



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, July 23, 2025 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: Christine Murray (Board President), Steven Shaffer (Board Vice-President), Leighton Hills (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:

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 Quarterly Financial Reports dated 6/30/25. *(See attached)*
- B. Approval of Draft Minutes from Regular Board Meeting on 5/28/25. *(See attached)*

Item 4: Items Removed from Consent Calendar

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

Item 5: County of Marin Planning Division – County staff presentation

The [Marin County Planning Division](#) is going to introduce their effort to [amend the Marin County Local Coastal Plan](#) to incorporate previously approved housing-related policies from the Marin Countywide Plan 2023-2031 Housing Element. This focused set of amendments will also implement changes to our coastal Zoning requirements to incorporate updated state law specifically related to housing development. The County staff will present an outline of the amendments, process, and timeline for this effort.

Item 6: Fire Chief Report including Fire House Update – Fire Chief Chris Gove

Fire Chief Chris Gove will present his report and give an update on the Firehouse project status including project manager search and initial construction progress.

Item 7: District Manager Report – Mary Halley

District Manager Mary Halley will present brief highlights from her DM report. *(See attached)*

Item 8: FY25-26 Final Draft-Budget - Approval

The proposed FY25-26 Final draft-Budget will be presented by the District Manager for any further discussion and final approval. *(See attached FY25-26 Final Draft-Budget)*

Item 9: Public Open Time

Please note:

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

Item 10: Recognitions & Board Member Items

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

Item 11: Next Meeting Date and Adjournment

Next Board Meeting Date: Wednesday, September 24, 2025

Muir Beach Community Services District

Balance Sheet

As of June 30, 2025

Accrual Basis

	Jun 30, 25
ASSETS	
Current Assets	
Checking/Savings	
TriC Checking	
TriC Fire	893,679
TriC Lower Tank Reserve	233,334
TriC Pipes & Equip Reserve	102,200
TriC Checking - Other	23,206
TriC General Fund	22,790
TriC Measure A	(2,056)
TriC Water	(87,254)
Total TriC Checking	1,185,898
TriC MMF - General Fund	201,763
Clearing	58
Total Checking/Savings	1,387,719
Other Current Assets	
Due from Water Ops to Gen'l Fd	87,254
Undeposited Funds	4,258
Prop 68 for reimbursement	102
Total Other Current Assets	91,614
Accounts Receivable	
Receivables	3,240
Total Accounts Receivable	3,240
Total Current Assets	1,482,573
Fixed Assets	
Other Fixed Assets	
Road Improvements	1,305,973
Land	755,573
Buildings	580,973
CIP	319,024
CC Parking Project	252,302
Playground Upgrades	173,427
Equipment	149,820
Land - Fire Station	147,918
Buildings - Fire Station	129,117
Equipment - Fire Trucks	103,871
Electric Gate	9,927
Furniture & Fixtures - CC	7,684
Shed Roof	(0)
Accumulated Depreciation	(1,522,076)
Total Other Fixed Assets	2,413,533
Water System Assets	
100-Year Equipment Post 2008	651,666
Historic Water System Equipment	504,638
40-Year Equipment Post 2008	380,551
15-Year Equipment Post 2008	44,944
Mains and Valves (historic)	34,973
10-Year Equipment Post 2008	30,726
Wells (historic)	21,620
20-Year Equipment Post 2008	1,000
Equipt and Controls (historic)	0
Other Water System Assets	0

Muir Beach Community Services District

Balance Sheet

As of June 30, 2025

Accrual Basis

	Jun 30, 25
5-Year Equipment Post 2008 Accumulated Depreciation	(0) (791,696)
Total Water System Assets	878,422
Invested in Capital Assets	(2,224,181)
Total Fixed Assets	1,067,774
TOTAL ASSETS	2,550,347
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	87,254
Total Other Current Liabilities	87,254
Accounts Payable	
Accounts Payable	2,880
Total Accounts Payable	2,880
Credit Cards	
Credit Card	474
Total Credit Cards	474
Total Current Liabilities	90,609
Total Liabilities	90,609
Equity	
Retained Earnings	1,752,052
Gov't Net Position	419,393
Net Income	288,293
Total Equity	2,459,738
TOTAL LIABILITIES & EQUITY	2,550,347

Muir Beach Community Services District
Profit & Loss - Excluding Water (Operations, WCI)
June 2025

	Jun 25
Income	
Combined Tax Revenues	
Property Tax Revenues	
Property Tax Revenues	7,250
Total Property Tax Revenues	7,250
\$200 Parcel Tax for Fire	2,248
Measure W (TOT) Rev-Fire	1,124
Total Combined Tax Revenues	10,622
Lease Income	2,704
Interest Income	3
Total Income	13,329
Expense	
Payroll Expenses	
Wages	5,056
Workers' Compensation Insurance	4,830
Employer Payroll Taxes	783
Payroll Service	146
Total Payroll Expenses	10,816
Fire Dept Expenses	
Fire Chief Stipend	2,500
Phone, Radio Link for Bolinas	55
Total Fire Dept Expenses	2,555
Community Classes & Functions	
Community Center Functions	1,198
Rental Expense	350
Total Community Classes & Functions	1,548
Meeting Expense	1,267
Health Insurance	1,116
Bookkeeping	961
Grounds Maintenance/Gardening	810
Office and Postage	484
Supplies (non-water)	340
Utilities	
Electric	145
Refuse Service	38
Telephone	7
Total Utilities	190
Bank Fees & Credit Card Fees	50
Other Operating Expenses	32
Website Hosting & Maintenance	5
Total Expense	20,172
Net Income	(6,842)

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07/15/25

Accrual Basis

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

June 2025

	Jun 25
Income	0
Expense	
Payroll Expenses	
Wages	5,183
Workers' Compensation Insurance	1,392
Total Payroll Expenses	6,575
Utilities	
Electric	1,797
Telephone	21
Total Utilities	1,818
Water Enterprise	
Water Expense & Repairs	1,017
Water Testing	421
Total Water Enterprise	1,438
Bank Fees & Credit Card Fees	756
Bookkeeping	740
Dues & Memberships	538
Grounds Maintenance/Gardening	90
Total Expense	11,955
Net Income	(11,955)

Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
June 2025

Date	Name	Memo	Amount
Bank Fees & Credit Card Fees			
06/11/2025	Intuit Pymt Soln Tran Fee		34
06/30/2025		Batch Fee ID=-1146923553	20
06/05/2025		Batch Fee ID=848224593	702
06/12/2025		Service Charge	50
Total Bank Fees & Credit Card Fees			806
Bookkeeping			
06/20/2025	Mullin, Sharon	Bookkeeping/water billing	961
06/20/2025	Mullin, Sharon	Bookkeeping/water billing	740
Total Bookkeeping			1,700
Dues & Memberships			
06/01/2025	California Rural Water Assn.	Annual membership dues 2025-2026	538
Total Dues & Memberships			538
Fire Dept Expenses			
Phone, Radio Link for Bolinas			
06/11/2025	CalNet	Phone @ fire barn; 415 380-9627	55
Total Phone, Radio Link for Bolinas			55
Total Fire Dept Expenses			55
Health Insurance			
06/14/2025	CALPERS	Halley	1,116
Total Health Insurance			1,116
Office and Postage			
06/12/2025	Carbonite	3 year subscription - office computer	259
06/29/2025	Costco	Copy paper, Post-its	41
06/22/2025	Amazon.com	Office supplies	38
06/25/2025	USPS	Stamps	146
Total Office and Postage			484
Other Operating Expenses			
06/20/2025	Mullin, Sharon	Parking & tolls	32
Total Other Operating Expenses			32
Payroll Expenses			
Workers' Compensation Insurance			
06/09/2025	SDRMA	Board members	77
06/09/2025	SDRMA	DM	1,626
06/09/2025	SDRMA	Fire	2,606
06/09/2025	SDRMA	Rec	521
06/09/2025	SDRMA	Water	1,392
Total Workers' Compensation Insurance			6,222
Total Payroll Expenses			6,222
Supplies (non-water)			
06/25/2025	Alcala, Jose - v	Firewood & delivery	340
Total Supplies (non-water)			340
Utilities			
Electric			
06/25/2025	PG&E Pumping from Wells 745-7		1,362
06/16/2025	SMITH, Brent (1104)	Credit for electricity usage	8
06/25/2025	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	105
06/25/2025	PG&E Firehouse 6226-2	Electric - Firehouse	40
06/25/2025	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	427
Total Electric			1,941

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07/15/25

Accrual Basis

Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
June 2025

Date	Name	Memo	Amount
Refuse Service			
06/06/2025	United Site Services, Inc.	Portable restroom - Volleyball court	38
Total Refuse Service			38
Telephone			
06/01/2025	Ooma	Telephone	7
06/04/2025	Ooma	Telephone	7
06/17/2025	Ooma	Telephone	7
06/29/2025	Ooma	Telephone	7
Total Telephone			28
Total Utilities			2,008
Water Enterprise			
Water Expense & Repairs			
06/25/2025	Alcala, Jose - v	Valve replacement	420
06/18/2025	Water Components & Building Sup...	Valve replacement at 25 Ahab	137
06/30/2025	Blank, Stephanie	Water team mileage for FY 24-25	460
Total Water Expense & Repairs			1,017
Water Testing			
06/03/2025	Brelje and Race Laboratories, Inc.	Iron, manganese, nitrate, MBTE - 2002 well	285
06/02/2025	Public Health Laboratory	Monthly bacs	136
Total Water Testing			421
Total Water Enterprise			1,438
TOTAL			14,738

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07/15/25

Accrual Basis

Muir Beach Community Services District

Expenditures for Fixed Assets

As of June 30, 2025

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				
06/02/2025		Kisters North America, Inc.	Creek water flow monitoring device	10,944.31
Total 10-Year Equipment Post 2008				10,944.31
5-Year Equipment Post 2008				
Total 5-Year Equipment Post 2008				
Other Water System Assets				
Total Other Water System Assets				
Total Water System Assets				10,944.31
Other Fixed Assets				
Playground Upgrades				
Total Playground Upgrades				
Land				
Total Land				
Land - Fire Station				
Total Land - Fire Station				
Buildings				
Total Buildings				
Buildings - Fire Station				
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				

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07/15/25

Accrual Basis

Muir Beach Community Services District
Expenditures for Fixed Assets
As of June 30, 2025

Date	Num	Name	Memo	Amount
Total Other Fixed Assets				
TOTAL				10,944.31

COMPENSATION REPORT

Name	7/1/2023 to		7/1/2024 to		Notes
	6/30/2024	6/30/2025	6/30/2024	6/30/2025	
Halley	Mary	85,000	88,625	Hire 7/10/17, to \$72k eff 6/1/19; to \$78K 7/21; 5% CPI incr to \$81,900 eff 5/22; to \$85K eff 7/23; to \$88,500 7/24; to \$90K eff 7/25	
Blank	Thiemo	15,437	14,667	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.	
Blank	Stephanie	12,519	12,497	\$486/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.	
Gonzales	Juana	6,575	5,949	Hourly rate increased 11/13/2012 to \$18/hr from \$15/hr.	
Pearlman	Harvey	2,500	3,000	Change in job desc: water manager to consultant effective June 2017. Annual salary: \$2,400, to \$3,000 5/24	
Karel	Ernst	1,511	1,929	\$972/month for daily monitoring, \$354 if meter reading done, \$39.75/hour for additional hours.	
		\$ 123,542	\$ 126,667		

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

General - Revenue and Expenses Apportioned To All Departments

6/30/2025

Gen Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Property Taxes (Unassigned)	187,000	155,872	83%
	Excess ERAF (Unassigned)	70,000	112,952	161%
	Grants/donations (Unaassigned)		200	
	Interest Income (Unassigned)	200	40	20%
	Other Income (Unassigned)	31,400	31,512	100%
	Gen Revenue Total:	288,600	300,576	104%

Gen Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Payroll (DM) - Total *	88,500	88,625	100%
	Audit (incl fees+bookkeeping) *	12,700	11,957	94%
	Insurance (DM Health) *	12,300	12,928	105%
	Bookkeeping	12,000	12,223	102%
	Payroll Employer Taxes (DM) *	6,770	6,780	100%
	Insurance (Umbrella)	5,500	5,916	108%
	Office & Postage *	2,500	2,730	109%
	Payroll Service *	2,420	2,186	90%
	Dues & Memberships	2,215	2,619	118%
	Permits & Fees	2,200	2,581	117%
	Insurance (DM Workers Comp) *	2,100	1,625	77%
	Meetings (inc Minutes) *	2,000	1,443	72%
	Legal Fees	1,000	824	82%
	Repair & Maint (non-water)	500	125	25%
	Website & Document Managment *	500	1,211	242%
	Utilities (Telephone-RingCentral)	410	403	98%
	Other Operating	330	699	212%
	Insurance (Board Workers Comp)	160	77	48%
	Supplies	150		0%
	Tree Management Program	-		
	Interest Expense	-	1	
	General Expense Total:	154,255	154,953	100%
	General Expenses (Net of Dept Allocations Total:	102,339	113,994	111%

General Balance (Prior to Dept Allocations) :	134,345	145,623	108%
Gen Balance (After Dept Allocations):	186,261	186,582	100%
Loan Payment(None):	-	-	0%
Gen Balance (After Loan Payment):	186,261	186,582	

