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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, MARCH 26, 2003
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE
THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.**

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES District
Board OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
March 26, 2003 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

Directors: President Steve Shaffer; Directors: Leighton Hills, Deborah Kamradt, Maury Ostroff, and Peter Rudnick.

- I. Open the public meeting: President Shaffer will call the public meeting to order.
- II. **Review and consideration of the March 26, 2002 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time".
- III. **National Park Service:** Representatives from the National Park Service (N. P. S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community.
- IV. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the February 1 through February 28, 2003.
- V. **Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the Department's activities since the last Board meeting.
- VI. **General Manager's Report:** The General Manager's written report follows, and the G. M. will be present to answer questions concerning the various elements in the report. This report is an integral part of the Agenda and the Board may take action on any or all items within the report.
 - A. **Administration:** There are several administrative matters requiring Board attention:
 1. **Independent County Audit:** On Friday, March 21, 2003 Dana Procter informed me that the County has not quite completed their audit, and that she could not be certain that it would be ready for presentation for tonight's meeting. She assured me that it will be ready for the April meeting and requested our patience.
 2. **Continued audits:** I am still in the process of compiling a list of prospective accounting firms for our future audits. While the County does not recommend specific firms, they will furnish a list of firms that they know have worked with special districts in Marin County.
 - B. **Roads and Easements:** It is anticipated that Director Hills will give a report to the Board about his inspection meeting with residents Leslie Riehl and Karla Andersdatter concerning the removal or modification of a speed bump in the vicinity of 30 Sunset Way. There are no additional pressing road and easement considerations.
 - C. **WATER OPERATIONS:**
 1. Coliform tests taken during February were free of bacteria.
 2. Gross water billing for the 01/23/02 through 02/23/03 billing period was \$3,747.28 including \$78.97 in late payment penalties and \$3.47 in interest charges. The monthly consumption surcharge for this period totaled \$940.27

The table below tabulates the water production for the period January 23, 2002 to February 23, 2003.

| | |
|---|-----------------|
| Total volume of water measured through the master meter = | 801,200 gallons |
| Average daily pumping rate | 25,845 gallons |
| Highest pumping day was on 2/11/03 and volume pumped = | 51,100 gallons |
| Lowest pumping day was on 2/03/03 and volume pumped = | 19,100 gallons |
| Total volume billed through service meters = | 652,064 gallons |
| Gross unaccounted for water loss = | 148,996 gallons |
| Estimated un-metered maintenance use ¹ | 25,000 gallons |
| Estimated leak repair losses ¹ | 65,000 gallons |
| Net unaccounted for water loss (7.36%) | 58,,996 gallons |
| Average daily customer consumption per meter = | 77 gallons |
| Average service billing = | \$23.97 |

¹ Maintenance use and leak losses estimated from tank level differentials.

- D. **Water rates:** The draft Ordinance, 2003-01-01, as revised during the February meeting has been forwarded to the County Counsel for approval of the general format and content. Once the counsel's approval is received, a "Notice of Public Hearing" will be mailed to all District consumers, posted on the District bulletin Boards, and advertised in a local newspaper (Board's selection). The public hearing, as considered previously by the Board, will be scheduled to coincide with a regular Board meeting.
- E. **Water Rights:** I am still waiting for responses from various committee members to coordinate possible meeting dates from the members open dates.
- F. **Capital Improvements:** DCV Consultants was notified of the Board's request for estimated costs for preparing the plans and specification for bid solicitation. I have had several conversations with Aaron Newman and he is still collecting cost information from various possible suppliers. At this time, I am not certain that this information will be ready in time for this Board meeting.
- G. **Recreation:** Additional copies of community center deck roof plans have been received from Tony Moore and I have contacted three interested contractors (in addition to Tony Moore). The bidding process did not permit time for consideration during tonight's meeting, and the bid date is tentatively scheduled for next month's Board meeting, with the exact date to be set during tonight's meeting. The request for proposals stipulates that all construction must be completed prior to October 1, 2003.

This concludes the General Manager's report in the Agenda.

- VII. **PUBLIC OPEN TIME:** California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: 1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the

item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the Board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non-repetitive items, and non-repetitive supporting information.

PUBLIC INPUT

Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. The public must reference the minute item and date of the approved minutes

New Business: The public may introduce items of new business, not included in the posted Agenda, that they wish the Board to consider at a future meeting, or they may present substantiating evidence to support emergency consideration. The presentation should include information and details offering a clear understanding of the problem to be considered.

