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 22, 2026 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: Steven Shaffer (Board President), Nikola Tede (Board Vice-President), Leighton Hills (Director), Chritine Lam (Director), and David Taylor (Director)
Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)

Item 2: Approval of Agenda

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

Item(s) not included in this agenda:

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 6/30/26. *(See attached)*
B. Approval of Draft Minutes from Regular Board Meeting on 7/1/26. *(See attached)*
C. Approval of Resolution No. 2026-3 Conflict of Interest (renewal) *(See attached)*

Item 4: Items Removed from Consent Calendar

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

Item 5: District Manager Report – Mary Halley

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

Item 6: FY26-27 Final Draft-Budget - Approval

The proposed FY26-27 Final draft-Budget will be presented by the District Manager for any further discussion and final approval. (*See attached FY26-27 Final Draft-Budget)*

Item 7: 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 8: Recognitions & Board Member Items

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

Item 9: Next Meeting Date and Adjournment

Next Board Meeting Date: Wednesday, September 23, 2026

Muir Beach Community Services District
Balance Sheet
As of June 30, 2026

Accrual Basis

		Jun 30, 26
ASSETS		
Current Assets		
Checking/Savings		
Charles Schwab 6797		
CS Fire	500,000	
CS Lower Tank Reserve	240,001	
CS General Fund	89,999	
CS Pipes & Equip Reserve	70,000	
Charles Schwab 6797 - Other	35,064	
Total Charles Schwab 6797		935,064
TriC Checking		
TriC General Fund	288,842	
TriC Lower Tank Reserve	33,333	
TriC Pipes & Equip Reserve	30,823	
TriC Measure A	(12,295)	
TriC Water	(121,950)	
TriC Fire	(130,253)	
Total TriC Checking		88,500
Total Checking/Savings		1,023,564
Other Current Assets		
Due from Water Ops to Gen'l Fd		121,950
Undeposited Funds		1,827
Prop 68 for reimbursement		1,349
Total Other Current Assets		125,126
Accounts Receivable		
Receivables		7,495
Total Accounts Receivable		7,495
Total Current Assets		1,156,185
Fixed Assets		
Other Fixed Assets		
Road Improvements	1,670,998	
Buildings - Fire Station	938,732	
Land	755,573	
Buildings	609,384	
Playground Upgrades	173,427	
Equipment	149,820	
Land - Fire Station	147,918	
Equipment - Fire Trucks	103,871	
Electric Gate	9,927	
Furniture & Fixtures - CC	7,684	
Shed Roof	(0)	
Accumulated Depreciation	(1,679,736)	
Total Other Fixed Assets		2,887,598
Water System Assets		
100-Year Equipment Post 2008	651,666	
Historic Water System Equipment	504,638	
40-Year Equipment Post 2008	410,506	
15-Year Equipment Post 2008	55,727	
10-Year Equipment Post 2008	36,291	
Mains and Valves (historic)	34,973	
Wells (historic)	21,620	
Equipt and Controls (historic)	0	

Muir Beach Community Services District
Balance Sheet
As of June 30, 2026

Accrual Basis

	Jun 30, 26
Other Water System Assets	0
20-Year Equipment Post 2008	(0)
5-Year Equipment Post 2008	(0)
Accumulated Depreciation	(819,574)
Total Water System Assets	895,847
Invested in Capital Assets	(2,122,568)
Total Fixed Assets	1,660,877
TOTAL ASSETS	2,817,062
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to Gen'l Fd from Water Ops	121,950
Total Other Current Liabilities	121,950
Accounts Payable	
Accounts Payable	43,920
Total Accounts Payable	43,920
Credit Cards	
Credit Card	2,230
Total Credit Cards	2,230
Total Current Liabilities	168,100
Total Liabilities	168,100
Equity	
Retained Earnings	1,176,574
Gov't Net Position	944,663
Net Income	527,725
Total Equity	2,648,962
TOTAL LIABILITIES & EQUITY	2,817,062

4:09 PM

07/16/26

Accrual Basis

Muir Beach Community Services District
Profit & Loss - Excluding Water (Operations, WCI)
June 2026

			Jun 26	
Income				
Combined Tax Revenues				
Property Tax Revenues				
Property Tax Revenues	6,620			
Total Property Tax Revenues		6,620		
Measure C Rev-Fire				
Measure C - D Space	2,809			
Measure C - Local	2,809			
Total Measure C Rev-Fire		5,617		
$200 Parcel Tax for Fire		2,277		
Total Combined Tax Revenues			14,515	
Interest Income			3,323	
Lease Income			2,812	
Recreational Activities Income				
Rental Income		750		
Total Recreational Activities Income			750	
Total Income			21,400	
Expense				
Payroll Expenses				
Wages		5,263		
Workers' Compensation Insurance		3,977		
Employer Payroll Taxes		863		
Payroll Service		153		
Total Payroll Expenses			10,255	
Grant Spending				
Measure C - Local Spending		7,500		
Total Grant Spending			7,500	
Community Classes & Functions				
Community Center Functions		2,749		
Rental Expense		350		
Total Community Classes & Functions			3,099	
Fire Dept Expenses				
Fire Chief Stipend		2,500		
Uniforms & Stationwear		339		
Fire Truck Repair & Maint		137		
Phone, Radio Link for Bolinas		55		
Total Fire Dept Expenses			3,031	
Grounds Maintenance/Gardening			1,350	
Health Insurance			1,170	
Bookkeeping			1,063	
Repairs & Maint (non-water)			475	
Dues & Memberships			300	
Utilities				
Electric		135		
Refuse Service		38		
Telephone		22		
Total Utilities			194	
Office and Postage			116	
Bank Fees & Credit Card Fees			65	
Other Operating Expenses			26	
Meeting Expense			17	

Muir Beach Community Services District
Profit & Loss - Excluding Water (Operations, WCI)
June 2026

	Jun 26
Website Hosting & Maintenance	5
Total Expense	28,667
Net Income	(7,267)

Muir Beach Community Services District
Profit & Loss - Water (Operations,WCI)
June 2026

		Jun 26
Income		0
Expense		
Payroll Expenses		
Wages	6,017	
Workers' Compensation Insurance	1,359	
Total Payroll Expenses		7,376
Water Enterprise		
Water Expense & Repairs	3,908	
Water Testing	153	
Total Water Enterprise		4,061
Utilities		
Electric	1,431	
Telephone	7	
Total Utilities		1,438
Bookkeeping		255
Bank Fees & Credit Card Fees		20
Total Expense		13,150
Net Income		(13,150)

Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
June 2026

Date	Name	Memo	Amount
Bank Fees & Credit Card Fees			
06/02/2026	Intuit Payment Soln Acct Fee		20
06/11/2026	TriCounties Bank	incoming wire fee	15
06/11/2026		Service Charge	50
Total Bank Fees & Credit Card Fees			85
Bookkeeping			
06/30/2026	Mullin, Sharon	Bookkeeping/water billing	1,063
06/30/2026	Mullin, Sharon	Bookkeeping/water billing	255
Total Bookkeeping			1,318
Dues & Memberships			
06/25/2026	Marin County Tax Collector	LAFCO charges FY 2026-27	300
Total Dues & Memberships			300
Fire Dept Expenses			
Fire Truck Repair & Maint			
06/18/2026	Marin County Tax Collector	5-26 fuel charges	137
Total Fire Truck Repair & Maint			137
Phone, Radio Link for Bolinas			
06/11/2026	CalNet	Phone @ fire barn; 415 380-9627	55
Total Phone, Radio Link for Bolinas			55
Total Fire Dept Expenses			193
Health Insurance			
06/14/2026	CALPERS	Halley	1,170
Total Health Insurance			1,170
Office and Postage			
06/24/2026	North Bay Computer Systems, Inc	Reconnect backup share	116
Total Office and Postage			116
Other Operating Expenses			
06/30/2026	Mullin, Sharon	Parking & tolls	26
Total Other Operating Expenses			26
Payroll Expenses			
Workers' Compensation Insurance			
06/15/2026	SDRMA	Board members	72
06/15/2026	SDRMA	DM	1,671
06/15/2026	SDRMA	Fire	1,689
06/15/2026	SDRMA	Rec	546
06/15/2026	SDRMA	Water	1,359
Total Workers' Compensation Insurance			5,335
Total Payroll Expenses			5,335
Repairs & Maint (non-water)			
06/12/2026	Alcala, Jose - v	firewood delivery, misc repairs	430
06/12/2026	Alcala, Jose - v	repair handrail	45
Total Repairs & Maint (non-water)			475
Utilities			
Electric			
06/24/2026	PG&E Pumping from Wells 745-7		1,057
06/16/2026	SMITH, Brent (1104)	Credit for electricity usage	8
06/24/2026	PG&E at Comm Ctr 019-6	Electric - Community Center (Net of Solar)	102
06/24/2026	PG&E Firehouse 226-2	Electric - Firehouse	33
06/24/2026	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Ta...	366

Muir Beach Community Services District
Expenditures excl Payroll & Cap Assets
June 2026

Date	Name	Memo	Amount
Total Electric			1,565
Refuse Service			
06/05/2026	United Site Services, Inc.	Portable restroom - Volleyball court	38
Total Refuse Service			38
Telephone			
06/01/2026	Ooma	Telephone	7
06/04/2026	Ooma	Telephone	7
06/17/2026	Ooma	Telephone	7
06/29/2026	Ooma	Telephone	7
Total Telephone			29
Total Utilities			1,632
Water Enterprise			
Water Expense & Repairs			
06/29/2026	Rauh, Jon	Bee removal & repair at pumphouse	735
06/24/2026	Hanna Instruments	Chlorine reagent kit	409
06/10/2026	Ferguson Enterprises	Fire hose, chlorine neutralizer tablets	407
06/12/2026	Alcala, Jose - v	meter replacements, other repairs	1,255
06/30/2026	Blank, Stephanie	Water team mileage for FY 25-26 + supplies	565
06/12/2026	Alcala, Jose - v	work done at lower tank	538
Total Water Expense & Repairs			3,908
Water Testing			
06/09/2026	Brelje and Race Laboratories, Inc.	Monthly bacs	153
Total Water Testing			153
Total Water Enterprise			4,061
TOTAL			**14,711**

Muir Beach Community Services District
Expenditures for Fixed Assets
As of June 30, 2026

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				
08/14/2025		Rodas Trucking, Inc. DBA Roda...	New water main on Lagoon Drive	1,948.05
08/14/2025	5262	Rodas Trucking, Inc. DBA Roda...	New water main on Lagoon Drive	8,257.00
09/10/2025		Rodas Trucking, Inc. DBA Roda...	3 new water valves at Starbuck Extension	19,750.00
Total 40-Year Equipment Post 2008				29,955.05
20-Year Equipment Post 2008				
Total 20-Year Equipment Post 2008				
15-Year Equipment Post 2008				
10/16/2025		SCADAmetrics	New water meter for lower tank	1,184.01
11/04/2025	179943	Jerry & Don's Yager Pump & W...	New water meter at lower tank	9,599.01
Total 15-Year Equipment Post 2008				10,783.02
10-Year Equipment Post 2008				
11/19/2025		Jerry & Don's Yager Pump & W...	2002 well - new pump	456.54
12/11/2025	180838	Jerry & Don's Yager Pump & W...	2002 well pump replacement	4,108.91
Total 10-Year Equipment Post 2008				4,565.45
5-Year Equipment Post 2008				
Total 5-Year Equipment Post 2008				
Other Water System Assets				
Total Other Water System Assets				
Total Water System Assets				45,303.52
Other Fixed Assets				
Playground Upgrades				
Total Playground Upgrades				
Land				
Total Land				
Land - Fire Station				
Total Land - Fire Station				
Buildings				
07/23/2025		NorCal Superior Systems	Deposit for new septic tank and abandonment of old	2,381.50
09/30/2025		NorCal Superior Systems	Progress payment on septic tank	7,000.00
12/27/2025	167	NorCal Superior Systems	Final payment on septic tank	17,891.50
04/07/2026		County of Marin	CC septic leach field permit	1,138.00
Total Buildings				28,411.00
Buildings - Fire Station				
07/01/2025		Damazio Excavating, Inc.	Deposit & mobilization for demo of concrete pad	13,000.00
07/11/2025		Meridian Surveying Engineering...	Deposit - pre-construction survey	1,500.00
07/21/2025		Miller Pacific Engineering Group	Geotechnical svcs	330.00
07/24/2025		Damazio Excavating, Inc.	Balance due on cement pad demo	13,755.00
07/31/2025	30083	Meridian Surveying Engineering...	Balance due - pre-construction survey	2,555.00
08/01/2025	3648	LTD Engineering, Inc	Revise drawings per geotechnical review	517.50
08/05/2025		Blue Print Mart	Plans for contractor	178.93

Muir Beach Community Services District
Expenditures for Fixed Assets
As of June 30, 2026