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

Water Department				
6/30/2025				
Water Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Water Service Revenue	155,000	184,323	119%
	Water Conservation Discount	(49,600)	(53,571)	108%
	Meter Reading Fee	8,930	8,762	98%
	Water Service Revenue (Misc)	500	1,627	325%
	Water Service fee Net Revenue	114,830	141,141	123%
	Meter Charge (CIP Reserves)	83,000	82,551	99%
	Connection Fees	-	-	
	Donations & Grants	-	-	
	Water Revenue incl Meter Charge:	197,830	223,692	113%
	Move Meter Charge to Reserves:	(83,000)	(82,551)	99%
	Water Operations Revenue:	114,830	141,141	123%
	Water CIP (PE Reserves):	43,000	42,551	99%
	Water CIP (LT Reserves):	40,000	40,000	100%
Water Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	General Expenses (40% Share):*	51,916	51,794	100%
	Payroll (DM) - Total	35,400	35,450	100%
	Audit	5,080	4,783	94%
	Health Insurance (DM)	4,920	5,171	105%
	Payroll Employer Taxes (DM)	2,708	2,712	100%
	Office & Postage	1,000	1,092	109%
	Payroll Service	968	874	90%
	Insurance (Workers Comp)	840	650	77%
	Meetings (incl Minutes)	800	577	72%
	Website & Doc Management	200	484	242%
	Gen Exp (Water Ops 40% Share):	51,916	51,794	100%
	Dedicated Expenses:			
	Payroll (Water Team)	30,500	29,093	95%
	Utilities: Electric (Water)	15,000	17,156	114%
	Rep & Maint incl Grant Spending	13,000	23,555	181%
	Bookkeeping (Water)	6,530	6,154	94%
	Treatment (Water)	5,000	7,896	158%
	Bank & Credit Card Fees(Customer)	4,500	5,617	125%
	Insurance (Water)	3,000	3,185	106%
	Debt (Due to GF - 20yrs/no int)	2,600	-	0%
	Testing (Water)	2,500	2,931	117%
	Payroll Employer Taxes (Water)	2,333	2,226	95%
	Permits & Fees (Water)	2,000	2,189	109%
	Payroll Employer (WC)	1,900	1,392	73%
	Legal Fees (Water)	1,000	-	0%

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

Water Department			
	6/30/2025		
Dues & Memberships (Water)	520	538	103%
Pay (Maintenance Sub-contractor)	400	180	
Utilities: Telephone (Water-Ooma)	400	368	92%
Other Operating (Water)	200	14	7%
Grant Spending	-		
Dedicated Expense Sub-Total:	91,383	102,494	112%
Water Operations Expense Total:	143,299	154,288	108%
 Water Conservation Reserve (Beginning Balance):	 49,600	 49,600	
Water Conservation Reserve (Discounts):	(49,600)	(53,571)	108%
Water Conservation Reserve (Ending balance):	-	(3,971)	
 Water Operations Balance :	 (28,469)	 (13,147)	 46%
 Water Capital Improvements (Beginning PE Balance):	 98,732	 98,732	
Water Capital Improvement (Balance to PE Reserves):	43,000	42,551	99%
Water Capital Improvement (Capital spending):	-	(39,084)	
Water Capital Improvement (Change to PE Reserve):	141,732	102,199	72%
Water Capital Improvements (Beginning LT Balance):	193,334	193,334	
Water Capital Improvement (Balance to LT Reserves):	40,000	40,000	100%
Water Capital Improvement (Change to LT Reserve):	233,334	233,334	100%
Water Capital Improvement (Net PE and LT Reserves):	375,066	335,533	89%

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

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

Fire Department				
6/30/2025				
Fire Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Special Parcel Tax for Fire	44,679	45,392	102%
	Grants/Donations for Fire (Misc)	10,000	9,840	98%
	Grants for Fire (Measure C)	13,000	14,001	108%
	Grants for Fire (Measure W)	70,000	73,282	105%
	Grants for Fire (FVA Firehouse)	-		
	Grants for Fire (West Marin)	8,400	-	0%
	Fire Revenue incl Cap Imp Rev:	146,079	142,515	98%
	Deduct Cap Imp Revenue:	-		
	Fire Operations Revenue:	146,079	142,515	98%
Fire Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Fire Chief Stipend	30,000	30,000	100%
	Grant Spending	30,000	16,540	55%
	Fire Truck Maint & Repair	8,000	7,836	98%
	Insurance: VFIS	6,409	6,409	100%
	Fire Equip & Tools	4,000	1,725	43%
	Supplies: Sta wear/Turnouts	4,000	4,689	117%
	Insurance: Workers Comp	3,000	(538)	-18%
	Other Operating (Fire)	3,000	1,701	57%
	Emergency Preparedness	2,500	230	9%
	Fire Training/Certification	2,000	1,440	72%
	Utilities: Phone, Radio	640	935	146%
	Legal	500	-	0%
	Supplies: Medical	500	2,071	414%
	Dues: Membership	320	318	99%
	Utilities: Electric	320	273	85%
	Credit Card Receipts Outstanding		-	
	Dedicated Expense Sub-Total:	95,189	73,629	77%
	Fire Operations Expense Total:	95,189	73,629	77%
	Fire Operations Balance:	50,890	68,886	135%
	Fire Station Donations/Grants	340,000		
	Fire Station Expenditures	98,666		
	Funds Remaining	241,334		

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

Roads Department

6/30/2025

Roads Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Fees for Roads	-		
	Donations for Roads	-		
	Grants for Roads	-	-	
	<i>Roads Operations Revenue Total:</i>	-	-	

Roads Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	<i>General Expenses (0% Share):</i>	NA	NA	NA
	<i>Gen Exp (10% Share): p/project</i>			

Dedicated Expenses:

Repairs & Maintenance (Roads)	10,000	(2,300)	-23%
Pay (Maintenance Sub-Contractor)	2,000	3,195	160%
Legal Fees (Roads)	1,000	-	0%
Other Operating (Roads)	300	-	0%
Payroll (Roads)	-	-	
Payroll Employer Taxes (Roads)	-	-	
Payroll (WC-Roads)	-	-	
Supplies (Roads)	-	-	

<i>Dedicated Expense Sub-Total:</i>	13,300	895	7%
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<i>Roads Operations Expense Total:</i>	13,300	895	7%
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<i>Roads Operations Balance:</i>	(13,300)	(895)	7%
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Capital Spending:

40,000

Capital Expenditures

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

Recreation Department				
6/30/2025				
Rec Revenue	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	Community Center Classes	-	-	
	Community Center Functions (+XF)	1,000	2,000	200%
	Grants/Donations for Rec	177,952	-	0%
	Measure A Tax	43,168	46,361	107%
	Rentals	4,000	3,200	80%
	Rec Operations Revenue Total:	226,120	51,561	23%
	Rec Ops non-Measure A Total:	182,952	5,200	3%
Rec Expense	Category	FY24/25 Budget	FY24/25 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Grant Spending (Rec)	177,952	6,509	4%
	Measure A Projects	43,000	47,165	110%
	Grounds Maintenance	9,000	8,905	99%
	Community Center Functions	8,000	9,460	118%
	Payroll (Rec)	9,200	8,949	97%
	Payroll (Rental Coordinator)	4,200	4,200	100%
	Repairs & Maintenance (Rec)	2,000	5,638	282%
	Trails Maintenance	1,500	3,485	232%
	Utilities: Refuse (Rec)	1,700	1,222	72%
	Supplies (CC)	1,000	1,130	113%
	Utilities: Elec (CC)	1,000	1,203	120%
	Payroll (WC-Rec)	650	521	80%
	Payroll Employer Taxes (Rec)	704	685	97%
	Rental Expenses (CC)	500	-	0%
	Other Operating (Rec)	100	-	0%
	Utilities: Phone (CC-Ooma)	80	95	119%
	Utilities: Propane (CC)	370	37	10%
	Community Center Classes	-	-	
	Legal Fees (Rec)	-	-	
	Dedicated Expense Sub-Total:	260,956	99,204	38%
	Non-Measure A Expense Total:	217,956	90,255	41%
	Rec Ops Balance(including Restricted Revenue):	(34,836)	(47,643)	137%
	Rec Ops Balance(non-Measure A)):	(35,004)	(85,055)	243%
	Budget for Capital Spending:			
	Measure A: CC Garbage Enclosure	5,000	4,350	
	Measure A: CC Deck Curtains	10,000		
	Measure A:Trail Improvements(S-C)	13,000	11,170	
	Measure A: CC Parking Project	15,000		
	Prop 68: Parking Project	177,952	6,509	
	Total Spending:	220,952	22,029	

MUIR BEACH COMMUNITY SERVICES DISTRICT
Minutes of the Board of Directors' meeting held on
Wednesday, May 25, 2025

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

Board: Christine Murray (Board President), Steven Shaffer (Board Vice President), Leighton Hills (Director), David Taylor (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)

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)

Item 4: Reconvene in Open Session

Meeting is called to order at 7:05.