In addition to the foregoing public input, the public has the right and will be invited to comment on any and all items listed on the posted Agenda. Comments are subject to the time and content limitations outlined above.

VIII. Review of the draft minutes for: The regular Board meeting held on February 26, 2003

IX. Next meeting date: April 23, 2003 is the forth Wednesday and April 30, 2003 is the fifth Wednesday. in the month of April.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 02/01/03 THROUGH 02/28/03**

| VENDER NAME | USE CODE | DESCRIPTION | FUND | AMOUNT |
|---|----------|--|------|-----------------|
| WATER CAPITAL IMPROVEMENT EXPENSES | | | | |
| ABC Consultants, Inc. | 2117 | Administrative fees paid this month | B | \$175.00 |
| DCV | 2713 | Well site consultation | B | \$660.00 |
| Consultants | | TOTAL WATER CAPITAL IMPROVMENT EXPENSES = | | \$835.00 |

| ADMINISTRATION EXPENSES, DIVISION CODE 9236 | | | | |
|--|------|--------------------------------------|---|-----------------|
| ABC Consultants, Inc. | 2117 | Administrative fees paid this month | B | 600.00 |
| ABC Consultants, Inc. | 2479 | Travel allowance paid for last month | B | 135.24 |
| AT&T | 2534 | 415-388-7804 toll charges Dec & Jan | B | 22.96 |
| Office Max | 2133 | Misc. office supplies | P | 28.16 |
| At& T | 2534 | 707-643-7015 toll charges Dec & Jan | B | 40.00 |
| USPO | 2130 | Stamps for mailing | P | 22.20 |
| Home Depot | 2121 | Lumber for bulletin boards | P | 33.54 |
| Pacific Bell | 2534 | 415-388-7804 & 7808 paid this month | B | 84.08 |
| Pacific Bell | 2534 | 707-643-1143 paid this month | B | 18.64 |
| Cingular | 2534 | Cell phone paid this month | B | |
| | | TOTAL G&A EXPENSES = | | \$984.82 |

| FIRE DIVISION EXPENSES, DIVISION CODE 9240 | | | | |
|---|------|-------------------------------------|---|-----------------|
| ABC Consultants, Inc. | 2117 | Administrative fees paid this month | B | 225.00 |
| Pacific Bell | 4827 | Fire station phone paid this month | B | 62.32 |
| | | TOTAL FIRE EXPENSES = | | \$287.32 |

| RECREATION EXPENSES, DIVISION CODE 9239 | | | | |
|--|--------|--|---|-------------------|
| ABC Consultants, Inc. | 2117 | Administrative fees paid this month | B | 500.00 |
| Sutton Freebairn-Smith | 1028 | Maint. manager wages paid this month | C | 26.91 |
| Salvador Gonzales | 1073 | Extra Hire wages paid this month | C | 148.01 |
| Emiko Wang | 2041TC | Tai Chi instruction December & January | B | 126.00 |
| State Fund | 1701 | Worker's Compensation Insurance | B | 154.67 |
| Pacific Bell | 2534 | Community Center pay phone paid this month | B | 53.00 |
| Pacific Gas & Electric | 2535 | Community Center electric paid this month | B | 54.68 |
| Juana Gonzales | 1077 | Janitorial wages paid this month | C | 310.04 |
| Lonna Richmond | 2041BI | Bistro wages paid this month | C | 290.66 |
| Nancy Knox | 2041BI | Bistro pastries purchased this month | P | 17.50 |
| Bell's market | 2041BI | Misc. Bistro supplies purchased this month | P | 2.00 |
| | | TOTAL RECREATION EXPENSES = | | \$1,683.47 |

| ROADS & EASEMENT EXPENSES, DIVISION CODE 9237 | | | | |
|--|------|--------------------------------------|---|-----------------|
| ABC Consultants, Inc. | 2117 | Administrative fees paid this month | B | 500.00 |
| Sutton Freebairn-Smith | 1028 | Maint. manager wages paid this month | C | |
| Salvador Gonzales | 1073 | Extra Hire wages paid this month | C | 107.65 |
| | | TOTAL R&E EXPENSES = | | \$607.65 |

