



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

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

Wednesday, May 22, 2024

Commence in Closed Session) – 6:45 PM

Reconvene in Open Session – 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.

6:45 pm	Item 1: Call to Order
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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: Public Comment (if any) for Closed Session

Item 3: Closed Session (Directors and District Manager)
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The California Government Code provides that certain matters such as litigation, personnel matters, and real estate negotiations may be conducted in closed session. The matters shall be set out below. After any closed session, the legislative body shall reconvene in open session prior to adjournment and make disclosure of action taken during the closed session – authorized by CA Gov’t Code Section 54954.5(e)

Public Employment – Title: District Manager – authorized by CA Gov’t Code Section 54957(b)(1)

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

Item 5: Approval of Agenda

The following item or items were not included in this agenda, along with the reason for not being included. Pursuant to the Bylaws of the Muir Beach Community Services District, the Board of Directors may now by motion require that the item or items be added back to this meeting's agenda. Should the item or items require research or preparation by staff or by member(s) of the Board of Directors in order to be properly heard, the item or items may be deferred to a subsequent meeting. The motion to approve this agenda may be without change or may be to re-include any item or items listed below.

Item(s) not included in this agenda: None

Item 6: 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 Quarterly Financial Reports dated 4/30/24. *(See attached)*
- B. Approval of Draft Minutes from Regular Board Meeting on 3/27/24. *(See attached)*
- C. Approval of Resolution 2024-2: To Authorize Holding Election on 11/5/24. *(See attached)*

Item 7: Items Removed from Consent Calendar

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

Item 8: Presentation of Xmas check – Laurie Piel

Christmas Fair organizer Laurie Piel will present Xmas Fair 2023 donation check and any 2024 fair updates.

Item 9: Fire Department Report – Fire Chief Chris Gove

Fire Chief Chris Gove will give his quarterly report including Firehouse update. *(See attached)*

Item 10: District Cybersecurity – Christine Murray/Leighton Hills

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

Item 11: Lagoon Drive – Discussion and/or Approval

Lagoon Drive becomes impassable for days at a time for emergency vehicles and high-clearance 4WD trucks. This is due to increasing siltation in the adjacent Redwood Creek such that the roadway is lower than the bed of the creek. The neighbors and the District have solicited a bid from Rodas Brothers Construction & Engineering for \$36,455 to raise the road level 18", with an additional \$7,757 option to replace the 53-year-old water line.

Item 12: Pacific Way Future Improvement Planning - Discussion

Should the District commence a comprehensive rebuild of Pacific Way, similar to what occurred with Sunset Way, using borrowed funds?

Item 13: District Manager Report – Mary Halley

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

Item 14: FY2024-25 Draft-Budget – First review

The first reading of the proposed FY2024-25 Draft-Budget will be presented by the District Manager for further discussion and preliminary review. *(See attached FY2024-25 Draft-Budget – May2024)* The Budget Hearing and final approval of the FY2024-25 Budget will be at the July 24, 2024 Board meeting.

Item 15: 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 16: Recognitions & Board Member Items

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

Item 17: Next Meeting Date and Adjournment

Next Agenda Meeting Date: Wednesday, July 17, 2024
Next Board Meeting Date: **Wednesday, July 24, 2024**

Muir Beach Community Services District

Balance Sheet

As of April 30, 2024

Accrual Basis

	Apr 30, 24
ASSETS	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	731,338
TriC Lower Tank Reserve	186,667
TriC Pipes & Equip Reserve	92,064
TriC Checking - Other	2,208
Prop 68 20% Matching Reserve	(18,191)
TriC General Fund	(26,834)
TriC Water	(76,221)
Total TriC Checking	891,032
TriC MMF - General Fund	201,716
Clearing	1,000
Total Checking/Savings	1,093,748
Other Current Assets	
Due from Water Ops to Gen'l Fd	76,221
Total Other Current Assets	76,221
Accounts Receivable	
Receivables	2,434
Total Accounts Receivable	2,434
Total Current Assets	1,172,403
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	91,964
Furniture & Fixtures - CC	10,467
Electric Gate	6,967
Shed Roof	3,688
Accumulated Depreciation	(1,347,578)
Total Other Fixed Assets	2,053,233
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	(804,926)

Muir Beach Community Services District

Balance Sheet

As of April 30, 2024

Accrual Basis

	Apr 30, 24
Total Water System Assets	1,000,324
Total Fixed Assets	3,053,557
TOTAL ASSETS	4,225,960
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	76,221
Total Other Current Liabilities	76,221
Credit Cards	
Credit Card	2,498
Total Credit Cards	2,498
Accounts Payable	
Accounts Payable	784
Total Accounts Payable	784
Total Current Liabilities	79,503
Total Liabilities	79,503
Equity	
Retained Earnings	3,585,987
Net Income	560,470
Total Equity	4,146,457
TOTAL LIABILITIES & EQUITY	4,225,960

Muir Beach Community Services District
Profit & Loss - Excluding Water (Operations, WCI)
 April 2024

	Apr 24
Income	
Combined Tax Revenues	
Property Tax Revenues	
Property Tax Revenues	93,032
Total Property Tax Revenues	93,032
\$200 Parcel Tax for Fire	17,217
Total Combined Tax Revenues	110,249
Donations & Grants	35,574
Lease Income	2,500
Interest Income	3
Total Income	148,326
Expense	
Payroll Expenses	
Wages	4,963
Employer Payroll Taxes	785
Payroll Service	153
Total Payroll Expenses	5,900
Fire Dept Expenses	
Fire Chief Stipend	2,500
Phone, Radio Link for Bolinas	52
Other Fire Dept Expenses	50
Emergency Preparedness	44
Medical Supplies	30
Total Fire Dept Expenses	2,676
Repairs & Maint (non-water)	1,558
Health Insurance	1,025
Permits & Fees	877
Grounds Maintenance/Gardening	810
Utilities	
Refuse Service	281
Electric	74
Telephone	7
Total Utilities	362
Community Classes & Functions	
Rental Expense	350
Total Community Classes & Functions	350
Website Hosting & Maintenance	305
Office and Postage	96
Meeting Expense	16
Receipts Outstanding	
HP Receipts Outstanding	14
Total Receipts Outstanding	14
Total Expense	13,988
Net Income	134,338

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

April 2024

	Apr 24
Income	0
Expense	
Water Enterprise	
Water Expense & Repairs	8,098
Water Treatment	258
Water Testing	93
Total Water Enterprise	8,449
Payroll Expenses	
Wages	5,294
Total Payroll Expenses	5,294
Utilities	
Electric	998
Telephone	21
Total Utilities	1,019
Bank Fees & Credit Card Fees	124
Grounds Maintenance/Gardening	90
Total Expense	14,976
Net Income	<u>(14,976)</u>