Date	Num	Name	Memo	Amount
09/17/2025	783552	Greenburg Glusker	Gen'l contractor contract negotiations	4,083.75
10/08/2025	784772	Greenburg Glusker	Gen'l contractor contract negotiations	11,368.12
11/11/2025	787093	Greenburg Glusker	Gen'l contractor contract negotiations	11,559.37
12/05/2025	789201	Greenburg Glusker	Gen'l contractor contract negotiations	1,306.25
01/22/2026	1	Rauh, Jon	Gen'l contractor Invoice 1	40,653.54
02/09/2026	3068...	Water Components & Building ...	Reroute elec lines under pad	340.86
02/11/2026		Home Depot	LAN rerouting at firehouse	397.82
02/11/2026		Home Depot	LAN rerouting at firehouse	59.48
03/03/2026	3068...	Water Components & Building ...	Reroute drain - firehouse cement pad	831.95
03/06/2026	MBF-...	Rauh, Jon	Gen'l contractor	18,599.80
03/06/2026		Golden State Lumber	Materials for firehouse	112.95
03/10/2026	3068...	Water Components & Building ...	Materials for water line reroute	3,557.56
03/10/2026	3068...	Water Components & Building ...	Materials for water line reroute	776.85
03/11/2026	3068...	Water Components & Building ...	Materials for water line reroute	41.66
03/12/2026	3068...	Water Components & Building ...	Materials for water line relocation	256.38
03/12/2026	3068...	Water Components & Building ...	Materials for water main relocation	116.42
03/12/2026	3068...	Water Components & Building ...	Materials for water main relocation	484.50
03/13/2026		Water Components & Building ...	Materials for water main relocation	221.42
03/25/2026	3068...	Water Components & Building ...	Materials for utilities relocation - CO	433.32
03/26/2026	3068...	Water Components & Building ...	Materials for utilities relocation	141.33
03/30/2026		Water Components & Building ...	Materials for utilities relocation	176.53
04/03/2026		Rauh, Jon	Gen'l contractor Inv #3	166,218.92
04/10/2026		HQ Fuels	Fuel to drive to pick up foam	146.98
04/10/2026		Coatings Hub NorCal	Insulation foam for under concrete slab	3,989.70
04/28/2026		Goodman Building Supply	Fencing for firehouse	74.27
04/30/2026	3068...	Water Components & Building ...	elec materials	231.58
05/01/2026	100	Acevedo & Longfellow LLP	Legal & fees	952.00
05/05/2026	39850	Miller Pacific Engineering Group	Inspection services	7,392.76
05/06/2026		Rauh, Jon	Gen'l contractor Inv #4	169,330.14
05/06/2026	3069...	Water Components & Building ...	drains	915.36
05/07/2026	3069...	Water Components & Building ...	storm drain materials	1,439.22
05/07/2026		Water Components & Building ...	water supply install materials	237.97
05/14/2026	3069...	Water Components & Building ...	storm drain materials	1,425.94
05/18/2026		Water Components & Building ...	sewer and drain materials	422.40
05/22/2026	3069...	Water Components & Building ...	electrical materials	233.25
06/01/2026	3069...	Water Components & Building ...	wall drain materials	291.52
06/01/2026	3069...	Water Components & Building ...	wall drain materials	1,102.06
06/01/2026	107	Acevedo & Longfellow LLP	Legal & fees	2,184.00
06/01/2026		Water Components & Building ...		-2.60
06/02/2026	2024...	Damazio Excavating, Inc.	Earthwork, drains, electrical, driveway grading	22,650.00
06/09/2026		Marin County Public Works Dept	Encroachment permit fee	1,599.16
06/11/2026		North Coast Concrete	Balance due on cement contract plus prevailing wa...	123,147.00
06/12/2026	8012...	Marin Emergency Radio Authority	MERA conduit relocation	-6,100.00
06/15/2026		Water Components & Building ...	utility construction materials	1,170.37
06/16/2026		American Building J&S	Deposit on building installation agreement	7,840.00
06/17/2026	CO#20	Damazio Excavating, Inc.	Prevailing wages correction	145,788.20
06/17/2026		Damazio Excavating, Inc.		-2,942.03
06/23/2026		Water Components & Building ...	Material for wall drain	504.87
06/25/2026		Water Components & Building ...		-85.53
06/26/2026		Metacero Build	Progress payment on metal building structure	32,101.16
Total Buildings - Fire Station				809,614.96
Equipment				
Total Equipment				
Equipment - Fire Trucks				
Total Equipment - Fire Trucks				
Electric Gate				
Total Electric Gate				
Furniture & Fixtures - CC				
Total Furniture & Fixtures - CC				
Road Improvements				
08/14/2025		Rodas Trucking, Inc. DBA Roda...	Raise & resurface Lagoon Drive	4,545.55
08/14/2025	5262	Rodas Trucking, Inc. DBA Roda...	Raise & resurface Lagoon Drive	41,455.00

Muir Beach Community Services District
Expenditures for Fixed Assets
As of June 30, 2026

Date	Num	Name	Memo	Amount
Total Road Improvements				46,000.55
Shed Roof				
Total Shed Roof				
Total Other Fixed Assets				884,026.51
TOTAL				**929,330.03**

COMPENSATION REPORT

Name		7/1/2024 to 6/30/2025	7/1/2025 to 6/30/2026	Notes
Halley	Mary	88,625	90,000	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	Stephanie	12,497	15,617	$486/month for daily monitoring, $354 if meter reading done, $39.75/hour for additional hours.
Blank	Thiemo	14,667	11,495	$486/month for daily monitoring, $354 if meter reading done, $39.75/hour for additional hours.
Karel	Ernst	1,929	6,350	$972/month for daily monitoring, $354 if meter reading done, $39.75/hour for additional hours.
Gonzales	Juana	5,949	6,156	Hourly rate increased 11/13/2012 to $18/hr from $15/hr.
Pearlman	Harvey	3,000	3,000	Change in job desc: water manager to consultant effective June 2017. Annual salary: $2,400, to $3,000 5/24
		$ 126,667	$ 132,618	

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

General - Revenue and Expenses Apportioned To All Departments

6/30/2026

Gen Revenue	Category		FY25/26 Budget	FY25/26 Actual	% of Budget
	Property Taxes (Unassigned)		155,000	156,891	101%
	Excess ERAF (Unassigned)		110,000	113,733	103%
	Grants/donations (Unaassigned)			60	
	Interest Income (Unassigned)		50	35,775	71550%
	Lease Income		32,772	32,772	100%
	Gen Revenue Total:		***297,822***	***339,231***	**114%**

Gen Expense	Category		FY25/26 Budget	FY25/26 Actual	% of Budget
	Audit (incl fees+bookkeeping)	*	12,000	12,788	107%
	Banking Fees (District-Pos Pay)		600	665	111%
	Bookkeeping		12,000	12,695	106%
	Dues & Memberships		2,700	3,570	132%
	Insurance (Board Workers Comp)		80	72	90%
	Insurance (DM Health)	*	13,000	13,758	106%
	Insurance (DM Workers Comp)	*	1,700	1,743	103%
	Insurance (Umbrella)		6,400	7,198	112%
	Interest Expense		-		
	Legal Fees		1,000	-	0%
	Meetings (inc Minutes)	*	1,600	954	60%
	Office & Postage	*	4,500	9,559	212%
	Other Operating		400	386	97%
	Payroll (DM) - Total	*	90,000	90,000	100%
	Payroll Employer Taxes (DM)	*	6,885	6,885	100%
	Payroll Service	*	2,400	2,295	96%
	Permits & Fees		2,700	2,041	76%
	Repair & Maint (non-water)		500	615	123%
	Supplies		100	526	526%
	Tree Management Program		-		
	Utilities (Telephone-RingCentral)		410	402	98%
	Website & Document Managment	*	1,200	524	44%
	General Expense Total:		***160,175***	***166,676***	**104%**
	General Expenses (Net of Dept Allocations Total:		***106,861***	***111,274***	**104%**
	General Balance (Prior to Dept Allocations) :		***137,647***	***172,555***	**125%**
	Gen Balance (After Dept Allocations):		***190,961***	***227,957***	**119%**
	Loan Payment(None):		**-**	**-**	**0%**
	Gen Balance (After Loan Payment):		***190,961***	***227,957***	

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)*

Water Department

6/30/2026

Water Revenue	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Water Service Revenue	218,800	202,419	93%
	Water Conservation Discount	(70,000)	(58,465)	84%
	Meter Reading Fee	9,000	8,911	99%
	Water Service Revenue (Misc)	1,000	450	45%
	Water Service fee Net Revenue	158,800	153,315	97%
	Meter Charge (CIP Reserves)	84,100	83,927	100%
	Connection Fees	-	-	
	Donations & Grants	-	-	
	Water Revenue incl Meter Charge:	**242,900**	**237,242**	**98%**
	Move Meter Charge to Reserves:	(84,100)	(55,893)	66%
	Water Operations Revenue:	***158,800***	***181,349***	**114%**
	Water CIP (PE Reserves):	***44,100***	***43,927***	**100%**
	Water CIP (LT Reserves):	***40,000***	***40,000***	**100%**

Water Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	General Expenses (40% Share):*	***53,314***	**55,402**	104%
	Audit	4,800	5,115	107%
	Health Insurance (DM)	5,200	5,503	106%
	Insurance (Workers Comp)	680	697	103%
	Meetings (incl Minutes)	640	382	60%
	Office & Postage	1,800	3,824	212%
	Payroll (DM) - Total	36,000	36,000	100%
	Payroll Employer Taxes (DM)	2,754	2,754	100%
	Payroll Service	960	918	96%
	Website & Doc Management	480	210	44%
	Gen Exp (Water Ops 40% Share):	***53,314***	***55,402***	**104%**
	Dedicated Expenses:			
	Bank & Credit Card Fees(Customer)	5,800	5,883	101%
	Bookkeeping (Water)	6,600	5,776	88%
	Dues & Memberships (Water)	550	475	86%
	Insurance (Wcomp)	1,500	1,359	91%
	Insurance (Water)	3,400	3,876	114%
	Legal Fees (Water)	1,000	-	0%
	Other Operating (Water)	1,100	1,844	168%
	Payroll (Water Team)	30,500	33,462	110%
	Payroll Employer Taxes	2,333	2,560	110%
	Permits & Fees	2,300	2,764	120%
	Rep & Maint incl Grant Spending	25,000	43,888	176%
	Subcontractors	300	405	135%
	Testing	6,000	6,892	115%