MUIR BEACH CSD, BILLS TO BE PAID RECEIVED 02/01/03 THROUGH 02/28/03

WATER DIVISION EXPENSES, DIVISION CODE 9238

| | | | | |
|------------------------------------|------|--|---|----------|
| Sutton Freebairn-Smith | 1028 | Maint. manager wages paid this month | C | 1,937.70 |
| Sutton Freebairn-Smith | 2479 | Travel allowance paid this month | B | |
| Kinko's | 2133 | Blank invoice forms for billing | P | 28.35 |
| Public Storage | 2121 | File storage | B | 59.00 |
| Kinko's | 2049 | Misc. printing for board meeting | P | 51.28 |
| Home Depot | 2077 | Misc. small repair items | B | 204.90 |
| Herb's Pool Service | 2115 | Chlorine supplies | B | 35.39 |
| State Fund | 1701 | Worker's Compension Insurance | B | 972.50 |
| Marin Cell U Phone | 2534 | Monthly fee for pager | B | 9.95 |
| Dept. of Health and Human Services | 2115 | Coliform tests in January | B | 30.00 |
| P. E. R. S. | 1506 | Shaffer insurance | B | 296.59 |
| Salvador Gonzales | 1073 | Extra Hire wages paid this month | C | 134.57 |
| Jose Alcala | 1073 | Extra Hire wages paid this month | C | 38.75 |
| Pacific Gas & Electric | 2535 | Well & lower tank electric paid this month | B | 477.53 |
| Pacific Bell | 2534 | Upper tank phone relay paid this month | B | 31.46 |
| ABC Consultants, Inc. | 2117 | Clerical fees paid this month | B | 950.00 |
| ABC Consultants, Inc. | 2117 | Administrative fees paid this month | B | 800.00 |
| USPO | 2130 | Postage | P | 55.50 |

TOTAL WATER EXPENSES = \$6,113.47

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

| | | | | |
|---------------|-------|-------------------------------|---|--------|
| Carlos Esquil | 9255R | Partial rental deposit refund | B | 160.00 |
|---------------|-------|-------------------------------|---|--------|

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$160.00

B = Paid thru Salomon depository
C = Paid thru County depositories
P = Paid thru Petty Cash Funds

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$835.00
TOTAL GENERAL FUND EXPENSES = 9,676.73
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 160.00
TOTAL OF ALL CHECKS ISSUED = \$10,671.73

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on

the _____ day of _____ 2003.

MUIR BEACH COMMUNITY SERVICES DISTRICT

, President

Donovan Macfarlane, Secretary

12:12 AM
03/23/03
Accrual Basis

Muir Beach Community Services District 2001-2002
Year to Date Income and Expense Summary

July 2002 through February 2003

| | <u>Jul '02 - Feb 03</u> |
|---------------------------------|-------------------------|
| Income | |
| Administrative Income | 25,483 |
| Firesafe Marin Grant Income | 2,877 |
| Recreational Activities Income | 6,298 |
| Water Capital Improvements Inco | 48,058 |
| Water Operations Income | 37,152 |
| Total Income | <u>119,868</u> |
| Expense | |
| A1702, Unemployment Insurance | 34 |
| Administrative Expenses | 9,605 |
| Fire Operational Expenses | 3,275 |
| Firesafe Marin Grant Expenses | 1,033 |
| Recreational Expenses | 14,243 |
| Roads & Easements Expenses | 4,928 |
| Water Capital Improve'ts Exp. | 33,770 |
| Water Operating Expenses | 66,652 |
| Total Expense | <u>133,540</u> |
| Net Income | <u><u>-13,673</u></u> |

Muir Beach Community Services District 2001-2002

Balance Sheet

As of February 28, 2003

| | <u>Feb 28, 03</u> |
|---------------------------------------|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Fund 428, County General Fund | 29,014 |
| Fund 429, County Investment Fun | |
| Capital Improvements | 201,998 |
| General Investments | 68,684 |
| Total Fund 429, County Investment Fun | 270,682 |
| Petty Cash Fund | -349 |
| Salomon Smith Barney | |
| Fire Station Reserve | 12,419 |
| General Funds | 23,116 |
| Rental deposit trust | 3,250 |
| Shaffer CalPers Trust | -592 |
| Water Security Deposit Trust | 6,100 |
| Total Salomon Smith Barney | 44,293 |
| Total Checking/Savings | 343,640 |
| Accounts Receivable | |
| Receivables | 7,160 |
| Total Accounts Receivable | 7,160 |
| Total Current Assets | 350,799 |
| Fixed Assets | |
| A4048, Office Equipment | 537 |
| Total Fixed Assets | 537 |
| TOTAL ASSETS | 351,336 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 1506CPSH Shaffer CalPers Trust | 196 |
| R9255R, Refundable deposits | 3,340 |
| W9025RD, Security deposits | 6,300 |
| Total Other Current Liabilities | 9,836 |
| Total Current Liabilities | 9,836 |
| Total Liabilities | 9,836 |
| Equity | |
| Retained Earnings | 355,173 |
| Net Income | -13,673 |
| Total Equity | 341,500 |
| TOTAL LIABILITIES & EQUITY | 351,336 |