Muir Beach Community Services District Expenditures excl Payroll & Cap Assets

April 2024

Date	Name	Memo	Amount
Bank Fees & Credit Card Fees			
04/03/2024	Intuit Pymt Soln Tran Fee		32
04/02/2024		Batch Fee ID=-51434008825	20
04/09/2024		Batch Fee ID=44862280065	72
Total Bank Fees & Credit Card Fees			124
Fire Dept Expenses			
Emergency Preparedness			
04/02/2024	FedEx Office	Firewise flyers	44
Total Emergency Preparedness			44
Other Fire Dept Expenses			
04/05/2024	Goodman Building Supply	Batteries	50
Total Other Fire Dept Expenses			50
Phone, Radio Link for Bolinas			
04/11/2024	CalNet	Phone @ fire barn; 415 380-9627	52
Total Phone, Radio Link for Bolinas			52
Total Fire Dept Expenses			146
Health Insurance			
04/15/2024	CALPERS	Halley	1,025
Total Health Insurance			1,025
Office and Postage			
04/15/2024	Carbonite	1 year subscription - office computer	96
Total Office and Postage			96
Permits & Fees			
04/12/2024	Marin County Treasurer	County Administration Fees	798
04/12/2024	Marin County Treasurer	County Administration Fees	79
Total Permits & Fees			877
Repairs & Maint (non-water)			
04/24/2024	Dotto Glass	Replace glass at Community Center	1,558
Total Repairs & Maint (non-water)			1,558
Utilities			
Electric			
04/16/2024	SMITH, Brent (1104)	Credit for electricity usage	8
04/25/2024	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	72
04/25/2024	PG&E Firehouse 6226-2	Electric - Firehouse	1
04/25/2024	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	213
04/25/2024	PG&E Pumping from Wells 745-7	Pumping	777
Total Electric			1,072
Refuse Service			
04/12/2024	United Site Services, Inc.	Portable restroom - Volleyball court	38
04/01/2024	Recology	Refuse service	243
Total Refuse Service			281
Telephone			
04/01/2024	Ooma	Telephone	7
04/04/2024	Ooma	Telephone	7
04/17/2024	Ooma	Telephone	7
04/29/2024	Ooma	Telephone	7
Total Telephone			28
Total Utilities			1,381
Water Enterprise			

Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
 April 2024

Date	Name	Memo	Amount
Water Expense & Repairs			
04/18/2024	Jerry & Don's Yager Pump & Well S...	Balance on 2002 well pump replacement	8,098
Total Water Expense & Repairs			8,098
Water Testing			
04/11/2024	Brelje and Race Laboratories, Inc.	Monthly bacs	93
Total Water Testing			93
Water Treatment			
04/19/2024	Herb's Pool Service	Chlorine	258
Total Water Treatment			258
Total Water Enterprise			8,449
TOTAL			13,655

Muir Beach Community Services District
Expenditures for Fixed Assets
 As of April 30, 2024

Date	Num	Name	Memo	Amount
Water System Assets				
Historic Water System Equipment				
Total Historic Water System Equipment				
Mains and Valves (historic)				
Total Mains and Valves (historic)				
Equipt and Controls (historic)				
Total Equipt and Controls (historic)				
Wells (historic)				
Total Wells (historic)				
100-Year Equipment Post 2008				
Total 100-Year Equipment Post 2008				
40-Year Equipment Post 2008				
Total 40-Year Equipment Post 2008				
20-Year Equipment Post 2008				
Total 20-Year Equipment Post 2008				
15-Year Equipment Post 2008				
Total 15-Year Equipment Post 2008				
10-Year Equipment Post 2008				
Total 10-Year Equipment Post 2008				
5-Year Equipment Post 2008				
Total 5-Year Equipment Post 2008				
Other Water System Assets				
Total Other Water System Assets				
Total Water System Assets				
Other Fixed Assets				
Playground Upgrades				
Total Playground Upgrades				
Land				
Total Land				
Land - Fire Station				
Total Land - Fire Station				
Buildings				
Total Buildings				
Buildings - Fire Station				
04/16/2024		County of Marin	Firehouse pre-application deposit	102.35
Total Buildings - Fire Station				
Equipment				
Total Equipment				
Equipment - Fire Trucks				
Total Equipment - Fire Trucks				
Electric Gate				
Total Electric Gate				
Furniture & Fixtures - CC				
Total Furniture & Fixtures - CC				
Road Improvements				
Shed Roof				
Total Shed Roof				

12:41 PM

05/02/24

Accrual Basis

Muir Beach Community Services District
Expenditures for Fixed Assets
As of April 30, 2024

Date	Num	Name	Memo	Amount
Total Other Fixed Assets				102.35
TOTAL				102.35

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

General - Revenue and Expenses Apportioned To All Departments

4/30/2024

Gen Revenue	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Property Taxes (Unassigned)	141,500	176,013	124%
	Excess ERAF (Unassigned)	100,000	66,177	66%
	Grants/donations (Unassigned)			
	Interest Income (Unassigned)	40	168	420%
	Other Income (Unassigned)	30,000	26,000	
	Gen Revenue Total:	271,540	268,358	99%

Gen Expense	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Audit (incl fees+bookkeeping) *	11,200	9,876	88%
	Bookkeeping	12,000	9,860	82%
	Dues & Memberships	2,200	2,204	100%
	Insurance (DM Health) *	10,700	9,707	91%
	Insurance (Umbrella)	5,100	5,471	107%
	Insurance (Board Workers Comp)	110		0%
	Insurance (DM Workers Comp) *	1,640	-	0%
	Interest Expense	-	-	
	Legal Fees	1,000	270	27%
	Meetings (inc Minutes) *	1,500	160	11%
	Office & Postage *	2,500	2,137	85%
	Other Operating	330	259	78%
	Payroll (DM) - Total *	85,000	70,833	83%
	Payroll Employer Taxes (DM) *	6,503	5,419	83%
	Payroll Service *	1,720	2,014	117%
	Permits & Fees	2,000	2,145	107%
	Repair & Maint (non-water)	500	-	0%
	Tree Management Program	1,000	-	0%
	Supplies	50	60	120%
	Utilities (Telephone-RingCentral)	400	406	102%
	Website & Document Managment *	500	395	79%
	General Expense Total:	145,953	121,216	83%
	General Expenses (Net of Dept Allocations Total):	97,448	80,999	83%
	General Balance (Prior to Dept Allocations) :	125,588	147,142	117%
	Gen Balance (After Dept Allocations):	174,093	187,359	108%
	Loan Payment(Marin County 12/5/19-3yr):	-	-	0%
	Gen Balance (After Loan Payment):	174,093	187,359	

