b>	<b>(124,521)</b>	<b>358%</b>
	<b>Budget for Capital Spending:</b>			
	Measure A: CC Garbage Enclosure	5,000		
	Measure A: CC Parking Project	64,000		
	Measure A:	-		
	Prop 68: Parking Project	177,952	87,405	
	<b>Total Spending:</b>	<b>246,952</b>		

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

**Roads Department**

9/30/2023

Roads Revenue	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Fees for Roads	-	-	
	Donations for Roads	-	-	
	Grants for Roads	-	-	
	<b>Roads Operations Revenue Total:</b>	-	-	

Roads Expense	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	<b>General Expenses (0% Share):</b>	NA	NA	NA
	<b>Gen Exp (10% Share): p/project</b>			

**Dedicated Expenses:**

Compromise Agreement			
Legal Fees (Roads)	1,000	-	0%
Other Operating (Roads)	300	-	0%
Pay (Maintenance Sub-Contractor)	1,700	675	40%
Payroll (Roads)	-	-	0%
Payroll Employer Taxes (Roads)	-	-	0%
Payroll (WC-Roads)	-	-	0%
Repairs & Maintenance (Roads)	10,000	-	0%
Supplies (Roads)	-	-	0%
<b>Dedicated Expense Sub-Total:</b>	<b>13,000</b>	<b>675</b>	<b>5%</b>
<b>Roads Operations Expense Total:</b>	<b>13,000</b>	<b>675</b>	<b>5%</b>
<b>Roads Operations Balance:</b>	<b>(13,000)</b>	<b>(675)</b>	<b>5%</b>

**Capital Spending:**

**Capital Expenditures**

<b>Total Capital Project Balance:</b>	-	-	-
---------------------------------------	---	---	---

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

**Water Department**

9/30/2023

<b>Water Revenue</b>	<b>Category</b>	<b>FY23/24 Budget</b>	<b>FY23/24 Actual</b>	<b>% of Budget</b>
	Water Service Revenue	152,000	58,575	39%
	Water Conservation Discount	(48,600)	(17,958)	37%
	Meter Reading Fee	8,540	2,773	32%
	Water Service Revenue (Misc)	500	-	0%
	Water Service fee Net Revenue	112,440	43,390	39%
	Meter Charge (CIP Reserves)	77,000	26,055	34%
	Connection Fees	-	-	
	Donations & Grants	-	-	
<b>Water Revenue incl Meter Charge:</b>		<b>189,440</b>	<b>69,445</b>	<b>37%</b>
	Move Meter Charge to Reserves:	(77,000)	(26,055)	34%
	<b>Water Operations Revenue:</b>	<b>112,440</b>	<b>43,390</b>	<b>39%</b>
	<b>Water CIP (PE Reserves):</b>	<b>37,000</b>	<b>12,722</b>	<b>34%</b>
	<b>Water CIP (LT Reserves):</b>	<b>40,000</b>	<b>13,333</b>	<b>33%</b>

<b>Water Expense</b>	<b>Category</b>	<b>FY23/24 Budget</b>	<b>FY23/24 Actual</b>	<b>% of Budget</b>
	<b>General Expenses (40% Share):*</b>	<b>48,505</b>	<b>13,918</b>	<b>29%</b>
	Audit	4,480	3,421	76%
	Health Insurance (DM)	4,280	1,100	26%
	Insurance (Workers Comp)	656	-	0%
	Meetings (incl Minutes)	600	19	3%
	Office & Postage	1,000	154	15%
	Payroll (DM) - Total	34,000	8,396	25%
	Payroll Employer Taxes (DM)	2,601	642	25%
	Payroll Service	688	179	26%
	Website & Doc Management	200	6	3%
	<b>Gen Exp (Water Ops 40% Share):</b>	<b>48,505</b>	<b>13,918</b>	<b>29%</b>
	<b>Dedicated Expenses:</b>			
	Bank & Credit Card Fees(Customer)	4,500	1,859	41%
	Bookkeeping (Water)	6,140	1,411	23%
	Debt (Due to DT - 10yrs/no int)	1,720	-	0%
	Debt (Due to GF - 20yrs/no int)	2,600	-	0%
	Dues & Memberships (Water)	490	-	0%
	Grant Spending	-	-	
	Insurance (Water)	2,800	-	0%
	Legal Fees (Water)	1,000	-	0%
	Other Operating (Water)	500		0%
	Pay (Maintenance Sub-contractor)			
	Payroll (Compromise - WM)			
	Payroll (Water Team)	30,500	7,772	25%
	Payroll (Other water salaries)	-	-	