Muir Beach Community Services District 2001-2002 INCOME VERSUS EXPENSES February 2003

| | Feb 03 |
|--|--------------|
| Income | |
| Administrative Income | |
| A9001, General Tax Income | 699 |
| Total Administrative Income | 699 |
| Recreational Activities Income | |
| R9255, CC Rental Income | 100 |
| R9811, Rec. Programs Income. | |
| R9811BI, Bistro Income | 91 |
| R9811CP, Child's Prog. Income | 6 |
| R9811TC, Tai Chi Income | 158 |
| Total R9811, Rec. Programs Income. | 255 |
| Total Recreational Activities Income | 355 |
| Water Capital Improvements Inco | |
| H9031, Water Surcharge Income | |
| H9031, Consumption Surcharge | 825 |
| H9031, Water Surcharge Income - Other | 45 |
| Total H9031, Water Surcharge Income | 870 |
| Total Water Capital Improvements Inco | 870 |
| Water Operations Income | |
| W9025, Water Service Income | |
| W9025Int., Overdue bill interst | 4 |
| W9025LP, Late pay penalty | 74 |
| W9025, Water Service Income - Other | 3,277 |
| Total W9025, Water Service Income | 3,355 |
| Total Water Operations Income | 3,355 |
| Total Income | 5,279 |
| Expense | |
| Administrative Expenses | |
| A2049, Conf., Mtgs. & Dues | 34 |
| A2117, Consulting Admin. Fees | 600 |
| A2130, Mailing & Shipping Exp. | 22 |
| A2133, Office Supplies | 28 |
| A2479, Travel Expenses | 135 |
| A2534, Telephone/Communications | 166 |
| Total Administrative Expenses | 985 |
| Fire Operational Expenses | |
| F2117, Administrative Fees | 225 |
| F4827, W. Marin Fund Expenses | 62 |
| Total Fire Operational Expenses | 287 |
| Recreational Expenses | |
| R1028, Maint. Mgr. Wages | 25 |
| R1073, Janitorial wages | 426 |
| R1404, FICA | 55 |
| R1701, Work Comp Insurance | 155 |
| R2041, Rec. Program Expenses | |
| R2041BI, Bistro Expenses | 290 |
| R2041TC, Tai Chi Expenses | 126 |
| Total R2041, Rec. Program Expenses | 416 |
| R2117, Administrative Expenses | 500 |
| R2534, Pay Telephone Expense | 53 |
| R2535, Energy Expenses | 55 |
| Total Recreational Expenses | 1,683 |
| Roads & Easements Expenses | |
| E1028, Maint. Mgr. wages | |

12:12 AM

03/23/03

Accrual Basis

Muir Beach Community Services District 2001-2002
INCOME VERSUS EXPENSES
February 2003

| | <u>Feb 03</u> |
|---|----------------------|
| E1073, Extra Hire Wages | 100 |
| E1404, FICA | 8 |
| E2117, Administrative Fees | 500 |
| Total Roads & Easements Expenses | <u>608</u> |
| Water Capital Improve'ts Exp. | |
| H2117, Administrative Fees | 175 |
| H2713, Project Improvements | |
| H2713CP, System Improvements | 660 |
| Total H2713, Project Improvements | <u>660</u> |
| Total Water Capital Improve'ts Exp. | 835 |
| Water Operating Expenses | |
| W1028, Maint. Mgr. Wages | 1,800 |
| W1073, Extra Hire Wages | 161 |
| W1404, FICA | 150 |
| W1506, Medical benefits | |
| W1506CPSH | 297 |
| Total W1506, Medical benefits | <u>297</u> |
| W1701, Work. Comp. Insurance | 973 |
| W2077, Routine Repairs | 205 |
| W2115, Chemicals I Testing | 65 |
| W2117, Administrative Fees | 1,750 |
| W2121, Miscellaneous Expenses | 59 |
| W2133, Office Supplies | 135 |
| W2534, Telephone Relay Expense | 41 |
| W2535, Electrical Service | 478 |
| Total Water Operating Expenses | <u>6,113</u> |
| Total Expense | <u>10,512</u> |
| Net Income | <u><u>-5,233</u></u> |

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July 2002 through February 2003