In the closed session, the board increased the District Manager's salary by 1.69 percent, in line with inflation, for total salary of \$90,000/year.

Item 5: Approval of Agenda

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

MOTION: To approve the agenda
Moved: Taylor, seconded by Shaffer
Vote: AYES: Unanimous.

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 4/30/25. (See attached)

B. Approval of Draft Minutes from Regular Board Meeting on 3/26/25. (See attached)

1
2 MOTION: To approve the consent calendar as submitted.
3 Moved: Shaffer seconded by Taylor
4 Vote: AYES: Unanimous.
5
6

7 **Item 7: Items Removed from Consent Calendar**

8 None
9

10 **Item 8: Fire Chief Report including Fire House Update** – Chris Gove

11 ACTIVITY. So far this year we've responded to 26 incidents. We conducted a joint mass casualty
12 exercise with Bolinas and Stinson Beach fire departments. We will need to continue to recruit new
13 volunteers as several recent recruits have relocated.

14 FIREHOUSE. We have received our building permit and are currently interviewing project managers
15 to assist us with the process. While we are confident we have sufficient funding on hand to complete
16 the most significant phases of the project with rising costs we will likely need to initiate a capital
17 campaign to both finish the final outfitting of the firehouse and be prepared for future capital
18 expenditures such as new vehicles.

19 DISASTER PREPAREDNESS. The team continues to meet and train on a regular basis and is getting
20 ready to join us at the BBQ to serve as event coordinators to help out with any issues at the event.
21 We also just received word that we are getting a mass casualty trailer loaded with supplies. They will
22 also be assisting us with the side walk CPR event August 16th at the beach parking lot. We haven't
23 yet set a date but with the firewise committee they will be hosting an evacuation drill later this
24 summer.

25 FIREWISE. Our Firewise group continues to do great work. They are once again hosting the chipper
26 program that is off to a flying start see banners out around the community. Another is scheduled this
27 week with several more to come. Sign up at WWW.Marinwildfire.org. Late summer they will be
28 hosting an evacuation drill with the disaster committee.

29 MWPA. We have just completed clearing an evacuation corridor on the southbound side of HWY 1
30 with the cooperation and consent of many homeowners. The vegetation management of the upper
31 park trail is being considered as part of the coastal permitting by MWPA. We anticipate collaborating
32 with NPS to perform maintenance in the fall of this year on the Banducci Ranch site that was treated
33 in late 2022. We are preparing to do work on the Terwilliger/ACR site pending approval under the
34 Governor's emergency proclamation regarding coastal wildfire projects.

35 BBQ. This year we've adjusted the layout of toon town and have built a new ticket booth in
36 preparation for the BBQ. At the time of this report we can hope to be able to report it is just about to
37 be a success!

38 Revenues from the BBQ were 94,000, income will be 55-60,000. This is 50% higher than average,
39 while less than last year (which was a big outlier).

40 **Item 9: District Manager Report** – Mary Halley A. District Manager Mary Halley will present brief
41 highlights from her DM report (see attached). Her report as always is available in full as part of each
42 meeting packet at <https://muirbeachcsd.com/meetings/> .
43

1 Water: creek still flowing well due to late rains.
2 Marin Water seasonal intertie possibility: Some continuing conversations, but intertie may be going to
3 the wayside but supplanted with the possibility of us drilling a well farther from the creek on NPS
4 property, with NPS Aquatic Biologist Darren Fong having a lot of interest in that approach. It may be a
5 longer process, but we are pursuing a test well to see if being farther from the creek could reduce
6 impact on the creek.
7 Lots of work done on wells recently. Spring water flushing just done, and Thiemo will do the valve
8 exercising in the next months. New valves have been going in and we want to keep them in good
9 working order.
10 Lower tank: signed agreement to have a new meter put on the tank for better leak detection.
11 Cross-connection Control Plan: board will probably be seeing decisions coming up about what
12 approach we're going to take to meet this new regulation. Some ideas for different options are in the
13 report. We did get an extension until the end of the year, as did Bolinas and Inverness, so we will see
14 if we can collaborate or coordinate with these other districts on planning and implementation costs.
15
16 Firehouse: Current MBVFA grant amounts are \$340,000 total since 2018.
17 We have spent 98,299.49 on soft costs, leaving a current balance of \$241,751, plus an additional
18 grant from county of \$100,000, so the total we are holding for firehouse project from grants is
19 \$341,751.
20
21 CC update: Sefton Murray is having to step down, so we are looking for a new rental coordinator.
22
23 Prop 68: submitted app for building permit to county, so ball is in their court.
24 Measure A funding: setting aside some funding for whatever happens with deck railing, and to
25 balance match the Prop 68 funds. The Sunset-Cove trail is complete, as is the Refuge Shed also
26 complete, which were both Measure A funded.
27

28 ***Close Regular Board Meeting and Open Public Hearing***
29 **Item 10: Public Hearing for Water Rate Increase**

30 The District's ability and procedures for setting water rates are regulated by Prop 218 under CA Civil
31 Code. Water rate ordinances and rates can be extended by a maximum of 5-years with the current
32 ordinance expiring 6/30/2025. Notice of Public Hearing for Water Rate Increase to be held on May 28,
33 2025 at Regular Board Meeting, with a 45-day public comment period, which was distributed/posted
34 on April 14, 2025 (*See attached*)
35

36 **Procedure:**

37 **A. Public Hearing**

- 38 1. Board may provide a report
- 39 2. Public testimony
- 40 3. Board President will do "last call" for any protest votes

41 **B. District Manager will count Protest Ballots and report results to Board**

42 **C. Board will report results of Protest Ballots**

- 43 1. if a majority of protest votes 50%+1(79) are received, the Board shall not proceed with further
44 consideration of the rate increase
- 45 2. if no majority of protest votes 50% (78) or less are received, the Board may proceed with
46 discussion of ordinance by Board members and vote

47 **D. Vote regarding Draft-MBCSD Water Rate Ordinance 2025-1**

48 (*See attached Draft – MBCSD Water Rate Ordinance 2025-1*)
49

1 Background:

2 At the January 29, 2025 Board meeting, District Manager Halley presented data on the current status
3 of the Water Department's revenues, expenses, use trends, and finances, with the recommendation
4 that a modest water rate increase of 15-20% would be needed to maintain water revenues at
5 consistent levels as water use declines due to water conservation. At that meeting, the Board directed
6 DM Halley and Director Hills to develop a water rate increase proposal to cover the next 5-years to be
7 considered for implementation in the next FY25/26 budget cycle. The current recommendation, based
8 on the data presented at the January meeting, is for a 15% increase to be charged singularly to the
9 Service Fee plus an April 2025 CPI (1.3%) adjustment to be applied both to the Service Fee and the
10 Meter Charges which cover capital improvements. The new MBCSD Water Rate Ordinance 2025-1
11 reflects these changes for the next 5-year period starting FY2025/26 through FY2029/30.