Water Department

	6/30/2026		
Treatment	9,000	5,264	58%
Utilities: Electric (Water)	18,000	18,069	100%
Utilities: Telephone (Water-Ooma)	400	208	52%
Dedicated Expense Sub-Total:	***113,783***	***132,725***	***117%***
Water Operations Expense Total:	***167,097***	***188,127***	***113%***
Water Conservation Reserve (Beginning Balance):	***70,000***	***70,000***	
Water Conservation Reserve (Discounts):	***(70,000)***	***(58,465)***	***84%***
Water Conservation Reserve (Ending balance):	***-***	***11,535***	
Water Operations Balance :	***(8,297)***	***(6,778)***	***82%***
Water Capital Improvements (Beginning PE Balance):	***102,200***	***102,200***	
Water Capital Improvement (Balance to PE Reserves):	***44,100***	***43,927***	***100%***
Water Capital Improvement (Capital spending):	***(35,000)***	***(45,304)***	***129%***
Water Capital Improvement (Change to PE Reserve):	***111,300***	***100,823***	***91%***
Water Capital Improvements (Beginning LT Balance):	***233,334***	***233,334***	
Water Capital Improvement (Balance to LT Reserves):	***40,000***	***40,000***	***100%***
Water Capital Improvement (Change to LT Reserve):	***273,334***	***273,334***	***100%***
Water Capital Improvement (Net PE and LT Reserves):	***384,634***	***374,157***	***97%***

Notes: *Meter Reading Charge ($2400) + Water Bookkeeping ($6600) = $9000*

Roads Department

6/30/2026

Roads Revenue	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Fees for Roads	-		
	Donations for Roads	-		
	Grants for Roads	-	-	
	Roads Operations Revenue Total:	-	-	

Roads Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Gen Exp (10% Share): p/project			
	Dedicated Expenses:			
	Repairs & Maintenance (Roads)	10,000	15,596	156%
	Pay (Maintenance Sub-Contractor)	2,700	4,635	172%
	Legal Fees (Roads)	1,000	-	0%
	Other Operating (Roads)	300	70	23%
	Payroll (Roads)	-	-	
	Payroll Employer Taxes (Roads)	-	-	
	Payroll (WC-Roads)	-	-	
	Supplies (Roads)	-	161	
	Dedicated Expense Sub-Total:	***14,000***	***20,462***	**146%**
	Roads Operations Expense Total:	***14,000***	***20,462***	**146%**
	Roads Operations Balance:	***(14,000)***	***(20,462)***	**146%**
	Capital Spending:	46,000	46,000	
	Capital Expenditures			
	Total Capital Project Balance:	-	-	-

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

Fire Department

6/30/2026

Fire Revenue	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Special Parcel Tax for Fire	43,705	44,864	103%
	Grants/Donations for Fire (Misc)	-	- -	
	Grants for Fire (Measure C)	13,000	14,019	108%
	Grants for Fire (Measure W)	73,000	75,715	104%
	Grants for Fire (FVA Firehouse)	188,000	190,000	
	Grants for Fire (West Marin)	16,800	16,800	100%
	Fire Revenue incl Cap Imp Rev:	***334,505***	***341,398***	102%
	Deduct Cap Imp Revenue:	*(188,000)*		
	Fire Operations Revenue:	***146,505***	***341,398***	233%

Fire Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Dues: Membership	320	318	99%
	Emergency Preparedness	2,500		0%
	Fire Chief Stipend	30,000	30,000	100%
	Fire Equip & Tools	2,000	105	5%
	Fire Training/Certification	2,000	911	46%
	Fire Truck Maint & Repair	4,000	3,842	96%
	Fire Truck: Fuel	700		0%
	Grant Spending	21,400	8,600	40%
	Insurance: VFIS	6,484	7,156	110%
	Insurance: Workers Comp	3,200	1,306	41%
	Legal	-	3,056	
	Other Operating (Fire)	1,800	1,759	98%
	Supplies: Medical	1,000		0%
	Supplies: Sta wear/Turnouts	4,000	339	8%
	Utilities: Electric	250	300	120%
	Utilities: Phone, Radio	1,000	622	62%
	Credit Card Receipts Outstanding		-	
	Dedicated Expense Sub-Total:	***80,654***	***58,314***	**72%**
	Fire Operations Expense Total:	***80,654***	***58,314***	**72%**
	Fire Operations Balance:	***65,851***	***283,084***	**430%**
	Fire Station Donations/Grants	***630,000***	***730,000***	
	Fire Station Expenditures	***630,000***	***730,000***	
	Funds Remaining	-	-	

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

Recreation Department

6/30/2026

Rec Revenue	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	Community Center Classes	-	-	
	Community Center Functions (+XF)	2,000	2,025	101%
	Grants/Donations for Rec	177,952	-	0%
	Measure A Tax	45,531	47,446	104%
	Rentals	4,000	5,000	125%
	Rec Operations Revenue Total:	***229,483***	***54,471***	***24%***
	Rec Ops non-Measure A Total:	***183,952***	***7,025***	***4%***

Rec Expense	Category	FY25/26 Budget	FY25/26 Actual	% of Budget
	General Expenses (0% Share):	NA	NA	NA
	Dedicated Expenses:			
	Community Center Classes	-	-	
	Community Center Functions	13,000	12,977	100%
	Grant Spending (Rec)	232,440	11,020	
	Grounds Maintenance	14,400	11,610	81%
	Legal Fees (Rec)	-	2,156	
	Measure A Projects	-	10,020	
	Other Operating (Rec)	100	-	0%
	Payroll (Rec)	9,100	9,156	101%
	Payroll (Rental Coordinator)	4,200	4,534	108%
	Payroll (WC-Rec)	600	546	91%
	Payroll Employer Taxes (Rec)	696	700	101%
	Rental Expenses (CC)	500		0%
	Repairs & Maintenance (Rec)	10,000	2,595	26%
	Supplies (CC)	1,200	1,648	137%
	Trails Maintenance	8,000	8,583	107%
	Utilities: Elec (CC)	1,300	1,427	110%
	Utilities: Phone (CC-Ooma)	100	118	118%
	Utilities: Propane (CC)	370	118	32%
	Utilities: Refuse (Rec)	1,400	1,486	106%
	Dedicated Expense Sub-Total:	***297,406***	***78,694***	***26%***
	Non-Measure A Expense Total:	***284,406***	***67,674***	***24%***
Rec Ops Balance(including Restricted Revenue):		***(67,923)***	***(24,223)***	***36%***
Rec Ops Balance(non-Meassure A)):		***(100,454)***	***(60,649)***	***60%***

	Budget	Actual
Budget for Capital Spending:		
Measure A: CC Playgound Rehab	***-***	***10,020***
Measure A: CC Deck Enclosures	***10,000***	
Measure A:Trail Improvement	***-***	***-***
Measure A: CC Parking Project	***44,488***	
Prop 68: Parking Project	***177,952***	***-***
Total Spending:	***232,440***	***10,020***

MUIR BEACH COMMUNITY SERVICES DISTRICT
Minutes of the Board of Directors' meeting held on
Wednesday, July 1, 2026
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.