12:13 AM
 03/23/03
 Accrual Basis

| | Jul '02 - Feb 03 | Budget | \$ Over Budget | % of Budget |
|--|------------------|---------------|----------------|-------------|
| Income | | | | |
| Administrative Income | | | | |
| A9001, General Tax Income | 25,465 | 43,800 | -18,335 | 58% |
| A9203, Interest earned | | 1,600 | -1,600 | |
| A9772, Copier Income | 3 | | | |
| Administrative Income - Other | 15 | | | |
| Total Administrative Income | 25,483 | 45,400 | -19,917 | 56% |
| Fire Operations Income | | | | |
| F9377, West Marin Funds | | 8,300 | -8,300 | |
| F9763, Fire Assoc. Donations | | 5,100 | -5,100 | |
| Total Fire Operations Income | | 13,400 | -13,400 | |
| Firesafe Marin Grant Income | 2,877 | | | |
| Recreational Activities Income | | | | |
| R9255, CC Rental Income | 4,650 | 7,000 | -2,350 | 66% |
| R9811, Rec. Programs Income. | | | | |
| R9811Bi, Bistro Income | 850 | 1,400 | -550 | 61% |
| R9811CD, Com. Din. Income | | 2,000 | -2,000 | |
| R9811CP, Child's Prog. Income | 191 | 230 | -39 | 83% |
| R9811TC, Tai Chi Income | 608 | 1,120 | -513 | 54% |
| Total R9811, Rec. Programs Income. | 1,648 | 4,750 | -3,102 | 35% |
| R9834, Res. Handbook Income | | 150 | -150 | |
| Total Recreational Activities Income | 6,298 | 11,900 | -5,602 | 53% |
| Water Capital Improvements Inco | | | | |
| H9001, special Assessment Tax | 34,518 | 55,875 | -21,358 | 62% |
| H9031, Water Surcharge Income | | | | |
| H9031, Consumption Surcharge | 8,311 | 13,000 | -4,689 | 64% |
| H9031, Water Surcharge Income - Other | 645 | | | |
| Total H9031, Water Surcharge Income | 8,956 | 13,000 | -4,044 | 69% |
| H9377, Interest Earnings | | | | |
| H9377C, Cap. Imp. Interest | 3,435 | 4,000 | -565 | 86% |
| H9377G, Gen. Inv. Interest | 1,149 | | | |
| Total H9377, Interest Earnings | 4,584 | 4,000 | 584 | 115% |
| Total Water Capital Improvements Inco | 48,058 | 72,875 | -24,817 | 66% |
| Water Operations Income | | | | |
| W9025, Water Service Income | | | | |
| W9025Int., Overdue bill interst | 27 | | | |
| W9025LP, Late pay penalty | 580 | | | |
| W9025, Water Service Income - Other | 33,370 | 70,000 | -36,630 | 48% |
| Total W9025, Water Service Income | 33,977 | 70,000 | -36,023 | 49% |

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
July 2002 through February 2003