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

<b>Water Department</b>			
	<b>9/30/2023</b>		
Payroll Employer Taxes (Water)	2,333	595	25%
Payroll Employer (WC)	1,650	-	0%
Permits & Fees (Water)	2,000	-	0%
Rep & Maint incl Grant Spending	10,000	812	8%
Supplies (Water)	-	-	
Testing (Water)	3,500	515	15%
Treatment (Water)	5,000	-	0%
Utilities: Electric (Water)	11,000	3,445	31%
Utilities: Telephone (Water-Ooma)	400	68	17%
<b>Dedicated Expense Sub-Total:</b>	<b>86,133</b>	<b>16,477</b>	<b>19%</b>
<b>Water Operations Expense Total:</b>	<b>134,638</b>	<b>30,394</b>	<b>23%</b>
 <b>Water Conservation Reserve (Beginning Balance):</b>	 <b>48,600</b>	 <b>48,600</b>	
<b>Water Conservation Reserve (Discounts):</b>	<b>(48,600)</b>	<b>(17,958)</b>	<b>37%</b>
<b>Water Conservation Reserve (Ending balance):</b>	<b>-</b>	<b>30,642</b>	
 <b>Water Operations Balance :</b>	 <b>(22,198)</b>	 <b>12,996</b>	 <b>-59%</b>
 <b>Water Capital Improvements (Beginning PE Balance):</b>	 <b>59,339</b>	 <b>59,339</b>	
<b>Water Capital Improvement (Balance to PE Reserves):</b>	<b>37,000</b>	<b>12,722</b>	<b>34%</b>
<b>Water Capital Improvement (Capital spending):</b>	<b>-</b>	<b>-</b>	
<b>Water Capital Improvement (Change to PE Reserve):</b>	<b>96,339</b>	<b>72,061</b>	<b>75%</b>
<b>Water Capital Improvements (Beginning LT Balance):</b>	<b>153,335</b>	<b>23,335</b>	<b>15%</b>
<b>Water Capital Improvement (Balance to LT Reserves):</b>	<b>40,000</b>	<b>13,333</b>	<b>33%</b>
<b>Water Capital Improvement (Change to LT Reserve):</b>	<b>193,335</b>	<b>36,668</b>	<b>19%</b>
<b>Water Capital Improvement (Net PE and LT Reserves):</b>	<b>289,674</b>	<b>108,729</b>	<b>38%</b>

**Notes:**            *Meter Reading Charge (\$2400) + Water Bookkeeping (\$6140) = \$8540*



# Muir Beach Community Services District

## Balance Sheet

As of October 31, 2023

Accrual Basis

	Oct 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	369,208
TriC Pipes & Equip Reserve	72,060
TriC Lower Tank Reserve	36,667
TriC General Fund	(957)
TriC Water	(60,763)
Prop 68 20% Matching Reserve	(185,837)
Total TriC Checking	230,378
TriC MMF - General Fund	201,696
Clearing	78
Total Checking/Savings	432,151
Other Current Assets	
Due from Gen Fd to Lwr Tk Res	130,000
Due from Water Ops to Gen'l Fd	60,763
Undeposited Funds	185
Total Other Current Assets	190,948
Accounts Receivable	
Receivables	5,805
Total Accounts Receivable	5,805
Total Current Assets	628,904
Fixed Assets	
Other Fixed Assets	
Road Improvements	1,336,973
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	60,571
Furniture & Fixtures - CC	10,467
Electric Gate	6,967
Shed Roof	3,688
Accumulated Depreciation	(1,176,531)
Total Other Fixed Assets	2,192,887
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 October 31, 2023

	Oct 31, 23
Total Water System Assets	1,038,650
Total Fixed Assets	3,231,537
<b>TOTAL ASSETS</b>	<b>3,860,442</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Lwr Tk Res from Gen Fd	130,000
Due to Gen'l Fd from Water Ops	60,763
Total Other Current Liabilities	190,763
Accounts Payable	
Accounts Payable	2,807
Total Accounts Payable	2,807
Credit Cards	
Credit Card	1,515
Total Credit Cards	1,515
Total Current Liabilities	195,084
Total Liabilities	195,084
Equity	
Retained Earnings	3,796,057
Net Income	(130,700)
Total Equity	3,665,357
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>3,860,442</b>

## FIRE DEPARTMENT REPORT NOVEMBER 2023

### ACTIVITY

We have run 62 calls year to date. 55% were in the community and adjacent NPS lands. We have run 26 drills so far this year.