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

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

Fire Department				
4/30/2024				
Fire Revenue	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Special Parcel Tax for Fire	43,042	41,097	95%
	Grants/Donations for Fire (Misc)	-	310,000	
	Grants for Fire (Measure C)	12,000	7,741	65%
	Grants for Fire (Measure W)	75,000	27,733	37%
	Grants for Fire (FVA Firehouse)	-		
	Grants for Fire (West Marin)	16,800	8,400	50%
	Fire Revenue incl Cap Imp Rev:	146,842	394,971	269%
	Deduct Cap Imp Revenue:	-		
	Fire Operations Revenue:	146,842	394,971	269%
Fire Expense	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Credit Card Receipts Outstanding		-	
	Emergency Preparedness	500	44	9%
	Dues: Membership	320	316	99%
	Fire Chief Stipend	30,000	25,000	83%
	Fire Equip & Tools	5,000	1,091	22%
	Fire Training/Certification	2,000	-	0%
	Fire Truck Maint & Repair	8,000	442	6%
	Grant Spending	20,000	33,041	165%
	Insurance: VFIS	5,596	5,596	100%
	Insurance: Workers Comp	3,000	(658)	-22%
	Legal	500	-	0%
	Other Operating (Fire)	3,000	1,070	36%
	Supplies: Medical	500	365	73%
	Supplies: Sta wear/Turnouts	2,000	-	0%
	Utilities: Electric	220	257	117%
	Utilities: Phone, Radio	620	529	85%
	Dedicated Expense Sub-Total:	81,256	67,093	83%
	Fire Operations Expense Total:	81,256	67,093	83%
	Fire Operations Balance:	65,586	327,878	500%
	Fire Station Donations/Grants	340,000		
	Fire Station Expenditures	61,693		
	Funds Remaining	278,307		

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

Recreation Department

4/30/2024

Rec Revenue	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Community Center Classes	-	-	
	Community Center Functions (+XF)	1,000	-	0%
	Grants/Donations for Rec	177,952	177,952	100%
	Measure A Tax	43,168	46,179	107%
	Rentals	4,000	1,750	44%
	Rec Operations Revenue Total:	226,120	225,881	100%
	Rec Ops non-Measure A Total:	182,952	179,702	98%

Rec Expense	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Community Center Classes	-	-	
	Community Center Functions	8,000	3,840	48%
	Grant Spending (Rec)	177,952	155,418	87%
	Legal Fees (Rec)	-	-	
	Measure A Projects	69,000	42,916	62%
	Other Operating (Rec)	100	48	48%
	Grounds Maintenance	9,700	6,728	69%
	Payroll (Rec)	7,950	7,643	96%
	Payroll (Rental Coordinator)	4,200	3,500	83%
	Payroll Employer Taxes (Rec)	608	585	96%
	Payroll (WC-Rec)	750	-	0%
	Rental Expenses (CC)	500	-	0%
	Repairs & Maintenance (Rec)	3,000	2,398	80%
	Trails Maintenance	1,500	-	0%
	Supplies (CC)	1,000	360	36%
	Utilities: Elec (CC)	800	802	100%
	Utilities: Phone (CC-Ooma)	80	64	80%
	Utilities: Propane (CC)	70	70	100%
	Utilities: Refuse (Rec)	1,500	1,388	93%
	Dedicated Expense Sub-Total:	286,710	225,760	79%
	Non-Measure A Expense Total:	217,710	182,844	84%
	Rec Ops Balance(including Restricted Revenue):	(60,590)	121	0%
	Rec Ops Balance(non-Measure A):	(34,758)	(3,142)	9%

Budget for Capital Spending:

Measure A: CC Garbage Enclosure	5,000	
Measure A: CC Parking Project	64,000	42,916
Measure A:	-	
Prop 68: Parking Project	177,952	155,418
Total Spending:	246,952	

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

Roads Department

4/30/2024

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

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

Dedicated Expenses:

Compromise Agreement				
Legal Fees (Roads)	1,000	-	0%	
Other Operating (Roads)	300	-	0%	
Pay (Maintenance Sub-Contractor)	1,700	2,858	168%	
Payroll (Roads)	-	-		
Payroll Employer Taxes (Roads)	-	-		
Payroll (WC-Roads)	-	-		
Repairs & Maintenance (Roads)	10,000	4,760	48%	
Supplies (Roads)	-	-		
Dedicated Expense Sub-Total:	13,000	7,618	59%	
Roads Operations Expense Total:	13,000	7,618	59%	
 Roads Operations Balance:	 (13,000)	 (7,618)	 59%	

Capital Spending:

Capital Expenditures

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

Water Department				
4/30/2024				
Water Revenue	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	Water Service Revenue	152,000	124,660	82%
	Water Conservation Discount	(48,600)	(41,690)	86%
	Meter Reading Fee	8,540	7,016	82%
	Water Service Revenue (Misc)	500	360	72%
	Water Service fee Net Revenue	112,440	90,346	80%
	Meter Charge (CIP Reserves)	77,000	66,059	86%
	Connection Fees	-	-	
	Donations & Grants	-	-	
	Water Revenue incl Meter Charge:	189,440	156,405	83%
	Move Meter Charge to Reserves:	(77,000)	(66,059)	86%
	<i>Water Operations Revenue:</i>	<i>112,440</i>	<i>90,346</i>	<i>80%</i>
	<i>Water CIP (PE Reserves):</i>	<i>37,000</i>	<i>32,726</i>	<i>88%</i>
	<i>Water CIP (LT Reserves):</i>	<i>40,000</i>	<i>33,333</i>	<i>83%</i>
Water Expense	Category	FY23/24 Budget	FY23/24 Actual	% of Budget
	General Expenses (40% Share):*	48,505	40,216	83%
	Audit	4,480	3,950	88%
	Health Insurance (DM)	4,280	3,883	91%
	Insurance (Workers Comp)	656	-	0%
	Meetings (incl Minutes)	600	64	11%
	Office & Postage	1,000	855	85%
	Payroll (DM) - Total	34,000	28,333	83%
	Payroll Employer Taxes (DM)	2,601	2,167	83%
	Payroll Service	688	806	117%
	Website & Doc Management	200	158	79%
	Gen Exp (Water Ops 40% Share):	48,505	40,216	83%
	Dedicated Expenses:			
	Bank & Credit Card Fees(Customer)	4,500	3,596	80%
	Bookkeeping (Water)	6,140	3,927	64%
	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	2,946	105%
	Legal Fees (Water)	1,000	-	0%
	Other Operating (Water)	500	-	0%
	Pay (Maintenance Sub-contractor)	-	315	
	Payroll (Compromise - WM)	-	-	
	Payroll (Water Team)	30,500	24,311	80%
	Payroll (Other water salaries)	-	-	

