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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING AND TWO PUBLIC HEARINGS TO BE HELD
ON WEDNESDAY, MAY 28, 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 BOARD MEETING AND TWO PUBLIC HEARINGS
ON WEDNESDAY, MAY 27, 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. Call the meeting to order:** President Shaffer will call the general meeting to order:
- II. Review and consideration of the May 28, 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. Temporarily close the general meeting and open the first Public Hearing** to consider the adoption of Resolution 2002-12-11-01 establishing an enforcement policy for water conservation: President Shaffer will call the public hearing to order and announce the following rules for conducting the hearing:
 - A. Public input:** Public input may be either by verbal presentation during the meeting or by written comment. Written comment must be submitted to the Board of Directors via the General Manager's office, prior to 5 pm on Tuesday, May 20, 2003.
 - B. To offer comment,** a speaker should raise their hand to be acknowledged by the Board President. Once acknowledged, the speaker will stand, clearly announce their name and place of residence for the record. Following the proper recording of their name and residence, the speaker may proceed with their comments.
 - C. Verbal comment may be limited** to no more than five (5) minutes per person and repetitious comment may be limited to a brief statement of support for a previous speaker's comments.
 - D.** In order to assure reasonable hearing of each speaker's comments, unacknowledged speakers and comments causing distraction are discouraged.
 - E. Board's decision:** Following the public input, the Board of Directors may adopt, reject adoption, or defer the Resolution for future consideration. In the event the written communications are too extensive for the Board to take adequate time for their consideration, the adoption or rejection of the Resolution will be deferred for no less than five (5) days to allow the Directors to review the written communications.
- V. Close the first Public Hearing:** President Shaffer will announce the closing of the second Public Hearing and:
- VI. Open the second Public Hearing** to consider the adoption of Ordinance 2003-02-26-01 proposing an increase in the district water rates. President Shaffer will call the public hearing to order. The rules for conducting the Public Hearing will conform to the rules stipulated above.
- VII. Close the second Public Hearing and re-open the general business meeting:** President Shaffer will announce the closing of the second Public Hearing and reopen the general business meeting..
- VIII. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the April 1 through April 30, 2003.

IX. Fire Department, Emergency Disaster Committee: Chief Sward will offer a report on the Department's activities since the last Board meeting.

X. 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: Copies of the County's independent audit of District fiscal records have been received and delivered to the Board. Consideration of the County report is scheduled for further consideration during the next regular Board meeting.

2. Continued audits: The County has furnished a list of independent auditors for the District to consider retaining for future audits. It is suggested that at least one and no more than two members of the Board coordinate with the G. M. to interview the suggested auditors and report back to the Board.

3. Budget for fiscal year 2003-04: It is suggested that at least one and no more than two members of the Board coordinate with the G. M. to develop a proposed budget for fiscal year 2003-04, to be presented to the Board for adoption no later than the regular July Board meeting.

B. Roads and Easements: Due to the time requirements of Public Hearings, work on the Ahab to Sunset easement encroachment has not been completed. This will be continued for the June meeting. In addition, the Board completed the Public Hearing on the Seacape Park Resolution, formally denying approval of the Resolution. The Board may desire to establish guidelines for an operational policy for maintaining the pedestrian trail within the easement.

C. WATER OPERATIONS:

1. Coliform tests taken during April were free of bacteria.

2. Gross water billing for the 03/23/02 through 04/23/03 billing period was \$4,037.14 including \$50.82 in late payment penalties and \$3.48 in interest charges. The monthly consumption surcharge for this period totaled \$1026.39.

The table below tabulates the water production for the period March 23, 2002 to April 23, 2003.

Total volume of water measured through the master meter =	763,410 gallons
Average daily pumping rate	24,626 gallons
Highest pumping day was on 4/07/03 and volume pumped =	34,100 gallons
Lowest pumping day was on 3/23/03 and volume pumped =	19,100 gallons
Total volume billed through service meters =	688,639 gallons
Gross unaccounted for water loss =	74,771 gallons
Estimated un-metered maintenance use ¹	5,000 gallons
Estimated leak repair losses ¹	2,000 gallons

Net unaccounted for water loss (8.88%)	67,771 gallons
Average daily customer consumption per meter =	81.5 gallons
Average service billing =	\$26.18

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

- D. Capital Improvements:** DCV Consultants contacted me on Saturday, May 24, 2003 to say that they are in the final stages of submitting their report. The report will be ready for the Board's consideration during the regular June meeting. In addition, Scott Callow of Environment Health had to cancel (for personal emergency) a meeting with Weeks Well Drilling which has temporarily delayed the sealing of the abandoned well on the State Park Lands. Once this well is sealed, the final tests on the District's new well will be completed and the system upgrades suggested by DCV Consultants can be submitted for environmental health department review.
- E. Recreation:** I have contacted three of the contractors that were forwarded RFP's for the community center deck roof. All three indicated that they are currently too busy to consider the project.