12
13 Murray goes over the issue. The increase will apply solely to the variable portion of the water bill, not
14 the fixed meter charge. So, for residents that are conserving water, the dollar increase will be minimal.
15 The increase is not a penalty for conserving, but when water use drops, revenue also drops, and so in
16 trying to run a water system, those fixed costs don't drop, and so an increase in revenue is necessary.

17
18 Open to public. Ernst Karel asks about how the breakdowns were arrived at for the discount rates,
19 outlined under Section 6 ("Customers who use **less than 4,500 gallons** per bi-monthly billing period
20 will receive a conservation discount of 50% (which is equal to \$1.36 per 100 gallons); customers who
21 use **4,501 to 10,000 gallons** per bi-monthly billing period will receive a conservation discount of 43%
22 (which is equal to paying \$1.55 .per 100 gallons); and customers who use **10,001 to 30,000 gallons**
23 per bi-monthly billing period will receive a conservation discount 30% (which is equal to paying \$1.90
24 per 100 gallons). Those customers who use more than 30,001 gallons per bi-monthly billing period will
25 receive no conservation discount (which will be equal to paying the full \$2.72 per 100 gallons)."). He
26 notes that the first two windows are both about 5,000 gallons, while the last window of 20,000 gallons,
27 where essentially very high-water users in the upper part of that range are still receiving a
28 "conservation discount". There is no answer as to how the breakdowns were arrived at, but go back to
29 the original District Manager Donovan, but Hills notes that in the future these discount tiers could be
30 revisited and revised.

31
32 Halley notes that originally they were price tiers, but now legally we're required to have the same
33 prices for all users, so legal counsel said we could offer discounts for different usage tiers.

34
35 Murray acknowledges that further analysis is needed on this question, and that perhaps the highest
36 water users can be brought to the table for conversation because it's a larger ecological issue. She
37 notes that, "We have just had the team come out and tell us our water usage is too high, and it's
38 impacting our streams."

39
40 Consensus is that, despite the tiers and percentages possibly being revisited in the future, and that
41 we should ask the question of how they have been determined, it could be the subject of a future
42 amendment, and we should pass the current water rate motion now.

43
44 Halley counts protest ballots and presents to board. There was 1 protest letter (among 156 active
45 water meters).

46
47 MOTION: To move forward with the proposed water rate increase.
48 Moved: Shaffer seconded by Taylor
49 Vote: AYES: Unanimous.

1 ***Close Public Hearing and Resume Regular Board Meeting***

2 **Item 11: Open in Regular Board Meeting – FY2025-26 Draft-Budget – First Review**

3 The first reading of the proposed FY2025-26 Draft-Budget will be presented by the District Manager
4 for discussion and preliminary review. (See attached FY2025-26 Draft-Budget – May 2025) The
5 Budget Hearing and final approval of the FY2025-26 Budget will be at the July 23, 2025 Regular
6 Board meeting.

7
8 Halley says that this is a conservative budget. With the water rate increase, for the first time we're not
9 estimating a deficit in the water department. This will allow us to continue projects such as replacing
10 valves and improving infrastructure. The fire budget reflects that we're building a new firehouse.

11
12 **Item 12: Public Open Time**

13 Steve Shaffer asks Halley to get someone to cut the growth on the south side of Pacific Way, as it's
14 very overgrown. Halley acknowledge that ground maintenance crews will be on it.

15
16 **Item 13: Recognitions & Board Member Items**

17 Hills compliments Halley for arranging for CalTrans to clear the fallen pine tree near Green Way.

18
19 Taylor thanks Hills for overseeing solid, unbreakable internet service at the BBQ this year.

20
21 Karel thanks Taylor and Gove for overseeing the MWPA project of cutting overgrowth on the south
22 side of Hwy 1.

23
24 **Item 14: Next Meeting Date and Adjournment**

25 Next Board Meeting Date: July 23, 2025.

26
27 There being no further business to come before the board, the meeting is adjourned.

28 Meeting adjourned at 19:45 pm.

MBCSD July 23, 2025

FIRE DEPARTMENT REPORT

ACTIVITY

So far this year we've responded to 33 incidents. We continue to train on a regular basis. We are actively seeking new recruits. We have hired a mobile mechanic to do some work on the trucks and have repaired the rodent damage to squad 660 and have returned the ASV tractor to service

FIREHOUSE

We are continuing to seek a general contractor to coordinate the overall project on behalf of the CSD. We are working with Damazio Excavating to begin site preparation -- to include removal of the old water tank pad. We are making the next payment on the metal building to start production. We have engaged Robert Praszker as a project manager on a per diem basis. The VFA is sending an additional \$175,000 towards the firehouse.

DISASTER PREPAREDNESS

We have taken possession of a mass casualty supply trailer generously donated by Ross Valley Fire. We will be making an inventory soon and updating it to suit our needs. The Disaster Council will be assisting us with the sidewalk CPR event on August 16th at the beach parking lot. A disaster preparedness drill will be coordinated with the Firewise team in the early fall.

FIREWISE

The chipper program is in full swing. There are several dates still available so make sure to sign up at WWW.Marinwildfire.org.

MWPA

We are working on the coastal permits to support work on the Upper Park path and Terwilliger Grove.

Chris Gove Chief MBVFD

District Manager Report – July 2025

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

General:

Board of Directors – Directors Hills and Taylor have been appointed to approve Firehouse contracts.

District Manager – only current summer plans so far is to be out of town July 25-28 to attend a family memorial.

Water:

Redwood Creek Stream Monitoring – no onsite monitoring required yet as stream flows are between .52 – .60 cfs and stream height at 1.01 – 1.02 ft.

Water Reports – monthly reports including the Drought reports (DDR) are currently submitted through June 2025.

State Waterboards Triennium Sanitary Survey – still waiting for final survey report from 10/1/24 SWB onsite visit.

Marin Water Seasonal Intertie possibility – Supervisor Rodoni has let me know that there are various interested parties (County of Marin, Marin Water, Marin Conservation League) still pursuing grants for a project that could run alongside Frank Valley Road so it could be installed after the Muir Woods/Frank Valley Road FLAP improvement project is completed. We are also still in talks with NPS about experimenting with different pumping regimes this summer and the possibility of trying out a test Well farther away from the creek to see if that could be a possible option. We are currently proposing upstream closer to our current wells and the NPS is thinking of exploring the possibility of moving farther downstream closer to the Hwy 1 Bridge where water quality has always historically been problematic with high iron content.