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

Water Department			
	4/30/2024		
Payroll Employer Taxes (Water)	2,333	1,100	47%
Payroll Employer (WC)	1,650	-	0%
Permits & Fees (Water)	2,000	1,921	96%
Rep & Maint incl Grant Spending	10,000	12,065	121%
Supplies (Water)	-	-	
Testing (Water)	3,500	1,921	55%
Treatment (Water)	5,000	1,245	25%
Utilities: Electric (Water)	11,000	10,168	92%
Utilities: Telephone (Water-Ooma)	400	325	81%
Dedicated Expense Sub-Total:	86,133	63,840	74%
Water Operations Expense Total:	134,638	104,056	77%
<i>Water Conservation Reserve (Beginning Balance):</i>	<i>48,600</i>	<i>48,600</i>	
<i>Water Conservation Reserve (Discounts):</i>	<i>(48,600)</i>	<i>(41,690)</i>	86%
<i>Water Conservation Reserve (Ending balance):</i>	<i>-</i>	<i>6,910</i>	
<i>Water Operations Balance :</i>	<i>(22,198)</i>	<i>(13,710)</i>	62%
<i>Water Capital Improvements (Beginning PE Balance):</i>	<i>59,339</i>	<i>59,339</i>	
<i>Water Capital Improvement (Balance to PE Reserves):</i>	<i>37,000</i>	<i>32,726</i>	88%
<i>Water Capital Improvement (Capital spending):</i>	<i>-</i>	<i>-</i>	
<i>Water Capital Improvement (Change to PE Reserve):</i>	<i>96,339</i>	<i>92,065</i>	96%
<i>Water Capital Improvements (Beginning LT Balance):</i>	<i>153,335</i>	<i>153,335</i>	100%
<i>Water Capital Improvement (Balance to LT Reserves):</i>	<i>40,000</i>	<i>33,333</i>	83%
<i>Water Capital Improvement (Change to LT Reserve):</i>	<i>193,335</i>	<i>186,668</i>	97%
<i>Water Capital Improvement (Net PE and LT Reserves):</i>	<i>289,674</i>	<i>278,733</i>	96%

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

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 Minutes of the Board of Directors' meeting held on
3 Wednesday, March 27, 2024
4

5 **OFFICIAL MINUTES ONLY UPON APPROVAL**
6

7 Prior to approval of these minutes by the Board of Directors in a public meeting, these minutes are
8 draft only and subject to change. Upon approval by the Board, these minutes become the Official
9 Minutes of the meeting.
10

11 **Item 1: Call to Order**

12 Christine Murray called the meeting of the Muir Beach Community Services District Board of Directors
13 to order at approximately 7:03 pm and stated that President Hill will not be able to attend the meeting
14 this evening and as Vice-President she will preside over the meeting in his place.
15

16 Board: Christine Murray (Board Vice President), David Taylor (Director), Nikola Tede (Director)
17 Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)
18

19 **Item 2: Approval of Agenda**

20 *Item(s) not included in this agenda: None.*
21

22 MOTION: That the agenda is approved as submitted.
23 Moved: Taylor, seconded by Tede
24 Vote: AYES: Unanimous.
25
26

27 **Item 3: Consent Calendar**

28 D. Approval of Quarterly Financial Reports dated 2/29/24. (See attached)
29 E. Approval of Draft Minutes from Regular Board Meeting on 1/24/24. (See attached)
30 F. Approval of Draft Minutes from Special Board Meeting on 2/15/24. (See attached)
31 Taylor: minutes correction: Jan 24 mtg: p. 3 line 15-16, leaves out Jon Rauh, Van Amburgh is spelled
32 wrong
33

34 MOTION: To approve the consent calendar.
35 Moved: Taylor, seconded by Tede
36 Vote: AYES: Unanimous.
37
38

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

40 *None*
41
42

43 **Item 5: NPS Update (Frank Valley Road Construction Project information) – Mia Monroe**
44 Retiring NPS Park Ranger and Marin Community Liaison Mia Monroe will give her last NPS update.
45 "I come to you tonight as Mia Monroe, retired ranger!"
46 Will make sure to let Mary and others know how to be in touch with key park service people as we
47 transition.

1 Wanted to thank you for the long association and give a final report. We track very closely visitation at
2 Muir Woods; this year most months were under expected visitation, down 5% most months. Pro-
3 longued winter, abundant closures. Reservation system working very well to help track, keep within
4 limits, provide advance notice when we do need to close.
5 MW Shuttle starts on March 30, weekends only in the spring and every day in the summer.
6 Salmon are also coming to the park: released salmon were reared in hatchery, released in the creek,
7 and they came up and spawned, and also had wild salmon come up to spawn. That's good news in
8 itself, but what's really significant is that the spawning happened up in the habitat enhancement work
9 area which was worked on last fall. As they emerge from the gravel, they will be growing up in a place
10 that's been specifically improved for their benefit and survival; very excited about that.
11 State Parks received significant funding to enhance the middle section - 1st part done, which is the
12 updates to the Redwood Creek trail, and now they'll be working in the creek, key salmon spawning
13 area, which is moving ahead.
14 This leads to the exciting thing she's most proud of in our association, is the work we did a number of
15 years ago, between National Park, State Park, community of Muir Beach, and Green Gulch: we all
16 worked together on the Redwood Creek Vision. Collaboratively we came up with six principles, and all
17 have been working hard to implement the key parts of the vision in many ways. That vision of collabo-
18 ration and looking at the watershed basin together and seeing how we can live in harmony together
19 and with the many species that also rely on it, has been a really important moment of my career. It
20 also highlights one of my favorite John Muir quotes: "When we try to pick out anything by itself, we
21 find it hitched to everything else in the universe."
22 I'm not moving away, already a NPS volunteer! Will be participating in special program, and now as
23 your neighbor I'm now in that capacity of neighbor and friend.
24
25 Many board members and community members chime in with THANKS to Mia for her long service.
26
27

28 **Item 6: Fire Department Report** – Fire Chief Chris Gove

29 Fire Chief Chris Gove will give his quarterly report including Firehouse update. *(See attached)*
30 FIREHOUSE. Following the last CSD meeting a deposit was placed with Metacero Build. The commit-
31 tee has reviewed engineered drawings for the new building and some requested changes are in pro-
32 cess. As soon as the new version is approved by the team we will submit for a building permit.
33 MWPA. In preparation for the upcoming fiscal year, we have submitted proposals for work to the
34 MWPA board. The local proposals involve maintaining and expanding the evacuation route clearance
35 along Hwy 1 and Pacific Way. The chipper program will now be available 6 times a year. Upcoming
36 dates are the weeks of 4/22, 5/21 and 7/1. You must preregister at: reserve.chipperday.com
37 DISASTER COUNCIL. The group will be holding an event on 4/21 at the community center between
38 10 and 12 to offer guidance on what to prepare in the event of an evacuation. They are also planning
39 a service for refilling fire extinguishers to be announced shortly.
40 FIREWISE. The committee plans to apply for another \$10,000 grant for fuel reduction from PG&E.
41 The plan is to expand the covered area along Sunset and Pacific Way.
42 FIREMANS BBQ. 50th annual should be a great one. Make plans to join the work parties on the Satur-
43 days leading up to the event on 5/26. Vinyl and Andre and his All-Stars are the two bands.
44 Thank you for allowing us to be of service.
45 Chris Gove Chief MBVFD
46
47