<u>Item 1: Call to Order</u>
Meeting is called to order at 7:05

Board: Steven Shaffer (Board President), Nikola Tede (Board Vice President), Leighton Hills (Director), Christine Lam (Director), David Taylor (Director)
Staff: Mary Halley (District Manager), Chris Gove (Fire Chief), Ernst Karel (Meeting Secretary)

<u>Item 2: Approval of Agenda</u>
Item(s) not included in this agenda: None.

MOTION:	To approve the agenda
Moved:	Hills, seconded by Tede
Vote:	AYES: Unanimous.

<u>Item 3: Consent Calendar</u>
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 4/30/26. (See attached)
B) Approval of Draft Minutes from Regular Board Meeting on 1/21/26. (See attached)
C) Approval of Draft Minutes from Regular Board Meeting on 3/25/26. (See attached)
D) Approval of Draft Minutes from Special Board Meeting on 5/6/26. (See attached)
E) Approval of Resolution 2026-2 Authorization to Hold Board Elections 11/3/2026 (See attached)

MOTION:	To approve the consent calendar as submitted.
Moved:	Hills, seconded by Taylor
Vote:	AYES: Unanimous.

<u>Item 4: Items Removed from Consent Calendar</u>
None

<u>Item 5: Upper Park Trail – Continuing Discussions and Updates Regarding Upper Park Trail Improvements for Possible Approval or Further Direction</u> – Directors Hills and Lam
The topic of a proposed trail project for the Upper Seacape Park will continue as a carryover topic from the March meeting. Since the last discussions, we have now learned that any project would be subject to prevailing wage requirements (labor union wages) which would significantly increase its cost. The trail consultant will not be available or present for this meeting.

Hills: the CSD is now subject to paying prevailing wages, which is a new era for the CSD. Different from living wage: it's labor union wages. Originally estimated cost of project at $80K, this would take it up to 150K, and we don't have funds for that. So, the proposal is now simply to (1) close entrance with a gate and (2) do maintenance to restore the most deeply eroded "bobsled" area, and that's about all.

Tede would also like the board to put in a staircase at the entry. Hills comments that's possible but we would need to regroup. In addition, the area around the gate would be improved to prevent fast bicycle access, including chicanes and address erosion in the bobsled area. Gove offers to coordinate with USAA and to put in the gate himself using the ASV to dig postholes. Hills suggests that after a few months of experience, we'll come back and revisit this with an expanded maintenance basis. Hills suggests that Christine and he be designated to exercise their judgement as to cost.

MOTION: Hills and Lam are authorized to implement plan as just discussed
Moved: Lam, seconded by Taylor
Vote: AYES: Unanimous.

<u>Item 6: Muir Beach Friends & Neighbors Group Presentation</u> – Ralph Rogers

Roger gives an overview of the group and what they've been doing and hope to do. The group arose out of Elderberries post-COVID. Roger and Susannah Kennedy are the current co-chairs. They've taken a keen interest in community-building, researching and reaching out to groups like Blue Zones Petaluma, The Weavers, Hey Neighbor (Colorado), and the Buck Institute to gain insights into what kinds of community-building strategies could be implemented here in Muir Beach. Ongoing activities include a popular speaker series, film nights, updating the print directory, and supporting bistro café and an open mic night.

They are making three requests of the CSD:

1. They plan to restart annual community dinner, and have it be kickoff of the Community Center's 50th b-day this year. Sept 19. Propose that CSD supports this at the same level they support solstice/day of dead, $2500.
2. To support programming, requesting additional ongoing funding of $2000/year.
3. Would like to collaborate with CSD to make proposal to West Marin fund that supports groups like ours. This month we'll be conducting focus-like groups to determine what for. Asking for a letter of endorsement from the CSD.

Discussion ensues, including detailed questions about the finances of both the Friends & Neighbors and of the CSD.

MOTION: To approve all three items.
Moved: Tede, seconded by Taylor
Vote: AYES: Unanimous.

<u>Item 7: Fire Chief Report including brief BBQ and Fire House Fundraising Update</u> – Chris Gove

Fire Chief Chris Gove will present his report along with quick update on BBQ and Firehouse fundraising and potential grants. *The report is included in the meeting packet.*

The BBQ raised $40-42,000, which is light but back to historical average.

Item 8: District Manager Report – Mary Halley
District Manager Mary Halley will present brief highlights from her DM report, including Firehouse project update (see attached). Her report, as always, is available in full as part of each meeting packet at https://muirbeachcsd.com/meetings/ *.*

Highlights:
Update on Marin Water Seasonal Intertie possibility: the Marin Supervisors are debating whether to approve waiving the moratorium that usually goes into place after the road is built. That would give enough time for the intertie project to go out for grants. So, it's still possibly alive.

Hydrant work, some major repairs were done on some pipelines that were leaking. Unaccounted water use went from 32% down to 8%, which is very low.

Had a wave of meters needing to be replaced.
Still looking into having pipes raised up under the bridge, asking contractors for quotes. Most are nervous about working on the electrical, but Damazio is working on a quote.
Erosion happening under the road on Charlotte's Way, want to resolve before next rain.
Cross connection control specialist meeting yesterday, went well.

Parks & Trails: put in for Measure A for $20K for upper trail park project, and another amount for deck curtains at CC.

Updating the directory, which will be reprinted for anniversary. We've had a lot of houses turn over with new residents coming in.

A discussion ensued on the topic of people reimbursing the CSD for road maintenance after heavy use by heavy machinery.

Item 9: FY2026-27 Draft-Budget – First review
The first reading of the proposed FY2026-27 Draft-Budget will be presented by the District Manager for further discussion and preliminary review. *(See attached FY2026-27 Draft-Budget for May2026)* The Budget Hearing and final approval of the FY2026-27 Budget will be at the July 22, 2026 Board meeting.

Halley notes that although they've been diligently working to make the water department pay for itself, and this year enacted a 15% increase in service fee, and yet the water revenues came in at 7% under. Water is very inelastic. We also raised the discount tiers, but that only affected the highest users. We've only had three billing periods since the adjustment, which were during the winter, so we'll have to see what happens with summer months when people may be using the water for irrigating.

Taylor asks about the Grants for Fire from Measure C listed under Fire Revenue, about why that's categorized there since it's funds that don't go to the fire department but are used by the CSD for other purposes. Halley clarifies that it's because it's the Fire Dept that gets the grant, and then in spending it's categorized under grant spending.

Item 10: Public Comment (if any) for Closed Session

None

Item 11: 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 12: Reconvene in Open Session

The board agreed to give DM Halley a raise.

Item 13: Public Open Time

Shaffer: do we have a committee that handles what the fees are for the Community Center for people to use? Halley: The board has approved all the rates. Last revision of rates, around COVID, they were reduced quite a bit, because no outside rentals etc. Shaffer would like to see them reduced. It's $250 for a resident to use and it shouldn't be.

Item 14: Recognitions & Board Member Items

Lam: recognize David Taylor and Chris Gove on incredible work on championing Measure M. The ability to secure long term funding for the fire team is really impressive. Also, thanks Hills for his work on the upper Seacape park project.

Item 15: Next Meeting Date and Adjournment

Next Board Meeting Date: Wednesday, July 22, 2026.
There being no further business to come before the board, the meeting is adjourned.
Meeting adjourned at 8:21 pm.