| | Jul '02 - Feb 03 | Budget | \$ Over Budget | % of Budget |
|--|------------------|----------------|----------------|-------------|
| W9772, Miscellaneous Income | 3,150 | | | |
| Water Operations Income - Other | 25 | | | |
| Total Water Operations Income | 37,152 | 70,000 | -32,848 | 53% |
| Total Income | 119,868 | 213,575 | -93,707 | 56% |
| Expense | | | | |
| A1702, Unemployment Insurance | 34 | | | |
| Administrative Expenses | | | | |
| A2049, Conf., Mtgs. & Dues | 586 | 400 | 186 | 147% |
| A2117, Consulting Admin. Fees | 4,800 | 7,200 | -2,400 | 67% |
| A2121, Miscellaneous Expenses | 280 | 300 | -20 | 93% |
| A2129, Gen. Election expenses | | 455 | -455 | |
| A2130, Mailing & Shipping Exp. | 22 | 275 | -253 | 8% |
| A2133, Office Supplies | 84 | 450 | -366 | 19% |
| A2137, Copier Maint. Expenses | 188 | 150 | 38 | 125% |
| A2352, County Fees | 491 | 8,000 | -7,510 | 6% |
| A2479, Travel Expenses | 1,359 | 2,200 | -841 | 62% |
| A2534, Telephone/Communications | 1,581 | 2,600 | -1,019 | 61% |
| A2713, Legal fees | 214 | 2,000 | -1,786 | 11% |
| Total Administrative Expenses | 9,605 | 24,030 | -14,425 | 40% |
| Fire Operational Expenses | | | | |
| F2117, Administrative Fees | 1,800 | 2,700 | -900 | 67% |
| F4827, W. Marin Fund Expenses | 1,475 | 8,500 | -7,025 | 17% |
| Total Fire Operational Expenses | 3,275 | 11,200 | -7,925 | 29% |
| Firesafe Marin Grant Expenses | | | | |
| F2077-Chipper grant program | | 25,000 | -23,967 | 4% |
| F1073 chipper payroll | | | | |
| Total F2077-Chipper grant program | 1,033 | 25,000 | -23,967 | 4% |
| Total Firesafe Marin Grant Expenses | 1,033 | 25,000 | -23,967 | 4% |
| Recreational Expenses | | | | |
| R1028, Maint. Mgr. Wages | 110 | 2,250 | -2,140 | 5% |
| R1073, Janitorial wages | 2,533 | 2,700 | -167 | 94% |
| R1404, FICA | 323 | 379 | -56 | 85% |
| R1701, Work Comp Insurance | 580 | 718 | -138 | 81% |
| R2041, Rec. Program Expenses | | | | |
| R2041BI, Bistro Expenses | 1,883 | 2,100 | -217 | 90% |
| R2041CD, Com. Dinner Expenses | | 600 | -600 | |
| R2041CP, Child's Program Exp. | | 200 | -200 | |
| R2041TC, Tai Chi Expenses | 558 | 1,400 | -842 | 40% |
| Total R2041, Rec. Program Expenses | 2,441 | 4,300 | -1,859 | 57% |
| R2077, Routine Repairs | | 5,000 | -5,000 | |

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July 2002 through February 2003

12:13 AM
 03/23/03
 Accrual Basis

| | Jul '02 - Feb 03 | Budget | \$ Over Budget | % of Budget |
|---|------------------|----------------|----------------|-------------|
| R2097, CC Ground Maintenance | | 250 | -250 | |
| R2117, Administrative Expenses | 4,000 | 6,000 | -2,000 | 67% |
| R2119, Publications | | 500 | -500 | |
| R2121, Miscellaneous Expenses | 100 | 100 | -100 | 100% |
| R2133, Office Supplies & Stamps | | 100 | -100 | |
| R2259, Refuse Removal | 358 | 500 | -142 | 72% |
| R2366, Building Supplies | 75 | 350 | -275 | 21% |
| R2534, Pay Telephone Expense | 431 | 760 | -329 | 57% |
| R2535, Energy Expenses | | | | |
| R2535E, Electrical Expenses | 118 | 1,000 | -1,000 | 47% |
| R2535G, Butane Gas Expenses | 674 | 250 | -132 | |
| R2535, Energy Expenses - Other | | | | |
| Total R2535, Energy Expenses | 793 | 1,250 | -457 | 63% |
| R4048, Building Improvements | 2,500 | 7,000 | -4,500 | 36% |
| Total Recreational Expenses | 14,243 | 32,157 | -17,914 | 44% |
| Roads & Easements Expenses | | | | |
| E1028, Maint. Mgr. wages | 150 | 5,500 | -5,350 | 3% |
| E1073, Extra Hire Wages | 713 | 4,000 | -3,288 | 18% |
| E1404, FICA | 66 | 727 | -661 | 9% |
| E1701, Work's. Comp. Insurance | | 1,210 | -1,210 | |
| E2077, Road & Easement Repairs | | 15,000 | -15,000 | |
| E2117, Administrative Fees | 4,000 | 6,500 | -2,500 | 62% |
| Total Roads & Easements Expenses | 4,928 | 32,937 | -28,009 | 15% |
| Water Capital Improve'ts Exp. | | | | |
| H2049 Meeting & Hearing expense | 3 | 400 | -397 | 1% |
| H2117, Administrative Fees | 1,400 | 2,100 | -700 | 67% |
| H2352, County fees | 240 | 324 | -84 | 74% |
| H2713, Project Improvements | | 60,000 | -72,127 | -20% |
| H2713CP, System Improvements | -12,127 | | | |
| Total H2713, Project Improvements | -12,127 | 60,000 | -72,127 | -20% |
| H4169UT, Priority Improvements | | | | |
| H4169NW, New Well | 10,462 | 40,000 | -29,538 | 26% |
| H4169VR, Valve Replacement | 33,792 | 16,000 | 17,792 | 211% |
| Total H4169UT, Priority Improvements | 44,254 | 56,000 | -11,746 | 79% |
| Total Water Capital Improve'ts Exp. | 33,770 | 118,824 | -85,054 | 28% |
| Water Operating Expenses | | | | |
| W1028, Maint. Mgr. Wages | 10,060 | 20,625 | -10,565 | 49% |
| W1073, Extra Hire Wages | 2,024 | 3,000 | -976 | 67% |
| W1404, FICA | 2,018 | 1,810 | 208 | 111% |
| W1506, Medical benefits | | | | |
| W1506CPSH | 242 | | | |