1 **Item 7: District Cybersecurity** – Christine Murray/Leighton Hills
2 *Cybersecurity Ad hoc subcommittee to provide a brief progress report on this continuing research*
3 *project.*
4

5 Murray goes over aspects of the progress that's been made, which include a site visit with Edward
6 Castor, Cybersecurity and Infrastructure Security Agency (CISA) — did an audit of the pumphouse
7 and the well location. We are anticipating a report coming to us shortly where he will report
8 observations and suggestions. Evaluating on-site security needs is one element, and another is our IT
9 security needs. We've had a risk assessment put in place, monitoring and putting in checks to our IP
10 addresses. The other update is that we had a minor incident over the holidays, and so made a
11 decision to update security of the main office. The other part is that Halley will be implementing
12 multifactor authorization on some of our IT assets. A broader project is about Muir Beach's future from
13 a redundancy perspective. We are logging our IT/OT assets on a spreadsheet, so that as we receive
14 reports from CISA and a recommended roadmap, we can bring that into budget planning etc.
15
16

17 **Item 8: District Manager Report** – Mary Halley

18 A. District Manager Mary Halley will present brief highlights from her DM report including Prop 68 Per
19 Capita Grant Project update. (See attached) Her report as always is available in full as part of each
20 meeting packet at <https://muirbeachcsd.com/meetings/> .
21

22 Marin Water Seasonal Intertie possibility. Will all come back before the board for review before
23 anything happens.
24

25 Further discussion of aspects of the report.
26

27 **Item 9: Public Open Time**

28 *None*
29
30

31 **Item 10: Recognitions & Board Member Items**

32 *None*
33

34 Taylor: 1. would be nice if the board could send a letter to Mia Monroe thanking her for her years of
35 service to the community. She will be missed. 2. The community lost its most senior resident when
36 Bob Winkelman died, age 95. He was a sweet man.
37

38 Various tributes made to Bob Winkelman. Chris Gove mentions the song by Alex Call, Winkelman's
39 Farm:
40

41 <https://americanroad.bandcamp.com/track/winkelmans-farm>
42

43 Murray and others like the idea of a letter for Mia Monroe.
44

45 **Item 11: Next Meeting Date and Adjournment**

46 Next Agenda Meeting Date: Wednesday, May 15, 2024.

47 Next Board Meeting Date: Wednesday, May 22, 2024.
48

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

Meeting adjourned at 8:27 pm.

RESOLUTION NO. 2024-2

RESOLUTION OF THE GOVERNING BODY OF THE

Muir Beach Community Services District

**A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

WHEREAS, it is the determination of said governing body the regularly scheduled election to be held on the 5TH day of November, 2024, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year) 2

Number of Short Term Positions (2-year)

NOW, THEREFORE, BE IT RESOLVED, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
- 2) Authorize and direct the Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

PASSED AND ADOPTED this 22 day of May , 2024 by the following vote, to wit:

AYES:

NOES:

ABSENT:

PRESIDENT, BOARD OF DIRECTORS

ATTEST: _____
DISTRICT MANAGER

MBVFD REPORT

MAY 22, 2024

ACTIVITY

The Fire Department thanks Assistant Chief Robert Allen for his 35 years of service to the department and the community. It is hard to imagine the fire department without him. Some of his many responsibilities are being assigned to others. Chris Vallee will manage the personal protective equipment for the department. David Taylor will assume the role of Assistant Chief.

FIREHOUSE PROJECT

We have initiated the building permit process. The first steps involve working with Michael Watkins who is doing a plan check and then will guide and expedite the permit through the next steps with the county.

FIREWISE

We have received a second \$10,000 grant from PG&E to reduce the risk of wildfire related to electrical transmission equipment in the community. We are evaluating the best ways to continue this project.

There are three remaining chipper dates this year. Signs will be posted to remind everyone.

BBQ

Preparations are well underway for this weekend's 50th annual celebration and fundraising opportunity.

.....

District Manager Report – May 2024

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

General:

Board of Directors – District board member elections are scheduled to be held on **November 5, 2024**. The candidate filing dates are **July 15 thru August 9** for all candidates. Incumbents must file during this period if they wish to continue. If an incumbent does not file by August 9, the nomination filing period will be extended to **August 14** to those other than incumbents. If applicable, **vacancies** occurring prior to June 28, 2024, of seats with terms ending December 2026 must be open for nomination as a Short-Term contest (2-year term).

Remote meetings – the District will continue to hold remote meetings under the original Brown Act with special noticing provisions and posting requirements. Public attendance continues to be higher when held remotely. Supervisor Rodoni will hold his Spring Community Conversation in-person at a separate time to be determined.

Water:

Redwood Creek Stream Monitoring – stream flows are down to 3.64 cfps, which is above the 2.0 cfps median for May, and stream height is at an average of 1.06 ft. down from 1.35 ft. two months ago.

Marin County Drought Resiliency Plan – attended introductory meeting on 5/14 with various County Emergency planning staff, County hired consulting firm West Yost, and other Marin county water agencies to help coordinate a Countywide drought plan as mandated by CA Bill AB 552.

Water Reports – monthly Drought reports (DDR) are current and submitted through April 2024 but still waiting for 5/16 water meter readings to be able to complete April 2024 DDR. Continuing to work on new Waterboards requirement LCRR and LCRI pipe materials inventory list for all district laterals – due October 2024.

Marin Water Seasonal Intertie possibility – the preliminary Feasibility Study is now complete. Marin Water (MMWD) and hired Carollo Engineers (being paid for by a Marin County grant) to research the possibility of connecting an intertie pipeline between MBCSD and Marin Water line at Muir Woods. This feasibility study discussed and evaluated several factors that affect design, constructability, and cost of installing a new water supply pipeline from MUWO to Muir Beach along Frank Valley Road. In conclusion, the installation and utilization of the proposed MBCSD water supply pipeline is feasible. However, several design and construction challenges warrant further investigation if this project is moved forward. The report recommends the following next steps if this project is moved forward: ♣ Confirm MBCSD design demands, including peak hour demands. ♣ Coordinate with NPS for fire protection requirements within MUWO. ♣ Perform hydraulic modeling for MUWO and MBCSD water systems with the proposed water supply pipeline incorporated. ♣ Evaluate options to mitigate water quality degradation when water in the proposed pipeline is stagnant and identify potential water treatment provisions. ♣ Confirm funding source(s). ♣ Preliminary and final design: » Conduct geotechnical investigation and soil corrosivity analysis along the proposed pipeline alignment. » Conduct topographic survey along pipeline alignment. » Initiate permitting coordination, including performing CEQA compliance. The Feasibility Study estimates project cost of \$6,851,079 with a variable cost range between -30 to +50% (\$4,795,155 to \$10,276,618) which could be higher than what was used for the grant proposal of \$5,215,000. The Feasibility Study has been submitted as part of the current \$7.5 million NOAA grant application. We will not know until later in June or July if the project will be selected for the NOAA grant. Details regarding water supply costs have not yet been discussed between MBCSD and Marin Water. The NPS staff has not come to any conclusions on the issue of pipeline ownership for the portion of the pipeline that crosses Muir Woods (from the Tourist Club up on Panoramic to where it connects into the new MBCSD pipeline that runs down Frank Valley Road). The practical goal still remains to establish an intertie that would allow for a new seasonal source for the MBCSD from Marin