RESOLUTION NO.2026-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MUIR BEACH COMMUNITY SERVICES DISTRICT ADOPTING A CONFLICT OF INTEREST CODE

WHEREAS, the Political Reform Act, Government Code Section 81000 et seq., requires state and local government agencies to adopt a conflict of interest code, and

WHEREAS, the Fair Political Practices Commission has adopted regulation 2 California Code of Regulations, Section 18730, the terms of which are incorporated herein by reference, and which may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments to the Political Reform Act, and

NOW, THEREFORE, BE IT RESOLVED that the terms of 2 California Code of Regulations, Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference as " Exhibit A" to this resolution as and shall constitute the conflict of interest code of the Muir Beach Community Services District. It is understood that the Members of the Board of Directors, the District Manager, and the Treasurer of the Muir Beach Community Services District are included in Disclosure Category **1** as described in Government Code Section 87200; and

BE IT FURTHER RESOLVED that the Members of the Board of Directors of the Muir Beach Community Services District shall file statements of economic interest. The place of filing shall be:

Treasurer-Tax Collector, Public Administrator
County Clerk
Elections
Department Marin
County
San Rafael, California 94903

PASSED AND ADOPTED at the adjourned meeting of the Board of Directors of the Muir Beach Community Services District held this 22nd day of July 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

____
Steve Shaffer, Board of Directors

ATESTS:

____
Mary Halley, District Manager

District Manager Report – July 2026

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

General:

Board of Directors – Reminder: Board elections are coming up in November. Candidate filing began July 13 and goes thru August 7. Incumbents must file during this period if they wish to continue. If an incumbent does not file by August 7th, the nomination filing period will be extended to August 12th to all qualified candidates other than incumbents.

District Manager – currently have been focusing on drafting FY26-27 budget, developing the State mandated Cross-connection Control Program and getting the initial hazard assessment report completed, as well as continuing to get estimates and coordinate contractors for the various maintenance projects around the district and overseeing the finance and paperwork side of the firehouse project.

Water:

Redwood Creek Stream Monitoring – current stream flows are declining as we get into summer. Current height is 1.04. and flows are .35 cfs. We will coordinate with NPS staff to adjust pumping schedules as needed.

Water Reports – monthly reports, including Drought reports (DDR), are submitted through June 2026.

Marin Water Seasonal Intertie possibility – there seems to be a new proposed possibility introduced by a Marin County DPW engineer suggesting that if the County were to waive the road moratorium after the FVR project was completed, that would give more needed time for the Intertie project.

Lower Tank – coordinating and scheduling for fumigation.

Water meters – continuing to replace quite a few customer water meters in both upper and lower zones.

Water infrastructure under CSD Footbridge – waiting for contractor quote for raising the electrical and water pipes underneath the footbridge to make them less vulnerable during creek flooding events.

Cross Connection Plan – I met with the Cross-connection Control Certified Specialists on 6/30 who had previously designed, conducted, and reviewed the Cross-connection customer questionnaire survey results, and now has finished conducting the onsite survey of district water infrastructure and various customer sites. I am still waiting for the Initial Hazard Inspection report which will contribute to the development of our CCCP program. The Initial Hazard Report and CCCP program are due to be submitted to the SWB by 8/31/26.

Fire:

Firehouse – most of the earthwork, underground utility infrastructure, cement slab foundation and retaining walls, and compacted driveway have been completed. The metal structural framing components have been delivered but we are still waiting for the coils (siding) and fasteners to be delivered on 7/31 to start erecting the building. MBVFA grant report to-date: we have received a total of $530,000 from the VFA since 2018; have spent a total of $530,000 on soft costs and current construction. We have now also spent the $100,000 grant funding from the County with another $100,000 pledged. We have also spent to date $296,021 out of the $600,000 District Fire Dept Reserves which leaves a remaining balance of $303,979 plus the $100,000 grant funding due this month for a total of $404,000 available for construction. We expect that balance should be enough payoff the balance on the metal components, erect the structure, install the septic tanks, do the extra cement curb required and cement driveway pad, last inspections, and close it in. We understand the MBVFA continues to fundraise to raise funds to trim out and outfit the completed firehouse structure.

MWPA – working with Fire Chief Gove to budget for Measure C funding for FY26-27. We used a small amount of the Measure C funds to clear defensible space at the new firehouse site.

Fire Tax – completed the initial tax enrollment process for the new $386.00 Measure M tax.

Recreation:

MB Community Center – continuing to explore deck enclosure possibilities.

Prop 68 Per Capita Recreation grant – the CC Parking Project Phase 2 permit application is still waiting for the latest item required by the County for the structural drawings to now be updated with new septic data added and a new engineering stamp again as well. This list of items has continued to delay finalizing the permit and putting the contract out to bid for construction either late summer 2026 or next spring/summer 2027. We have until December 2027 to complete construction and March 2028 to close out our Prop 68 grant.

Measure A – the FY26-27 Measure A Workplan for FY26-27 was submitted prior to July 1. It includes Upper Park Trail maintenance, possible CC Deck enclosures, and/or possible matching funds for Prop 68.

Parks and Trails – at the 7/1 Board meeting, per the trail consultant's recommendations, the Board voted to install both a gate at the trail entrance and a separate cyclist entrance on Seacape that includes a chicane, then modify the "bobsled" section to smooth out the most deeply rutted section of the trail, then continue to monitor activity to determine if any future trail improvements are necessary. Directors Hills and Lam will oversee changes and Fire Chief Gove will do the installation of the gate.

Roads:

Maintenance – the next three maintenance projects planned for this summer are a small patch repair on Pacific Way and road edge stabilization on the Starbuck Extension along with installing some additional drainage on Charlotte's Way. Work should be scheduled as soon as we receive the estimate. With the prediction of a possible Super El Nino winter this year, we will continue to evaluate all the district roads and drainage systems in the next few months for any modifications or repairs.

Communications:

Cybersecurity – I continue to receive and review our CISA weekly IP scanning reports. Phishing scams online are getting very sophisticated and more frequent, so email sender address vigilance is required for every email.

Website – we will likely need to update the website to be ADA accessible before 4/28/2028 which gives us some time. Then as always, continue to update pages, post new and routine documents, and do security updates.

Muir Beach Directory – have been doing almost daily updates getting ready for the CC 50th Anniversary printed addition and push from the community to get even the hard to reach residents most recent information. Currently updated thru 7/16/26 for everyone's correct phone numbers, updated email address, correct household members, kids and pets.

Finance:

Budget – final FY26-27 draft-budget will be available for the 7/22 board meeting for further input and approval.

District Office Business – 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 2026/2027

Final Draft-Version for July 22, 2026, Board Meeting

The proposed FY26/27 Final Draft-Budget is being presented to the MBCSD Board for final review and approval. It is a conservative, but slightly ambitious, 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 revenue sources and strategic planning.

This July 22, 2026, version of the FY26-27 Draft-Budget includes final Actuals for FY25-26 through June 30, 2026. The FY26-27 Budget is projected to have year-end unrestricted funds of $400,030 after operational expenses and planned capital spending for continuing infrastructure projects in all four departments – Water, Roads, Fire and Recreation.

The Water Department budget has a mandatory revenue increase of 3.8% based on the San Francisco- Oakland-San Jose April 2026 CPI rate for the last twelve months as required by the 2025-1 MBCSD Water Rate Ordinance. Even with the 3.8% increase, and based on current water usage, total projected water Service Fee revenues are expected to be lower than last year's budget projections. Water revenues were only up 9% after implementing a 15% service rate increase from the previous year – coming in at only 93% of budget projections. The approximately 20% increase in forecasted water expenses this fiscal year is mainly driven by the increase in repair and maintenance costs, an additional one-time $10,000 'Other Expenditure' for the contracted Cross-connection Specialist's fee to complete the required SWB CCCP Initial Hazard Assessment Report, new testing fees, and a (yet approved) 34% raise for the Water Team. The year-end restricted Water Capital Reserves are projected to increase by $47,300 with $40,000 in additional Pipe & Equipment capital spending on the continued water valve replacement program and raising the pipeline at the footbridge. The continuing increase in water operations debt to the General Fund is somewhat temporarily covered by the Water Capital Reserve but is a trend we are working hard to reverse and payoff as we watch to see if past rate increases and modifications to the conservation discount tiers help increase water revenues over the next fiscal year.