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
July 2002 through February 2003

| | Jul '02 - Feb 03 | Budget | \$ Over Budget | % of Budget |
|---------------------------------|------------------|----------|----------------|-------------|
| W1506, Medical benefits - Other | | | | |
| Total W1506, Medical benefits | 2,004 | | | |
| | 2,246 | | | |
| W1701, Work. Comp. Insurance | 4,085 | 3,000 | 1,085 | 136% |
| W2049, Conferences & Training | 215 | 400 | -185 | 54% |
| W2058, Annual Permit Fee | 1,889 | 1,883 | 6 | 100% |
| W2077, Routine Repairs | 5,711 | 5,000 | 711 | 114% |
| W2115, Chemicals I Testing | 594 | 5,000 | -4,406 | 12% |
| W2117, Administrative Fees | 14,000 | 21,000 | -7,000 | 67% |
| W2121, Miscellaneous Expenses | 511 | 1,000 | -489 | 51% |
| W2130, Postage & Shipping | 467 | 1,500 | -1,034 | 31% |
| W2133, Office Supplies | 1,242 | 1,000 | 242 | 124% |
| W2325, Contract Services | 15,954 | 5,000 | 10,954 | 319% |
| W2479, Travel allowance | 700 | 1,500 | -800 | 47% |
| W2534, Telephone Relay Expense | 334 | 600 | -266 | 56% |
| W2535, Electrical Service | 4,603 | 7,000 | -2,397 | 66% |
| Total Water Operating Expenses | 66,652 | 79,318 | -12,666 | 84% |
| Total Expense | 133,540 | 323,466 | -189,926 | 41% |
| Net Income | -13,673 | -109,891 | 96,218 | 12% |

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**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, FEBRUARY 26, 2003**

6 **Directors present:** President Shaffer; Directors: Hills, Ostroff, and Rudnick. Director Kamradt had
7 previously informed President Shaffer that she would not be able to attend the
8 meeting.

9 **I. Call to order:** President Shaffer opened the meeting at 7:17 pm.

10 **II. Review and consideration of the February 26, 2003 Agenda.** There was a brief discussion of
11 the Agenda, with a request to consider the “Garden Club” presentation from Item VI-H to follow
12 Item IV. With this change, Director Hills *moved* to approve the Agenda as otherwise submitted;
13 seconded by Director Rudnick, ayes all.

14 **III. National Park Service:** Ranger Jennifer Vic offered an update on the ongoing activities of the
15 Park Service and reported that they are monitoring the effects of the stream enhancements
16 accomplished this past summer and Pacific Way flooding. The general consensus by residents is
17 that the depth and duration of the flooding has been substantially decreased. There was
18 discussion of the Board’s acknowledging the “Redwood Creek Watershed Vision Statement”,
19 including a brief report from Director Rudnick. Following the report and discussion, it was
20 decided that all Board members should join in signing support for the document.

21 **IV. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and the G. M.
22 explained that the \$15,954.24 billing for water system repairs by Ghiolotti Construction was the
23 portion of the total billing applicable to general operations. Director Ostroff *moved* to approve
24

1 the report as submitted including a total of \$24,085.02 in general fund expenditures and
2 \$1,681.90 in water capital improvement expenditures for a total of \$25,766.92 in warrants
3 issued, seconded by Director Hills; ayes all.

4 V. **Muir Beach Garden Club:** Representatives from the Garden Club explained that, following the
5 Board's previous approval to improve the community center landscaping, that they have
6 commenced removing the non desirable invasive plants in the front area of the property and that
7 they will begin replanting with drought efficient plants suitable to the area. The entire project is
8 being funded with Garden Club funds and their volunteer labor. Following the presentation, the
9 Board complemented the "Club" and its volunteers for their efforts.

10 VI. **Fire Department, emergency disaster committee:** Chief Sward reported that the new fire truck
11 #670 is now ready for service. The G. M. said he would get insurance coverage after receiving
12 the registration information. This was followed by a brief discussion of the West Marin funds,
13 which have not been received . Chief Sward said the funds are now being allocated in two year
14 increments and that the funds should be received in the near future.