Water to build in drought resiliency for Muir Beach while helping steady late summer creek flows to ultimately support the Redwood Creek Coho Salmon populations.

Lower Tank property – a neighboring property owner is offering to pay to install a drainage pipe to carry the water that is discharged onto the top corner of the Lower Tank property down the hill to tie into an already existing drainage system. I am getting a quote to complete the work this summer when the field has dried out.

Fire:

Firehouse – engineering for the Firehouse is now complete. We have now filed an application for a Marin County Building Permit and hired a third-party reviewer Michael Watkins from Watkins & Ballards to help facilitate a smooth permit process. I attended and commented at the Marin County Board of supervisors meeting on 4/16 where the Supervisors approved the \$100,000 grant to the MBCSD from the County Administrator as a contribution to the Firehouse construction. We just received the grant funds on May 13. MBVFA grant report to-date is that we have received a total of \$340,000 from the VFA since 2018, with the most recent amount of \$300,000 being transferred this past February. We have spent a total of \$61,694 mostly on soft costs (such as planning, design, permitting, etc.) with the largest most recent expenditure of \$30,407 paid to Metacero Builders as a deposit towards the contract to engineer, manufacture, and install the steel firehouse structure. The current balance in the MBVFA firehouse grant account is \$278,306 plus the additional \$100,000 received from the County.

Measure C – I will work with the Fire Chief to develop a work plan for the Measure C funds. The FireWise group will get an annual allocation of \$2,000 as approved by the Board and will submit an annual expense report to the district every year in the spring.

MWPA – I have not received any updates on possible grant funding to clear the fuel load on the ACR Pacific Way property as part of the current negotiations between the ACR and MBCSD to a possible property transfer.

VFIS Insurance – received a certified notice that the VFIS insurance was going to be discontinued and they would now only be covering vehicles. I have called the sales rep for the carrier and he has recommended a new broker that specializes in fire districts and is able to solicit multiple quotes, which is now required in California.

Recreation:

MB Community Center – the new deck roof glass panels finally arrived and the contractor began to pullup the old metal panel strips to remove the glass and found many more panes (15 to be exact) that were chipped or had begun to crack around the edges, but just hadn't spread out beyond the seals to be visible yet. He went as far as he could while waiting for the new panels to come in. He will continue replacing the panels, resealing between panels, and then replacing the aluminum strips as soon as the last glass panes arrive – hopefully next week. They have been able to do the work in-between weekend CC rentals. Also, several of the deck curtains were torn up in the wind storms this past winter so I am starting to look into the cost of replacing those curtains and if there may be a style that is easier to use (meaning put up and down).

Prop 68 Per Capita Recreation grant – we have received the last payment of 20% (\$35,574) and all final permit 'HOLDS' were removed with the final inspection by Land Development. The contractor has now completed that work, but we are waiting for him to add the last required handicap access sign that posts the phone number of a towing company to call if your non-handicapped vehicle has been towed. We will budget for rebuilding the refuse shed out of Measure A funds for this coming FY, then after the final bills have been received from the contractor, we will then look to finishing the structural engineering for the west-section of CC Parking project along with a safety rail for the upper section of the handicapped pathway. The Coastal Permit covers both sides of the CC Parking Project, so we already have the structural engineering plans completed, along with the geotechnical survey and borings and report, and then the construction survey markings were also completed during phase one, so it will save much cost on the second phase. We have until 2028 to complete.

Measure A – currently being used to help backfill Prop 68 CC parking project and pay for new glass roof panes and seal replacement on the Community Center main deck. Will start researching new deck curtains for the center as well and rebuilding the refuse shed this for this coming fiscal year.

Parks and Trails – crews have been busy weed whacking this spring’s abundant crop of tall grass and bushy weeds.

Roads:

Seacape Drive (Marin County) – have been in communication with DPW engineer Rachel Calvert concerning PGE work that has been degrading the road surface. The county will now require PGE to pave 1000’ of the road from edge to edge and then add repairing the drainage issues and paving into their future work schedule.

Lagoon Drive – have reviewed onsite creek flooding issues, then met and discussed flooding history with local concerned resident, as well as, exchanged emails and calls with various County staff. It is obvious that the creek is silting in at the Pacific Way Bridge causing streamflow to back up and overflow the banks onto the roadways near the bridge. The Federal Lands Access Program (FLAP) grant cycle for Pacific Way Bridge is still a long way off – the earliest would be 2027, and even possibly not until 2030, depending on available funding. We received an estimate from Rodas for the cost to raise the road 18” high but are still in discussions with the property owners.

Communications:

Cybersecurity Committee – we are still waiting for a summary report on the district’s physical water asset security from CISA specialist Edgar Castor that should include his observations, any suggestions, or safety recommendations for our consideration. We continue to have our weekly CISA cybersecurity monitoring scans.

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

Muir Beach Directory – currently updated thru 4/2/24 and posted on the website ‘Contact and Links’ page.

Finance:

Insurance – Cybersecurity coverage is no longer included in our liability and property insurance policy. I applied to both AIG and Travelers and received a quote from just AIG. The quote from AIG was for either \$100,000 or \$1M for the standalone policy. It’s taken quite a bit of back and forth with the insurance agent and underwriters to get an understanding of the terms of what is covered and the exclusions. During this process, I’ve tried to calculate the costs for the district to replace certain computers or equipment that could be effected and compare those costs verses the benefits provided under the coverage. Calculations lean towards \$100,000 be sufficient and now just a matter of it seems urgent to start now, being a few months later than our current policy, or waiting until next year and having both policies renew together at the same time.

Audits – starting to look ahead to everything needed to close this fiscal year and prepare for 2024 audit.

Budget – the first draft of the FY24/25 Budget will be included for review at May Board meeting, being as we do not have a June meeting, so many numbers very preliminary. Final approval will be at the July 22 Board meeting.