Water main flushing and valve exercising – flushing was completed in May with valve exercising still needing to be done this summer.

Lower Tank – still waiting for J&D's to install a new water meter at the LT to help with leak detection. The underground/field drainage pipe is now being scheduled for this summer. We are also trying to locate and isolate some more recent leaks to see if we can locate the source while the soil is dry and leaks are more obvious.

Main valves – we will continue our frozen valve replacement project this summer by scheduling another set of three priority valves on the Starbuck extension.

Water infrastructure under CSD Footbridge – still working on options and getting cost proposals for raising the electrical and water pipes underneath the footbridge to make them less vulnerable during creek flooding events.

Water Rate – the board approved a 15% water rate increase for the volumetric use fee along with renewing the 5-year annual CPI adjustment at the May meeting. The CPI adjustment will be 1.3% for this coming fiscal year.

Cross Connection Plan – we were able to get a deadline extension for the new Cross-Connection Plan until the end of December 31, 2025. I have sent out a customer/property owner questionnaire to gather information to begin our plan, initial inspection, and future program. I am concurrently meeting with water managers from Bolinas BCPUD and Inverness IPUD to see if we can collaborate and possibly share resources for hiring or training a Cross-connection specialist, as well as, soliciting a proposal from a cross-connection specialist in the north bay. A Cross-connection specialist is required to develop the Cross-connection Plan and doing the Initial Hazard Assessment and follow-up assessment.

Fire:

Firehouse – the firehouse committee has chosen the earthwork contractor and cement contractor, but we are still interviewing for a General contractor and/or Project manager. In the meantime, not to lose too much more of the summer construction season, we contracted separately with the same earthwork contractor to start demolition of the old water tank cement pad on 7/21. The MBVFA grant report to-date: we have received a total of \$340,000 from the VFA since 2018, have spent a total of \$112,978.98 on soft costs, and the current balance in the MBVFA Firehouse grant account is \$227,020.02, plus there is an additional \$100,000 received from the County grant making a total of \$327,020.02, and we should receive another \$175,000 from the VFA towards construction.

Measure C – working with the Fire Chief Gove to determine spring vegetation clearing projects on CSD Park lands. Also, Fire Chief Gove had the tractor repaired in preparation for purchasing a flail mower.

MWPA – the Twilliger property on Pacific Way is still waiting for permitting to get the trees and vegetation cleared. Chipper Days continue monthly through the summer.

Recreation:

MB Community Center – the center had its annual solar panel cleaning and will get some septic upgrades this month. Am still looking into options to enclose and block the wind and rain from coming through the lower deck railing portion of the CC deck – possibly specialty plastics such as polycarbonate plastic, Plexiglass, or tempered glass that do not obstruct the view.

MBCC Rentals – we have a new Rental Coordinator Karisma Wilson as of mid-June. Many thanks to Sefton Murray for managing the position this past year and for generously training in Karisma. Karisma is just getting the feel for her new position but also thinks she may want to take on the position of Community Center Facility so we can possibly slowly open the Center rentals back up to Friends of Muir Beach rentals or possibly Non-residents rentals.

Playground – have had several requests to have some of the playground equipment refinished or play equipment upgraded. I am looking into refurbishing costs and have asked those community members who are requesting upgrades to present their ideas at an upcoming Board meeting of their choice and convenience.

Prop 68 Per Capita Recreation grant – the CC Parking Project Phase 2 permit application was submitted and now the County is waiting for the district's reply to requested items. It is not looking like construction will happen this year. We have until December 2027 to complete construction and March 2028 to close out Prop 68 grant.

Measure A – funds are currently being used as matching funds for the Prop 68 CC parking project and will also pay for the deck railing modification at the MBCC.

Parks and Trails – ground crew are busy keeping up with summer weed whacking and dirt clearing from gopher activity on the trails and pathways. The Sunset Way to the Community Center trail has just had its stairs repaired, lower new stairs added, handrails repaired and/or extended, and lightening boxes replaced or repaired with new light bulbs. The Community Center to Starbuck is getting some work as well.

Roads:

Maintenance – planning crack filling on Sunset Way and pothole filling on Starbuck Extension this summer.

Lagoon Drive – this project is getting scheduled for the beginning to mid-August.

Communications:

Cybersecurity – I continue to receive and review our CISA weekly IP scanning reports.

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

Muir Beach Directory – continue to update weekly, currently updated thru 7/7/25 for changes to resident's names, addresses, phone numbers, children and pets information needing to be posted on the website 'Contact and Links' page.

Finance:

Budget – currently have been finalizing the FY25-26 final-budget for approval at the July 23 meeting.

Insurance – the VFIS (Fire) policy and the SDRMA (Worker's Comp) policies have been successfully renewed.

Audits – Sharry is doing the year-end closing and starting to prepare for our 6.30.25 annual audit. This past year, the Marin County Grand Jury did a report on whether Special Districts were meeting their public reporting and audit obligations in a timely fashion, and I am happy to report we have been in compliance. The report was called "Who's Minding the Store?"

District Office Business – the DM laptop is now going on 9-years old, and Windows has sent out notice that it will stop supporting the current Windows 10 version in October of 2025, so am continuing to look for a replacement as time allows. 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



MUIR BEACH COMMUNITY SERVICES DISTRICT

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

Draft-Budget

Fiscal Year 2025/2026

Final Draft-Version for July 23, 2025, Board Meeting

The proposed FY25/26 Draft-Budget is being presented to the MBCSD Board of Directors and public for preliminary review with the expectation of minimal final input and comment. It is a conservative budget that meets all State mandatory minimum requirements – including State Proposition 218 along with all CA Constitutional requirements for Water Operations – and is based on sound accounting principles and practices. It has been developed as a framework to achieve the MBCSD goals and objectives, both present and future, within the constraints of current revenue sources and present strategic planning.

This July 23, 2025 version of the FY25-26 Draft-Budget includes Actuals for FY24-25 through June 30, 2025 and could still be potentially modified based on board and public input. The FY25-26 Budget is projected to have year-end unrestricted funds of \$294,098 after current planned capital spending and infrastructure projects.

The Water Department budget will be helped by an approved 15% increase in just the Water Service Fees plus the proposed mandatory revenue increase of 1.3% for this fiscal year based on the San Francisco- Oakland-San Jose April 2025 CPI rate for the last twelve months as is required by the updated 2025-1 MBCSD Water Rate Ordinance. As a result, total projected water service fee revenue will increase by \$18,048 this year with a year-end projected budget having a net loss of \$(697) – which is an improvement being a smaller projected loss than last year – and actual outcome is determined by actual water usage and the amount of repairs and maintenance incurred. The restricted Water Capital Reserves will increase by \$49,100 after \$35,000 in planned capital spending.

The Fire Department Fire Tax will also benefit minimally from the 1.3% CPI increase and will continue to benefit from various grant funding programs that support operations, vegetation management, and the Fire Chief stipend. There will be an overall estimated decrease in the restricted Fire Reserve from \$893,679 to \$234,530 – after both additional grant funding and capital outlays – due mainly to new Firehouse construction this year.