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

- XI. 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.

- XII. Review of the draft minutes** for the regular Board meeting held on April 23, 2003
- XIII. Next meeting date:** June 25, 2003 is the forth Wednesday in the month of June.

ADJOURNMENT OR CONTINUATION

RESOLUTION 2002-12-11-01

**A resolution by the Board of Directors of the Muir Beach Community Services District
Proposing an Enforcement Policy for the Conservation of Water During Officially Noticed
Water Conservation Periods.**

WHEREAS, the District was issued a Water Rights Permit by the California State Water Resources Control Board on or about 16 January 2001 (hereinafter "Water Rights Permit"), and

WHEREAS, the District's Water Rights Permit requires the District to establish a Technical Advisory Committee (hereinafter "T. A. C.") to assist in developing an Adoptive Management Plan that includes provisions for water conservation, and

WHEREAS, the District's Water Rights Permit requires the District to establish a policy for enforcing water conservation during Drought Conditions, and

WHEREAS, the District acknowledges the limited water resources and the public values of protecting the essential and natural environmental conditions of the District area; and

WHEREAS, it is the determination of the Board of Directors that it is to the benefit of the District, its residents, and the general public to have a reasonable and uniform policy for enforcing water conservation during the drought season.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Muir Beach Community Services District as follows:

Section 1: The purpose of this Resolution is to adopt a water conservation program as required by the District's Water Rights Permit and in accordance with Water Code Section 375. Conservation is necessary to reduce the quantity of water used by the District consumers during Drought Conditions (as defined in the Board's Findings of Necessity below) for purposes of conserving the District's water and complying with the District's Water Rights Permit.

Section 2: That during Drought Conditions, when the District must reduce its daily water production from an average maximum production of 45,000 gallons per day to no more than 35,000 gallons per day, it shall issue a Notice of Water Conservation to its customers.

Section 3: That no less than 3 days after the issuance of the Official Notice of Water Conservation, the District will record the meter readings of its customers.

Section 4: That the penalties, incentives and provisions as contained in Exhibit A, attached hereto and made a part of this resolution, shall be applied to the water billings occurring thereafter until the District issues a Notice That the Drought Conditions have ended. The Drought Conditions are considered as ending when sufficient rainfall occurs to increase the water flow in Redwood Creek adequately to eliminate the disconnected pond conditions.

Section 5: Findings of Necessity: The Board of Directors finds as follows:

- a. Water is a finite and precious resource.

- b. The District's water supply is limited, by the terms of the Water Rights Permit, to an average of 45,000 gallons per day during normal conditions and no more than 35,000 gallons per day during Drought Conditions.
- c. The Water Rights Permit provides that during Drought Conditions the District must reduce its daily water production. Specifically, under the Water Rights Permit "Drought Conditions" are deemed to exist when conditions specified by T. A. C. recommendations are reached. The T. A. C. has specified that when the water flow in Redwood Creek declines to a point where disconnected ponds of water occur in Redwood Creek and the oxygen levels in the disconnected ponds decline to a level unable to sustain aquatic life, a Drought Condition exists. Once Drought Conditions exist, the District must reduce its water production as specified above and implement the water conservation enforcement procedures.
- d. Moreover, the Water Rights Permit requires the District to establish a policy for enforcing water conservation during Drought Conditions. The enforcement policy has been developed in cooperation with recommendations from the T. A. C. and includes the customer notification, meter readings, and the penalties provisions contained in Attachment "A".
- e. During Drought Conditions, residential customers will be assessed a penalty for using more than 2,000 cubic feet of water per month, as contained in the provisions of Attachment "A". The penalty conditions have been developed from a three (3) year historical analysis of consumer consumption, consumption per capita applicable to the District consumers, analysis of District population distribution, and analysis of voluntary consumer conservation efforts resulting from District conservation requests. The threshold level of 2,000 cubic feet per month (cfm) to activate the excessive consumption penalties has been determined as the consumption adequate for the reasonable use for a family of six (6) persons or twice the average family size within the District. It has been determined that the elimination of residential consumption in excess of 2,000 cfm, combined with the cooperative consumption of the smaller family use and the commercial conservation requirements is adequate to reduce the overall District residential consumption to comply with the reduced production rates required by the Water Rights Permit. The tiered penalty structure, which is tied to residential consumer's use of water, encourages water conservation and is reasonable.
- f. During Drought Conditions, commercial customers will be assessed a penalty for using more than 90% of the commercial customer's average water usage for the previous billing periods ending in December, January and February prior to the issuance of the Notice of Water Conservation (rounded to the nearest 100 cubic feet). The threshold for commercial users is separate from the residential consumers due to the different commercial versus residential needs and has also been established from the historical use and voluntary conservation levels from the previous three (3) year period. Further, improvements in the water facilities have recently been installed by the commercial consumers. The tiered penalty structure, which is tied to commercial consumer's use of water, encourages water conservation and is reasonable.