District Office Business – have started researching laptops as the DM laptop is now 8-years old and has been repaired several times using the other identical Co-DM laptop. Our computer technician says that Windows will stop supporting current version in October of 2024, so I should start planning to replace the laptop this next fiscal year if nothing else goes out sooner. 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

General Dept - Revenues less Expenses					
	FY24/25 Budget	FY23/24 Actual (10 mos thru Apr)	FY23/24 Budget	FY22/23 Actual	FY22/23 Budget
Revenues					
Property Taxes	\$ 187,130	\$ 176,013	\$ 141,500	\$ 140,049	\$ 131,500
Excess ERAF	93,703	102,374	100,000	98,765	100,000
Interest Income	200	164	40	40	40
MERA Lease Income	31,200	23,500			
Other Income	-	-	-	7,500	-
Total Revenues:	\$ 312,233	\$ 302,051	\$ 241,540	\$ 246,354	\$ 231,540
Expenses					
Payroll: Salary (DM)	\$ 88,000	\$ 70,833	\$ 85,000	\$ 81,900	\$ 82,000
Insurance: DM Benefit (Health)	12,300	9,707	10,700	10,717	10,100
Bookkeeping	12,000	9,860	12,000	11,569	15,000
Audit (includes fees+bookkeeping)	11,200	9,876	11,200	9,751	9,500
Payroll: Employer Taxes (DM)	6,732	5,419	6,503	6,265	6,273
Insurance: (Blanket+Gen Lb+Umb)	5,500	5,471	5,100	5,078	5,500
Office & Postage	2,500	2,137	2,500	4,499	2,500
Payroll Service: Fees	2,420	2,014	1,720	1,715	1,800
Dues & Memberships	2,215	2,204	2,200	2,191	1,700
Permits & Fees (election year)	2,200	2,145	2,000	1,939	2,500
Insurance: WComp (DM)	1,840	-	1,640	1,100	1,580
Meetings (inc minutes)	1,700	160	1,500	1,700	3,500
Legal Fees	1,000	270	1,000	827	1,000
Repair & Maint (non-department)	500		500	-	500
Website, Internet & Doc Mangmt	500	395	500	404	500
Telephone	410	406	400	400	400
Other Operating	330	259	330	322	300
Insurance: WComp (Board)	120	-	110	108	110
Supplies	50	60	50	-	50
Bank & Credit Card Fees (District)	-	-	-	-	-
Interest Expense	-	-	-	3,624	3,621
Tree Management Program	-	-	1,000	675	6,000
Certain expenses allocated to other depts (1)	(50,877)	(40,216)	(48,505)	(47,220)	(47,101)
Total Expenses:	\$ 100,640	\$ 80,999	\$ 97,448	\$ 97,564	\$ 107,333
Revenues less Expenses	\$ 211,593	\$ 221,052	\$ 144,093	\$ 148,790	\$ 124,207
Loan Payment Princ (Marin County 12/5/19 -3/yr)	-	(103,460)	(103,460)	(99,960)	(99,960)
Notes					
(1) 40% of certain expenses (DM employment expenses, audit, board meetings, website and office) are allocated to Water Dept.					

Water Dept - Revenues less Expenditures					
	FY24/25 Budget	FY23/24 Actual (10 mos thru Apr)	FY23/24 Budget	FY22/23 Actual	FY22/23 Budget
Revenues					
Water Service Fee Revenue	\$ 155,000	\$ 124,660	\$ 152,000	\$ 146,144	\$ 159,600
Water Conservation Discount	(49,600)	(41,690)	(48,600)	(46,896)	(49,500)
Subtotal	\$ 105,400	\$ 82,970	\$ 103,400	\$ 99,248	\$ 110,100
Meter Reading Fee	8,930	7,016	8,540	8,084	8,260
Water Service Revenue (Misc)	500	360	500	495	2,000
Water Service Fee Revenues	\$ 114,830	\$ 90,346	\$ 112,440	\$ 107,827	\$ 120,360
Meter Charges (to Water Cap Impr)	83,000	66,059	77,000	75,714	74,835
Total Water Revenues	\$ 197,830	\$ 156,405	\$ 189,440	\$ 183,541	\$ 195,195
Expenses					
Allocation of General Dept Expenses	\$ 50,877	\$ 40,216	\$ 48,505	\$ 47,220	\$ 47,101
Payroll (Water Team)	30,500	24,311	30,500	30,500	29,400
Repairs & Maintenance	12,000	12,065	10,000	13,404	10,000
Utilities: Elec	11,000	10,168	11,000	11,071	11,000
Bookkeeping	6,530	2,927	6,140	4,624	5,860
Treatment	5,000	1,245	5,000	912	5,000
Insurance (Water-G Liab+ % Umb)	3,000	2,946	2,800	2,734	3,000
Lab Tests	2,500	1,921	3,500	4,547	6,000
Payroll Employer Taxes	2,333	1,860	2,333	2,333	2,249
Permits & Fees	2,000	1,921	2,000	1,837	1,650
Insurance: Wcomp	1,670	-	1,650	1,603	1,600
Legal Fees	1,000	-	1,000	-	1,000
Pay (Water Contractors)	400	315	-	-	-
Utilities: Tel	400	325	420	368	420
Dues & Memberships	350	-	490	339	475
Other Expenditure	200	-	500	90	500
Bank Credit Card Fees (Customer)	-	3,596	4,500	4,705	4,500
Total Expenses	\$ 129,760	\$ 103,816	\$ 130,338	\$ 126,288	\$ 129,755
Revenues less Expenses	\$ 68,070	\$ 52,589	\$ 59,102	\$ 57,253	\$ 65,440
Transfer Portion of Meter Revs to Pipes & Equip Reserve	\$ 43,000	\$ 32,726	\$ 37,000	\$ 35,714	\$ 34,835
Transfer Portion of Meter Revs to Lower Tank Reserve	40,000	33,333	40,000	40,000	40,000
Equal to Meter Revs	\$ 83,000	\$ 66,059	\$ 77,000	\$ 75,714	\$ 74,835
Notes					
Meter Reading charge \$2400 + Water bookkeeping \$6530 = \$8930					