Road maintenance has allocations from the General fund of \$14,000 for routine maintenance items along with an additional \$40,000 for a planned project to reduce the level of flooding on Lagoon Drive.

Recreational capital spending will stay within the Measure A planning budget and the current Prop 68 Per Capita Project grant. MBCC rental income is budgeted at \$4,000 this year, based on the current rental patterns, which almost covers the cost of the rental coordinator. Projected recreational spending is up by 31% this year at \$62,523 due to planned trail and playground equipment maintenance and a Board approved 75% increase for the three major events' spending budgets along with the return of Bistro, and \$27,000 additional capital spending for MBCC septic upgrades.

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

Please note:

- The Fire Chief has reviewed the Fire Department FY25-26 Draft-Budget.

General Dept - Revenues less Expenses					
	FY25/26 Budget	FY24/25 Actual (12 mos thru June)	FY24/25 Budget	FY23/24 Actual	FY23/24 Budget
Revenues					
Property Taxes	\$ 155,000	\$ 155,872	\$ 150,000	\$ 140,407	\$ 141,500
Excess ERAF	110,000	112,952	100,000	102,374	100,000
Interest Income	50	40	200	174	40
Lease Income	32,772	31,512	31,400	30,300	
Other Income	-	200	-	1,000	-
Total Revenues:	\$ 297,822	\$ 300,576	\$ 281,600	\$ 274,255	\$ 241,540
Expenses					
Audit (includes fees+bookkeeping)	\$ 12,000	\$ 11,957	\$ 12,700	\$ 9,876	\$ 11,200
Banking Fees (District-Positive Pay)	600	350	-	-	-
Bookkeeping	12,000	12,223	12,000	11,645	12,000
Dues & Memberships	2,700	2,619	2,215	2,204	2,200
Insurance: (Blanket+Gen Lb+Umb)	6,400	5,916	5,500	5,471	5,100
Insurance: DM Benefit (Health)	13,000	12,928	12,300	11,756	10,700
Insurance: WComp (Board)	80	77	160	156	110
Insurance: WComp (DM)	1,700	1,625	2,100	2,052	1,640
Interest Expense	-	1	-	-	-
Legal Fees	1,000	824	1,000	270	1,000
Meetings (inc minutes)	1,600	1,443	2,000	1,942	1,500
Office & Postage	3,000	2,730	2,500	3,058	2,500
Other Operating	400	699	330	329	330
Payroll Service: Fees	2,400	2,186	2,420	2,298	1,720
Payroll: Employer Taxes (DM)	6,885	6,780	6,770	6,503	6,503
Payroll: Salary (DM)	90,000	88,625	88,500	85,000	85,000
Permits & Fees (non-election year)	2,700	2,581	2,200	2,145	2,000
Repair & Maint (non-department)	500	125	500	-	500
Supplies	100	-	150	130	50
Telephone	410	403	410	406	400
Tree Management Program (currently Fire Dept Meas C)	-	-	-	-	1,000
Website, Internet & Doc Mangmt	1,200	1,211	500	404	500
Certain expenses allocated to other depts (1)	(52,714)	(51,794)	(51,916)	(49,155)	(48,505)
Total Expenses:	\$ 105,961	\$ 103,509	\$ 102,339	\$ 96,489	\$ 97,448
Revenues less Expenses	\$ 191,861	\$ 197,067	\$ 179,261	\$ 177,766	\$ 144,093
Loan Payment Principle:(if any)	-				
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					
	FY25/26 Budget	FY24/25 Actual (12 mos thru June)	FY24/25 Budget	FY23/24 Actual	FY23/24 Budget
Revenues					
Water Service Fee Revenue	\$ 218,800	\$ 184,323	\$ 155,000	\$ 147,610	\$ 152,000
Water Conservation Discount	(70,000)	(53,571)	(49,600)	(49,971)	(48,600)
Subtotal	\$ 148,800	\$ 130,752	\$ 105,400	\$ 97,639	\$ 103,400
Meter Reading Fee	9,000	8,762	8,930	8,431	8,540
Water Service Revenue (Misc)	1,000	1,627	500	360	500
Water Service Fee Revenues	\$ 158,800	\$ 141,141	\$ 114,830	\$ 106,430	\$ 112,440
Meter Charges (to Water Cap Impr)	84,100	82,551	83,000	79,394	77,000
Total Water Revenues	\$ 242,900	\$ 223,692	\$ 197,830	\$ 185,824	\$ 189,440
Expenses					
Allocation of General Dept Expenses	\$ 52,714	\$ 51,794	\$ 51,916	\$ 49,155	\$ 48,505
Bank Credit Card Fees (Customer)	5,800	5,617	4,500	4,423	4,500
Bookkeeping	6,600	6,154	6,530	4,650	6,140
Dues & Memberships	550	538	520	513	490
Insurance: Wcomp	1,500	1,392	1,900	1,876	1,650
Insurance: (Water-G Liab+ % Umb)	3,400	3,185	3,000	2,946	2,800
Legal Fees	1,000	-	1,000	-	1,000
Other Expenditure	1,100	14	200	-	500
Payroll: (Water Team)	30,500	29,093	30,500	29,467	30,500
Payroll: Employer Taxes	2,333	2,226	2,333	2,254	2,333
Permits & Fees	2,300	2,189	2,000	1,921	2,000
Repairs & Maintenance	18,000	23,555	13,000	12,820	10,000
Sub-contractors (Maintenance)	300	180	400	315	-
Testing (full-panel yr)	6,000	2,931	2,500	2,286	3,500
Treatment	9,000	7,896	5,000	4,143	5,000
Utilities: Electric	18,000	17,156	15,000	12,693	11,000
Utilities: Telephone	400	368	400	367	420
Total Expenses	\$ 159,497	\$ 154,288	\$ 140,699	\$ 129,830	\$ 130,338
Revenues less Expenses	\$ 83,403	\$ 69,404	\$ 57,131	\$ 55,994	\$ 59,102
Transfer Portion of Meter Revs to Pipes & Equip Reserve	\$ 44,100	\$ 42,551	\$ 43,000	\$ 39,394	\$ 37,000
Transfer Portion of Meter Revs to Lower Tank Reserve	40,000	40,000	40,000	40,000	40,000
Equal to Meter Revs	\$ 84,100	\$ 82,551	\$ 83,000	\$ 79,394	\$ 77,000
Equal to Service Revs	\$ (697)	\$ (13,147)	\$ (25,869)	\$ (23,400)	\$ (17,898)
Notes					
Meter Reading charge \$2400 + Water bookkeeping \$6600 = \$9000					