### GRANTS

We have acquired 8 SCBA packs and additional supply bottles and put the new equipment into service. The cost of this was 90% covered by a grant submitted by the coastal fire departments. We attended a training with Marin County Fire on the new gear and we will continue to train with it. It has numerous additional safety features and is more intuitive to use. All the departments in West Marin are now using the same equipment as the county.

### FIREHOUSE

The firehouse committee reconvened on 11/07 to review and discuss bids that we have obtained. The most promising in terms of cost and practicality is a prefabricated steel building from General Steel, Inc. Next steps that the committee has directed will be to have a preliminary discussion with the county about this type of structure and a more detailed bid and scope of work from General Steel. Bids from Allied Steel and Tuff Shed were not acceptable by comparison.

### MWPA

Over the past few months we have participated in a working group of the coastal fire departments. The Marin Wildfire Prevention Authority (MWPA) has initiated drafting of a Public Works Plan (PWP) that will provide a streamlined framework for reviewing and authorizing individual vegetation management and fire resilience projects in the coastal zone. As part of this process, the MWPA is coordinating with the California Coastal Commission, Marin County planning staff, and land management agencies, notably State Parks. The intent is for the MWPA and member agencies to be able to use the PWP framework and templates to process projects that are covered project types and activities rather than applying for individual coastal development permits for each project. The MWPA is simultaneously funding and coordinating a planning effort with Bolinas FPD, Inverness PUD, Muir Beach CSD, Stinson Beach FPD, and Marin County Fire Department to identify a suite of fuel reduction projects that these coastal agencies would like to pursue in the coming years to make coastal communities in Marin safer from wildfire. These coastal fuel reduction and evacuation route projects will be processed through a Project Specific Analysis and Addendum, as later activities under the California Vegetation Treatment Program (CalVTP) EIR.

We are expanding the AB747 designated evacuation routes to include all the roadways in Muir Beach.

This is necessary for any projects we propose that are not on NPS lands – as those areas are exempt from Coastal Commission oversight and are managed according to federal NEPA memoranda.

This process will delay any project implementation. The MWPA has had a preliminary discussion with Audubon Canyon Ranch about developing a plan to treat the Terwilliger Grove to protect evacuation routes and reduce fire risk. We will be submitting a proposal for FY 24-25.

CSD Board member Murray has been appointed to the MWPA board to replace outgoing member Jeschke. We are very pleased to have her involvement at that level.

#### FIREWISE

We received a \$10,000 grant from PG&E to remove vegetation that is adjacent to power lines and we completed that work along Sunset and Pacific Way earlier this fall.

#### MVFA

The association is preparing an MOU to cover the transfer of funds to the CSD to start firehouse construction.

#### NPS

New signage and parking lot management at Big Beach have been implemented

#### DISASTER COUNCIL

We are grateful to Kerry Wynn for taking over the leadership of the Disaster Council and we want to thank Susanna Kennedy and Robin Terra for their work as community leaders.

Thank you for allowing us to serve you

Respectfully  
Chris Gove  
Chief MBVFD

## Water, Fire, Recreation, Roads, Finance, and Communications – November 2023

### General:

Board of Directors – new Director Nikola Tede was appointed at the 9/20/23 Board meeting and sworn in on 10/11/2023 at the District Office.

Remote meetings – the District will continue to hold remote meetings as needed under the original Brown Act with special noticing provisions and posting requirements. Public attendance continues to be higher when held remotely.

### Water:

Redwood Creek Stream Monitoring – the few light rains this past month have helped improve stream flows which are back up to .1 with stream height still at .74. With the possibility of a small atmospheric river predicted for this coming week, it is very unlikely that we will need to go onto mandatory conservation before winter rains this year.

Water Reports – all monthly bacteria, drought, and Copper and Lead reports have been submitted through October 2023.

Ocean Rider Water meter – district raised the meter higher to prevent it from being inundated and unreadable for six months by winter flooding.

NOAA Climate Resilience Regional Challenge Letter of Intent – the MBCSD, along with IPUD, BCPUD and SBCWD, were not selected to apply for \$1Million Track 1 NOAA Climate Resiliency grant. Our group did not meet a priority requirement of being economically disadvantaged or a tribal community for the purposes of being prioritized for this type of competitive grant.