The Fire Department Fire Tax will increase tax revenues by 36% from the 92.96% voter approved Measure M Fire Tax ballot and will also continue to benefit from various County grant measures C and W for vegetation management and fire operations. There is an estimated decrease in restricted Fire Reserve from $369,747 to $82,802 with an expected additional $470,000 capital outlay for the new Firehouse construction. Note that, between the May 27 draft-budget and the July 22 final draft-budget, quite a bit of work and capital reserves have already been spent on the Firehouse construction project. The Fire Chief has reviewed the Fire Department draft-budget for operations.

Road maintenance has allocations from the General fund of $22,300 for routine maintenance items and $20,000 for one road drainage improvement project.

Recreational capital project spending will stay within the Measure A planning budget and Prop 68 Per Capita Project grant including Upper Park Trail gate and erosion repair, as well as CC Parking project matching funds. MBCC rental income is budgeted at $5,000 this year, based on the current rental patterns, which helps cover the cost of the rental coordinator who makes the rentals possible. There is one-time increase in 'Other Expense' of $5,000 for leach field engineering and permitting. Projected non-grant recreational spending of $80,000 includes a $19,000 Events Budget for CC Events, Bistro, and $1,000 one-time printing of the MB Directory for the MBCC 50th Anniversary edition, along with trail and volleyball court maintenance.

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

General Dept - Revenues less Expenses

	FY26/27 Budget	FY25/26 Actual (12 mos thru June)	FY25/26 Budget	FY24/25 Actual	FY24/25 Budget
Revenues					
Property Taxes	$ 159,000	$ 156,891	$ 155,000	$ 155,952	$ 150,000
Excess ERAF	113,000	113,733	110,000	112,952	100,000
Interest Income	15,000	35,775	50	40	200
Lease Income	34,118	32,772	32,772	31,512	31,400
Other Income	-	60	-	200	-
Total Revenues:	**$ 321,118**	**$ 339,231**	**$ 297,822**	**$ 300,656**	**$ 281,600**
Expenses					
Audit (includes fees+bookkeeping)	$ 14,200	$ 12,788	$ 12,000	$ 11,957	$ 12,700
Banking Fees (District-Positive Pay)	700	665	600	350	-
Bookkeeping	13,000	12,695	12,000	12,223	12,000
Dues & Memberships	3,500	3,570	2,700	2,619	2,215
Insurance: (Blanket+Gen Lb+Umb)	8,100	7,198	6,400	5,916	5,500
Insurance: DM Benefit (Health)	14,000	13,758	13,000	12,928	12,300
Insurance: WComp (Board)	80	72	80	77	160
Insurance: WComp (DM)	1,700	1,743	1,700	1,625	2,100
Interest Expense	-	-	-	1	-
Legal Fees	2,000	-	1,000	824	1,000
Meetings (inc minutes)	1,950	954	1,600	1,443	2,000
Office & Postage	5,000	9,559	4,500	2,730	2,500
Other Operating	450	386	400	699	330
Payroll Service: Fees	2,500	2,295	2,400	2,186	2,420
Payroll: Employer Taxes (DM)	7,268	6,885	6,885	6,780	6,770
Payroll: Salary (DM)	95,000	90,000	90,000	88,625	88,500
Permits & Fees (election year)	2,700	2,041	2,700	2,581	2,200
Repair & Maint (non-department)	700	615	500	125	500
Supplies	500	526	100	-	150
Telephone	490	402	410	403	410
Tree Management Program (currently Fire Dept Meas C)	-	-	-	-	1,000
Website, Internet & Doc Mangmt	1,200	524	1,200	1,211	500
Certain expenses allocated to other depts (1)	(57,127)	(55,402)	(53,314)	(51,794)	(51,916)
Total Expenses:	**$ 117,911**	**$ 111,274**	**$ 106,861**	**$ 103,509**	**$ 103,339**
Revenues less Expenses	**$ 203,208**	**$ 227,957**	**$ 190,961**	**$ 197,147**	**$ 178,261**
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					
Revenues	FY26/27 Budget	FY25/26 Actual (12 mos thru June)	FY25/26 Budget	FY24/25 Actual	FY24/25 Budget
Water Service Fee Revenue	$ 210,000	$ 202,419	$ 218,800	$ 184,323	$ 155,000
Water Conservation Discount	(61,000)	(58,465)	(70,000)	(53,571)	(49,600)
Subtotal	$ 149,000	$ 143,954	$ 148,800	$ 130,752	$ 105,400
Meter Reading Fee	11,000	8,911	9,000	8,762	8,930
Water Service Revenue (Misc)	500	450	1,000	1,627	500
Water Service Fee Revenues	$ 160,500	$ 153,315	$ 158,800	$ 141,141	$ 114,830
Meter Charges (to Water Cap Impr)	87,300	83,927	84,100	82,551	83,000
Total Water Revenues	**$ 247,800**	**$ 237,242**	**$ 242,900**	**$ 223,692**	**$ 197,830**
Expenses					
Allocation of General Dept Expenses	$ 57,127	$ 55,402	$ 53,314	$ 51,794	$ 51,916
Bank Credit Card Fees (Customer)	6,000	5,883	5,800	5,617	4,500
Bookkeeping	6,600	5,776	6,600	6,154	6,530
Dues & Memberships	570	475	550	538	520
Insurance: Wcomp	1,600	1,359	1,500	1,392	1,900
Insurance: (Water-G Liab+ % Umb)	4,000	3,876	3,400	3,185	3,000
Legal Fees	2,000	-	1,000	-	1,000
Other Expenditure	10,000	1,844	1,100	14	200
Payroll: (Water Team)	44,800	33,462	30,500	29,093	30,500
Payroll: Employer Taxes	3,427	2,560	2,333	2,226	2,333
Permits & Fees	2,800	2,289	2,300	2,189	2,000
Repairs & Maintenance	30,000	43,888	25,000	23,555	13,000
Sub-contractors (Maintenance)	400	405	300	180	400
Testing (non-full-panel yr)	6,000	6,892	6,000	2,931	2,500
Treatment	7,000	5,264	9,000	7,896	5,000
Utilities: Electric	18,500	18,069	18,000	17,156	15,000
Utilities: Telephone	250	208	400	368	400
Total Expenses	**$ 201,074**	**$ 187,652**	**$ 167,097**	**$ 154,288**	**$ 140,699**
Revenues less Expenses	**$ 46,726**	**$ 49,590**	**$ 75,803**	**$ 69,404**	**$ 57,131**
Transfer Portion of Meter Revs to Pipes & Equip Reserve	$ 47,300	$ 43,927	$ 44,100	$ 42,551	$ 43,000
Transfer Portion of Meter Revs to Lower Tank Reserve	40,000	40,000	40,000	40,000	40,000
Equal to Meter Revs	$ 87,300	$ 83,927	$ 84,100	$ 82,551	$ 83,000
Equal to Service Revs	$ (40,574)	$ (34,337)	$ (8,297)	$ (13,147)	$ (25,869)
Notes					
Meter Reading charge $4400 + Water bookkeeping $6600 = $11000					