Fire Dept - Revenues less Expenses					
	FY24/25 Budget	FY23/24 Actual (10 mos thru Apr)	FY23/24 Budget	FY22/23 Actual	FY22/23 Budget
Revenues					
Grants for Fire (Measure W) (1)	\$ 55,000	\$ 27,733	\$ 75,000	\$ 74,759	\$ 50,000
Special Parcel Tax for Fire (1)	44,679	41,097	43,042	41,337	41,308
Other Grants/Donations	10,000	10,000	-	-	-
Grants for Fire (Measure C) (1)	9,000	7,741	12,000	12,472	12,000
Grants for Fire (West Marin) (1)	8,400	8,400	16,800	-	8,400
Grants for Fire House (2)	-	300,000	-	-	50,000
Total Revenues:	\$ 127,079	\$ 394,971	\$ 146,842	\$ 128,568	\$ 161,708
Expenses					
Pay: Stipend-Chief (Measure W)	\$ 30,000	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000
Grant Spending (Measure C)	19,000	33,041	20,000	2,500	9,000
Fire Truck: Maint/Repairs	8,000	442	8,000	7,549	8,000
Insurance: VFIS	6,000	5,596	5,596	5,611	5,611
Fire Equipment & Tools	4,000	1,091	5,000	4,421	10,000
Supplies: Sta wear/Turnouts/Other	4,000	-	2,000	837	3,000
Insurance: WComp	3,375	(658)	3,000	2,867	2,500
Other Operating	3,000	1,070	3,000	3,768	1,500
Fire Training/Certification	2,000	-	2,000	176	2,100
Utilities: Phone, Radio	620	529	620	616	600
Emergency Preparedness	500	44	500	-	2,500
Legal Fees	500	-	500	-	500
Supplies: Medical	500	365	500	453	1,000
Membership Dues/Fees	320	316	320	316	330
Utilities: Electric	300	257	220	204	300
Payroll: Employer Taxes	-	-	-	-	1,800
Total Expenses	\$ 82,115	\$ 67,093	\$ 81,256	\$ 59,318	\$ 78,741
Revenues less Expenses	\$ 44,964	\$ 327,878	\$ 65,586	\$ 69,250	\$ 82,967

Roads Dept - Revenues less Expenditures					
	FY24/25 Budget	FY23/24 Actual (10 mos thru Apr)	FY23/24 Budget	FY22/23 Actual	FY22/23 Budget
Revenues					
(None)	-	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
Repairs & Maint (Gen Exp/Roads)	\$ 10,000	\$ 4,760	\$ 10,000	\$ 1,240	\$ 10,000
Pay (Maintenance Sub-Contractors)	2,000	2,858	1,700	1,725	-
Legal Fees (Roads)	1,000	-	1,000	-	1,000
Other Operating (Roads)	300	-	300	150	-
Total Expenses	13,300	7,618	13,000	3,115	11,000
Revenues less Expenses	(13,300)	(7,618)	(13,000)	(3,115)	(11,000)
Capital Spending					
Sunset Way Project	-	-	-	(1,715)	(1,800)
Total Capital Spending:	-	-	-	(1,715)	(1,800)

Recreation Dept - Revenues less Expenses					
	FY24/25 Budget	FY23/24 Actual (10 mos thru Apr)	FY23/24 Budget	FY22/23 Actual	FY22/23 Budget
Revenues					
Measure A Tax Revenues (1)	\$ 43,168	\$ 46,179	\$ 43,168	\$ 24,316	\$ 16,393
Rentals	2,000	1,750	4,000	3,875	6,000
Community Center Functions +(XF) (2)	1,000	-	1,000	1,000	1,000
Community Center Classes (2)	-	-	-	-	-
Donations and Grants for Rec	-	177,952	177,952	10,000	177,952
Total Revenues	\$ 46,168	\$ 225,881	\$ 226,120	\$ 39,191	\$ 201,345
Expenses					
Pay (Maintenance Sub-Contractors)	\$ 9,700	\$ 6,728	\$ 9,700	\$ 9,675	\$ 11,400
Community Center Functions (2)	8,000	3,840	8,000	6,010	8,000
Payroll (Rec)	7,950	7,643	7,950	7,926	7,500
Rental coordinator	4,200	3,500	4,200	4,200	4,200
Payroll Employer Taxes	3,500	2,137	321	321	321
Repairs & Maintenance	3,000	2,398	3,000	1,539	1,500
Utilities: Refuse	1,700	1,388	1,500	1,406	1,800
Trails Maintenance	1,500	-	1,500	250	1,800
Supplies (CC)	1,000	360	1,000	1,177	500
Utilities: Elec	1,000	802	800	751	800
Insurance: Wcomp (Rec)	800	-	750	709	600
Rental Expense (CC)	500	-	500	-	500
Utilities: Propane	370	70	70	70	150
Other Operating	100	48	100	90	100
Utilities: Phone	80	64	80	75	65
Community Center Classes (2)	-	-	-	-	-
Grant Spending (Rec)	-	155,418	177,952	17,847	177,952
Legal Fees (Rec)	-	-	-	-	-
Other Misc	-	395	-	-	-
Total Expenses	\$ 43,400	\$ 184,791	\$ 217,423	\$ 52,046	\$ 217,188
Revenues less Expenses	\$ 2,768	\$ 41,090	\$ 8,697	\$ (12,855)	\$ (15,843)
Notes					
(1) Use legally restricted by outside entity					
(2) Use assigned internally for specific purpose					
FY22/23					
Capital Spending:					
Measure A: Trail Improvements-S-C					\$ (19,000)
Prop 68 Grant: CC Parking Project					(192,952)
Total Capital Spending:					\$ (211,952)
FY23/24					
Measure A: CC Oil deck/siding		\$ (8,702)	\$ -		
Measure A: CC Garbage Enclosure			(5,000)		
Measure A: CC Parking Project		(42,916)	(64,000)		
Prop 68 Grant: CC Parking Project		(155,418)	(177,952)		
Total Capital Spending:		\$ (207,036)	\$ (246,952)		
FY24/25					
Measure A: CC Deck Curtains	\$ (10,000)				
Measure A: Trail Improvement-S-C	(10,000)				
Measure A: Garbage Enclosure	(5,000)				
Measure A: CC Parking - 2 Prelim	(15,000)				
Total Capital Spending:	\$ (40,000)				

Cash Flow Statement	Total	Water Dept				Government Services				
	Grand Total	Total Water	Lower Tank Reserve	Pipes & Equip Reserve	Operations	Total Govt Services	General Dept	Fire Dept	Roads Dept	Recreation Dept
	Beginning Cash (4/30/2024)	\$ 1,093,748	\$ 202,510	\$ 186,667	\$ 92,064	\$ (76,221)	\$ 891,238	\$ 148,961	\$ 731,338	\$ -
Cash Flows from Operations										
Revenues less Expenses	\$ 314,095	\$ 68,070			\$ 68,070	\$ 246,025	211,593	44,964	(13,300)	2,768
Cash Flows from Investing										
New Capital Assets	\$ (643,168)					\$ (643,168)		(600,000)		(43,168)
Cash Flows from Financing										
Inter Dept. Transfers	\$ -		\$ 40,000	\$ 43,000	(85,600)	\$ 2,600	2,600			
Ending Cash (6/30/2025)	\$ 764,675	\$ 270,580	\$ 226,667	\$ 135,064	\$ (93,751)	\$ 496,695	\$ 363,154	\$ 176,302	\$ (13,300)	\$ (29,461)