15 VII. **General Manager's Report:** There was brief discussion of the fiscal report, followed by the
16 following:

17 A. **County Independent audit:** The G. M. reported that the County's independent audit has
18 not been completed, but that his most recent contact with Dana Procter indicated that
19 Victor is working on the final stage and it should be ready for next month's meeting, He
20 then noted that the county will no longer do these audits and that it will be necessary for
21 the District to retain an independent auditor. The G. M. will solicit proposals from
22 acceptable auditing firms. Director Hills offered to assist in this, as he has several
23 auditing contacts.

1 **B. Roads and Easements:** Director Hills reported that he discussed the possible purchase of
2 easement rights with the property owners, for relief of the District "Sunset to Ahab"
3 pedestrian way encroachment onto private property. However, the owners have indicated
4 that they are not currently interested in this. A discussion followed, and the G. M. was
5 instructed to consult with the county attorney to determine if the District has a
6 prescriptive right due to length of the uninterrupted use of the existing trail or via some
7 other public right.

8 This was followed by a discussion of a request to remove or modify a speed bump
9 on Sunset Way in the vicinity of #30 Sunset Way. Resident Leslie Riehl reported that this
10 bump caused excessive noise when crossed by large delivery vehicles. Resident Karla
11 Andersdatter then stipulated that she would object to the removal of any of the speed
12 bumps. Following additional discussion, it was agreed that Director Hills would meet
13 with Mrs Riehl and Ms Andersdatter to inspect the subject speed bump to see if a
14 reasonable solution can be reached.

15 **C. Water operations:** There was a brief discussion of ongoing operations. It was noted that
16 another leak had been repaired, and an additional water service installed. Operations in
17 general are improving and unaccounted for water losses have returned to normal levels.

18 **D. Water Conservation Enforcement:** The County attorney is still reviewing the District's
19 proposed Water Conservation Enforcement Ordinance, and has suggested that following
20 her final review of the wording that the enforcement procedure be adopted by resolution
21 versus Ordinance, so as to accomplish future changes in the base rate for improved
22 conservation.

23 **E. Water rates:** Director Ostroff presented the Board with a modification of his previous
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1 rate analysis and suggested that the slightly modified rate schedule was more effective in
2 uniformly distributing the needed rate increase. Following considerable discussion, a
3 consensus was reached and Director Ostroff *moved* to amend Ordinance 2003-01-01 to
4 incorporate the modified rate schedule. Following the necessary modifications in the
5 Ordinance, the G. M. will submit it to county counsel for review and instructions for the
6 proper advertisement and public hearing requirements prior to adoption.

7 **F. Water Capital Improvements:** Following a general discussion on the recommended
8 well site improvements submitted by DCV Consultants, the G. M. noted that plans and
9 specifications are needed for requesting bids to do the work. Normally the preparation
10 plans and specifications will cost approximately 10% of the construction costs which are
11 currently estimated to be approximately \$150,000. Following more discussion, Director
12 Hills *moved* to have the G. M. consult with DCV Consultants to have this work prepared,
13 for a cost not to exceed \$14,000, seconded by Director Rudnick, ayes all.

14 **G. Recreation:** The G. M. explained that he had not completed his solicitation of proposals
15 for construction of the community center deck roof. He will obtain additional plans and
16 try to schedule the bid submissions for the next meeting. Kathy Sward requested that the
17 G. M. include Tony Moore in requests for construction bids.

18 **VIII. Public Open Time:** Under new business there was a lengthy discussion of the tree removal
19 (Monterey Pines) in the park area opposite the community center. Following the discussion, the
20 Board developed a consensus to modify the standing Board policy to have objectionable trees
21 removed (Monterey Pines and Eucalyptus) if there is no cost to the District, by G. M. approval.
22 In the future, if several trees are to be removed, or there is other possibility of controversy
23 (except in case of immediate risk to the general welfare), the G. M. will refer the matter to the
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1 Board for their consideration, prior to authorizing tree removal.

2 **IX. Next meeting date:** Following a brief discussion the next meeting date was confirmed for
3 Wednesday, April 23, 2002. there is also a 5th Wednesday, on April 30.

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5 The meeting was adjourned at 9:15 P.M.

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7 These minutes were approved by the Muir Beach Community Services District Board of
8 Directors, during their meeting on _____.

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12 _____
13 Peter Rudnick, Board President

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24 _____
Donovan Macfarlane, Secretary