Marin Water Seasonal Intertie possibility – Marin Water (MMWD) is putting together a preliminary feasibility study to research the possibility of connecting an intertie pipeline between Marin Water line at Muir Woods to Muir Beach, which is being paid for by a Marin County to help prepare for a possible a NOAA grant application. The timing of this pipeline would need to coordinate with the Frank Valley Road repaving project planned for construction starting in Spring 2026. The coordination of these two projects could save the intertie project the cost of repaving. Also, once the Frank Valley Road's 2-year construction project is completed, there will be a minimum 5-10 year moratorium on being able to do any utility work in the roadway afterwards. The intertie would allow for seasonal exchanges of water between MBCSD and Marin Water without the need for a merger of systems and also build in drought resiliency for Muir Beach while helping Redwood Creek late summer flows.

PWB Insurance claims – have now filed claim with State Farms, the driver's insurance company, and submitted quote from Rodas for the cost to repair damaged rock wall barrier that protects district water main that crosses the bridge at that location.

### Fire:

Firehouse – PGE has installed a transformer for the new service at the new firehouse location. Fire Chief Gove is getting quotes from prefab steel shed manufacturers for the firehouse outside building structure.

Measure W – have completed the Measure W auditor's preliminary confirmation letter verifying district receipt and use of funds.

Measure C and MWPA – this year's Measure C Local and D-Space funds project to clear dead or dangerous trees from the roadway edge on Charlotte's Way to reduce dead fuel load, protect roadbed stability, maintain emergency vehicle access, increase storm and fire resiliency, and provide a safer evacuation corridor for the CW residents, is now complete.

### Recreation:

MB Community Center – new deck roof glass to replace the several broken panes and repair the cracking seals is to be delivered on Monday. I will see if the contractor is available to install asap. The CC Parking Project continues to move forward with relocation of the garbage shed and various signage the last items.

MB Community Center Rentals – resident rentals and community events have resumed.

Prop 68 Per Capita Recreation grant – the construction is almost finished with the retaining wall, cement ADA pad, and paving now complete. The redwood post and hog wire security handrail should be completed by the time of the Board meeting, and then just need to complete the handicap signage and markings. I am ordering two sets of signs (2-3 each) stating the direction of the “Community Center →” (which is required) and “Community Center Parking Only” (which has been suggested). The project included some plant screening for the retaining wall, so will review some climbing or screening plants. Our first two Prop 68 ‘Request for Payments’ (\$60,979 and \$81,399) arrived in one payment of \$142,378 which is for 80% of the grant. I can request the last payment of 20% (\$35,574) when the project is complete and OGALS has inspected.

Measure A – have completed the County Auditor’s preliminary confirmation letter verifying district receipt and use of Measure A funds. Also, have asked Sharry if she can add a ‘Measure A Reserve’ line to the Balance Sheet for even more transparency.

Parks and Trails – have only budgeted this year to do minor repairs.

## **Roads:**

Charlotte’s Way – the evacuation corridor safety project along the roadway edge was completed during the last week of October and first week of November after bird nesting season and prior to upcoming winter rains. Measure C Local and some D-Space grant funding was used for this project. We are also coordinating to add v-drains to two culvert grates to help keep tree leaves and pine needles from clogging the drains during winter storms. Our ground crew will do several maintenance days cleaning out drains and ditches prior to and right after the first storms.

Pacific Way – the district did some pre-winter patch paving and ditch clearing to help holdover the roadway for another few years while the Pacific Way Improvement Project begins it’s pre-planning process.

## **Communications:**

Cybersecurity Committee – Director Murray continues to Chair and move the committee forward in scouting out investigative resources to evaluate the district’s cyber vulnerabilities and to make security improvements as needed. Our district IPs continue to be scanned weekly by CISA (along with a large volume of other local IPs) for vulnerabilities and provide us with secure reports for review. The district has continued to have only two very low priority issues with two of our IPs which do not pose a threat, but the fact that the scans include so many other IPs make the reports a bit tedious to review for our purposes. I continue to forward updates to Leighton who operates the local LAN in our district. I have already begun a district IT, OT and physical asset inventory as a starting point to be able to track and update our equipment, software and security measures.

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

Muir Beach Directory – did a resident email request for directory information in September making a push to get the Directory as complete as possible – now currently updated through 11/9/23 and posted on the district website ‘Contact and Links’ page.

## **Finance:**

Audits – this year’s annual CSD 6.30.23 draft-audit has been completed and is posted on the website financial page for review. It is also on the 11/15 Board meeting agenda Consent Calendar for approval. Audit was routine with no unusual items.

Budget – will likely do some small revisions this year in January.

District Office Business – our new checking account ‘positive pay’ system periodically has some odd glitches but continues to run fairly smoothly. 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