Fire Dept - Revenues less Expenses	FY26/27 Budget	FY25/26 Actual (12 mos thru June)	FY25/26 Budget	FY24/25 Actual	FY24/25 Budget
Revenues					
Grants for Fire (Measure W) (1)	$ 76,000	$ 75,715	$ 73,000	$ 73,282	$ 70,000
Special Parcel Tax for Fire (1)	61,374	44,864	43,705	45,392	44,679
Other Grants/Donations(1)	-	-	-	9,840	10,000
Grants for Fire (Measure C) (1)	14,000	14,019	13,000	14,001	13,000
Grants for Fire (West Marin) (1)	8,400	16,800	16,800	-	8,400
Grants for Fire House (1)(2)	-	190,000	188,000	-	-
Total Revenues:	**$ 159,774**	**$ 341,398**	**$ 334,505**	**$ 142,515**	**$ 146,079**
Expenses					
Emergency Preparedness/Firewise	$ 2,500	$ -	$ 2,500	$ 230	$ 2,500
Fire Equipment & Tools	2,000	105	2,000	1,725	4,000
Fire Training/Certification	1,500	911	2,000	1,440	2,000
Fire Truck: Fuel	500	196	700	-	-
Fire Truck: Maint/Repairs	4,000	3,842	4,000	7,836	8,000
Grant Spending	14,000	8,600	21,400	16,540	30,000
Insurance: VFIS	8,749	7,156	6,484	6,409	6,409
Insurance: WComp	3,200	1,306	3,200	(538)	3,000
Legal Fees	2,000	3,056	-	-	500
Membership Dues/Fees	320	318	320	318	320
Other Operating	1,800	1,563	1,800	1,701	3,000
Pay: Stipend-Chief (Mearsure W)	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000
Supplies: Medical	1,000	-	1,000	2,071	500
Supplies: Sta wear/Turnouts/Other	4,000	339	4,000	4,689	4,000
Utilities: Electric	500	300	250	273	320
Utilities: Phone, Radio	$ 650	$ 622	$ 1,000	$ 935	$ 640
Total Expenses	**$ 76,719**	**$ 58,314**	**$ 80,654**	**$ 73,629**	**$ 95,189**
Revenues less Expenses	**$ 83,055**	**$ 283,084**	**$ 253,851**	**$ 68,886**	**$ 50,890**

Roads Dept - Revenues less Expenditures					
	FY26/27 Budget	**FY25/26 Actual (12 mos thru June)**	**FY25/26 Budget**	**FY24/25 Actual**	**FY24/25 Budget**
Revenues					
(None)	-	-	-	-	-
Total Revenues	$ -	$ -	$ -	$ -	$ -
Expenses					
Legal Fees (Roads)	$ 2,000	$ -	$ 1,000	$ -	$ 1,000
Other Operating (Roads)	300	231	300	-	300
Repairs & Maint (Roads)	15,000	15,596	10,000	(2,300)	10,000
Sub-Contractors (Maintenance)	5,000	4,635	2,000	3,195	2,000
Total Expenses	**$ 22,300**	**$ 20,462**	**$ 13,300**	**$ 895**	**$ 13,300**
Revenues less Expenses	**$ (22,300)**	**$ (20,462)**	**$ (13,300)**	**$ (895)**	**$ (13,300)**
FY26-27 Captial Spending					
Charlotte's Way	$ 20,000				
	-				
Total Capital Spending:	$ -			-	-
FY25-26 Captial Spending					
Lagoon		$ 46,000	$ 46,000		
		-	-		
		$ 46,000	$ 46,000		

Recreation Dept - Revenues less Expenses					
	FY26/27 Budget	**FY25/26 Actual (12 mos thru June)**	**FY25/26 Budget**	**FY24/25 Actual**	**FY24/25 Budget**
Revenues					
Measure A Tax Revenues (1)	$ 45,531	$ 47,446	$ 45,531	$ 46,361	$ 43,168
Rentals	5,000	5,000	4,000	3,200	4,000
Community Center Functions +(XF) (2)	2,000	2,025	2,000	2,000	1,000
Community Center Classes (2)	-	-	-	-	-
Donations and Grants for Rec (1)	-	-	177,952	-	177,952
Total Revenues	$ 52,531	$ 54,471	$ 229,483	$ 51,561	$ 226,120
Expenses					
Community Center Classes (2)	$ -	$ -	$ -	$ -	$ -
Community Center Functions (2)	19,000	12,977	13,000	9,460	8,000
Grant Spending (Rec)	45,531	10,020	232,440	53,674	220,952
Insurance: Wcomp (Rec)	600	546	600	521	650
Legal Fees (Rec)	2,000	2,156	-	-	-
Other Operating	5,000	-	100	-	100
Pay: (Maintenance Sub-Contractors)	13,200	11,610	14,400	8,905	9,000
Pay: Rental coordinator	4,200	4,534	4,200	4,200	4,200
Payroll: (Rec)	9,150	9,156	9,100	8,949	9,200
Payroll: Employer Taxes	700	700	696	685	704
Rental Expense (CC)	1,000	-	500	-	500
Repairs & Maintenance	10,000	2,595	10,000	5,638	2,000
Supplies (CC)	3,800	1,648	1,200	1,130	1,000
Trails Maintenance	8,000	8,583	8,000	3,485	1,500
Utilities: Electric	1,500	1,427	1,300	1,203	1,000
Utilities: Phone	130	118	100	95	80
Utilities: Propane	120	118	370	37	370
Utilities: Refuse	1,600	1,486	1,400	1,222	1,700
Total Expenses	$ 125,531	$ 67,674	$ 297,406	$ 99,204	$ 260,956
Revenues less Expenses	**$ (73,000)**	**$ (13,203)**	**$ (67,923)**	**$ (47,643)**	**$ (34,836)**
Notes					
(1) Use legally restricted by outside entity					
(2) Use assigned internally for specific purpose					
FY26/27					
Measure A: CC Deck Closures	$ (20,000)				
Measure A: Trail Improvement	$ (25,000)				
Measure A: CC Parking - 2	$ (44,488)				
Total Measure A Spending:					
Prop 68 Grant: CC Parking Project	$ (177,952)				
Total Capital Spending:	$ (267,440)				
FY25/26					
Measure A: CC Deck Closures			$ (10,000)		
Measure A: Trail Improvement					
Measure A: Playground Rehabilitation		$ (10,020)	$ (10,000)		
Measure A: CC Parking - 2			$ (44,488)		
Total Measure A Spending:					
Prop 68 Grant: CC Parking Project			$ (177,952)		
Total Capital Spending:		$ (10,020)	$ (242,440)		
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)

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 (6/30/2026)	**$ 1,023,564**	**$ 252,207**	**$ 273,334**	**$ 100,823**	**$ (121,950)**	**$ 771,357**	**$ 413,905**	**$ 369,747**	**$ -**	**$ (12,295)**
Cash Flows from Operations										
Revenues less Expenses	$ 237,689	$ 46,726			$ 46,726	$ 190,963	203,208	83,055	(22,300)	(73,000)
Cash Flows from Investing										
New Capital Assets	$ (797,440)	$ (40,000)		$ (40,000)		$ (757,440)		(470,000)	(20,000)	(267,440)
Cash Flows from Financing										
Inter Dept. Transfers	$ 277,952	$ -	$ 40,000	$ 47,300	(87,300)	$ 277,952		100,000		177,952
Ending Cash (6/30/2027)	**$ 741,765**	**$ 258,933**	**$ 313,334**	**$ 108,123**	**$ (162,524)**	**$ 482,832**	**$ 617,113**	**$ 82,802**	**$ (42,300)**	**$ (174,783)**