Fire Dept - Revenues less Expenses					
	FY25/26 Budget	FY24/25 Actual (12 mos thru June)	FY24/25 Budget	FY23/24 Actual	FY23/24 Budget
Revenues					
Grants for Fire (Measure W) (1)	\$ 73,000	\$ 73,282	\$ 70,000	\$ 68,513	\$ 75,000
Special Parcel Tax for Fire (1)	43,705	45,392	44,679	42,818	43,042
Other Grants/Donations(1)	-	9,840	10,000	10,000	-
Grants for Fire (Measure C) (1)	13,000	14,001	13,000	13,039	12,000
Grants for Fire (West Marin) (1)	16,800	-	8,400	16,800	16,800
Grants for Fire House (1)(2)	175,000	-	-	400,000	-
Total Revenues:	\$ 321,505	\$ 142,515	\$ 146,079	\$ 551,170	\$ 146,842
Expenses					
Emergency Preparedness/Firewise	\$ 2,500	\$ 230	\$ 2,500	\$ 467	\$ 500
Fire Equipment & Tools	2,000	1,725	4,000	1,974	5,000
Fire Training/Certification	2,000	1,440	2,000	-	2,000
Fire Truck: Fuel	700	-	-	-	-
Fire Truck: Maint/Repairs	4,000	7,836	8,000	9,876	8,000
Grant Spending	21,400	16,540	30,000	33,381	20,000
Insurance: VFIS	6,484	6,409	6,409	5,596	5,596
Insurance: WComp	3,200	(538)	3,000	2,625	3,000
Legal Fees	-	-	500	-	500
Membership Dues/Fees	320	318	320	316	320
Other Operating	1,800	1,701	3,000	1,793	3,000
Pay: Stipend-Chief (Mearsure W)	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Supplies: Medical	1,000	2,071	500	426	500
Supplies: Sta wear/Turnouts/Other	4,000	4,689	4,000	-	2,000
Utilities: Electric	250	273	320	314	220
Utilities: Phone, Radio	\$ 1,000	\$ 935	\$ 640	\$ 633	\$ 620
Total Expenses	\$ 80,654	\$ 73,629	\$ 95,189	\$ 87,401	\$ 81,256
Revenues less Expenses	\$ 240,851	\$ 68,886	\$ 50,890	\$ 463,769	\$ 65,586

Roads Dept - Revenues less Expenditures					
	FY25/26 Budget	FY23/24 Actual (12 mos thru June)	FY24/25 Budget	FY23/24 Actual	FY23/24 Budget
Revenues					
(None)	-	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Expenses					
Legal Fees (Roads)	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
Other Operating (Roads)	300	-	300	540	300
Repairs & Maint (Roads)	10,000	(2,300)	10,000	2,530	10,000
Sub-Contractors (Maintenance)	2,700	3,195	2,000	3,083	1,700
Total Expenses	\$ 14,000	\$ 895	\$ 13,300	\$ 6,153	\$ 13,000
Revenues less Expenses	\$ (14,000)	\$ (895)	\$ (13,300)	\$ (6,153)	\$ (13,000)
Capital Spending					
Lagoon Drive	\$ 40,000		\$ 40,000		
	\$ -	-	-		
Total Capital Spending:	\$ 40,000	-	\$ 40,000	-	-

Recreation Dept - Revenues less Expenses					
	FY25/26 Budget	FY24/25 Actual (12 mos thru June)	FY24/25 Budget	FY23/24 Actual	FY23/24 Budget
Revenues					
Measure A Tax Revenues (1)	\$ 45,531	\$ 46,361	\$ 43,168	\$ 46,179	\$ 43,168
Rentals	4,000	3,200	4,000	3,500	4,000
Community Center Functions +(XF) (2)	2,000	2,000	1,000	1,200	1,000
Community Center Classes (2)	-	-	-	-	-
Donations and Grants for Rec (1)	177,952	-	177,952	177,952	177,952
Total Revenues	\$ 229,483	\$ 51,561	\$ 226,120	\$ 228,831	\$ 226,120
Expenses					
Community Center Classes (2)	\$ -	\$ -	\$ -	\$ -	\$ -
Community Center Functions (2)	13,000	9,460	8,000	5,650	8,000
Grant Spending (Rec)	232,440	53,674	220,952	251,927	177,952
Insurance: Wcomp (Rec)	600	521	650	606	750
Legal Fees (Rec)	-	-	-	-	-
Other Operating	100	-	100	-	100
Pay: (Maintenance Sub-Contractors)	9,000	8,905	9,000	8,123	9,700
Pay: Rental coordinator	4,200	4,200	4,200	9,876	4,200
Payroll: (Rec)	9,100	8,949	9,200	9,075	7,950
Payroll: Employer Taxes	696	685	704	694	608
Rental Expense (CC)	500	-	500	-	500
Repairs & Maintenance	10,000	5,638	2,000	645	3,000
Supplies (CC)	1,200	1,130	1,000	453	1,000
Trails Maintenance	8,000	3,485	1,500	-	1,500
Utilities: Electric	1,300	1,203	1,000	973	800
Utilities: Phone	100	95	80	79	80
Utilities: Propane	370	37	370	70	70
Utilities: Refuse	1,400	1,222	1,700	1,464	1,500
Total Expenses	\$ 292,006	\$ 99,204	\$ 260,956	\$ 289,635	\$ 217,710
Revenues less Expenses	\$ (62,523)	\$ (47,643)	\$ (34,836)	\$ (60,804)	\$ 8,410
Notes					
(1) Use legally restricted by outside entity					
(2) Use assigned internally for specific purpose					
FY23/24					
Measure A: CC Oil deck/siding/deck glass/gutters				\$ (21,811)	\$ -
Measure A: CC Garbage Enclosure					(5,000)
Measure A: CC Parking Project				(74,698)	(64,000)
Prop 68 Grant: CC Parking Project				(155,418)	(177,952)
Total Capital Spending:				\$ (251,927)	\$ (246,952)
FY24/25					
Measure A: CC Deck Curtains		\$ -	\$ (10,000)		
Measure A: Trail Improvement-S-C		(11,170)	(13,000)		
Measure A: Garbage Enclosure		(4,350)	(5,000)		
Measure A: CC Parking - 2 Prelim		-	(15,000)		
Total Measure A Spending:		\$ (15,520)	\$ (43,000)		
Prop 68 Grant: CC Parking Project		\$ (6,509)	\$ (177,952)		
Total Capital Spending:		\$ (22,029)	\$ (220,952)		
FY25/26					
Measure A: CC Deck Closures	\$ (10,000)				
Measure A: Trail Improvement					
Measure A:					
Measure A: CC Parking - 2	\$ (44,488)				
Total Measure A Spending:					
Prop 68 Grant: CC Parking Project	\$ (177,952)				
Total Capital Spending:	\$ (232,440)				

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 (6/30/2025)	\$ 1,387,719	\$ 248,280	\$ 233,334	\$ 102,200	\$ (87,254)	\$1,139,439	\$ 247,816	\$ 893,679	\$ -	\$ (2,056)
Cash Flows from Operations										
Revenues less Expenses	\$ 439,592	\$ 83,403			\$ 83,403	\$ 356,189	191,861	240,851	(14,000)	(62,523)
Cash Flows from Investing										
New Capital Assets	\$(1,002,000)	\$ (35,000)		\$ (35,000)		\$ (967,000)		(900,000)	(40,000)	(27,000)
Cash Flows from Financing										
Inter Dept. Transfers	\$ -		\$ 40,000	\$ 44,100	(84,100)	\$ -				
Ending Cash (6/30/2026)	\$ 825,311	\$ 296,683	\$ 273,334	\$ 111,300	\$ (87,951)	\$ 528,628	\$ 439,677	\$ 234,530	\$ (54,000)	\$ (91,579)