- g. California Constitution, Article X Section 2 provides “It is hereby declared that because of the conditions prevailing in this State the general welfare requires the water resources of the State to be put to beneficial use to the fullest extent of which they are capable, and that the waste or unreasonable use of or unreasonable method of use of water be prevented, and that the conservation of such water is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare.”
- h. The conservation program proposed by this resolution is consistent with Water Code Section 375 and in furtherance of the conservation mandate contained in California Constitution Article X Section 2, as well as the conservation mandate contained in the District’s Water Rights Permit.
- i. This conservation program is exercised with a view to the reasonable and beneficial use of water, a limited resource, and in the interest of the District consumers and the public welfare.

Section 6: If any section, subsection, sentence, clause, phrase, portion or part of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such section shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, portion or part thereof, irrespective of the fact that any one or more section, subsection, sentence, clause, phrase, portion or part be declared invalid or unconstitutional.

Section 7: This resolution shall take effect immediately following passage by a majority vote of the Board of Directors Of the Muir Beach Community Services District, posting on the Community bulletin boards, and mailing to the District water customers.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the Muir Beach Community Services District on _____.

Ayes:

Noes:

Absent:

Steven Shaffer, President of the Board

Donovan Macfarlane, Secretary

EXHIBIT A

Penalty for Residential Water Usage of More than 2,000¹ Cubic Feet per Month

Cubic feet of use	Penalty Charge ²	
	Per 100 cubic feet	Total
2,000 to 2,100	\$100	\$100
2,101 to 2,200	\$400	\$500
2,201 to 2,300	\$500	\$1,000
2,301 to 2,400	\$100	\$1,100
2,401 and above	\$100 for each additional 100 cubic feet increment	

¹ **Family Size:** The penalty threshold (2,000 cubic feet per household) is provided for households having 1 to 6 occupants. If a household has more than 6 occupants, a proportional threshold adjustment for the additional occupants can be obtained by contacting the District General Manager.

In the event the 2,000 cubic feet threshold does not reduce the total District water consumption adequately to meet the required reduced water production, the District may change the threshold, by resolution and notice to its customers, as necessary.

² **Reduced Initial Penalty:** The penalty will be reduced by 50% the first time the penalty is incurred. However, if the penalty-level consumption continues unabated, the reduction will be cancelled and the full penalty amount reinstated for the prior and future billing periods.

Water Conservation for Commercial Customers

1. Commercial customers will not have an allowance for family size.
2. The penalty threshold for commercial customers will be set as : 90% of the commercial customer's average recorded water usage for the previous billing periods ending in December, January, and February prior to the issuance of the Notice of Water Conservation (rounded to the nearest 100 cubic feet). The penalty for failing to conserve, as required, will be in accord with the above Table for residential customers.

ORDINANCE 2003-02-26-01

**An ordinance by the Board of Directors of the Muir Beach Community Services District
Increasing Water Rates**

WHEREAS, California Constitution, Article X Section 2 provides “It is hereby declared that because of the conditions prevailing in this State the general welfare requires that the water resources of the State be put to beneficial use to the fullest extent of which there are capable, and that the waste or unreasonable use or unreasonable method of use of water be prevented, and that the conservation of such water is to be exercised with a view to the reasonable and beneficial use thereof in the interest of the people and for the public welfare.” And

WHEREAS, the District’s water rights permit requires a “Tiered rate structure”, and

WHEREAS, the District’ has not changed its water rate structure since the fall of 1992, while inflation and new requirements of the federal “Safe Drinking Water Act” have substantially increased the costs of general water operations, and

WHEREAS, it is the determination of the Board of Directors that it is to the benefit of the District, its residents, and the general public to have a reasonable and uniform rate policy that provides adequate funding for the operations and maintenance of the water system while fairly allocating the costs of operations and maintenance, as well as the capital benefit of having a reliable potable water supply available to the District’s consumers.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Muir Beach Community Services District as follows:

Section 1, Purpose: The purpose of this ordinance is to adopt a water rate structure in compliance with terms of the District’s water right permit while adequately funding the cost of water operations and maintenance, and fairly distributing the cost among the District’s water consumers.

Section 2, Tiered Water Rates. All water consumers, on metered water service, shall pay a monthly charge per the following tiered rate schedule for water service:

Tier	Rate*
1	0 to 300 cubic feet (cf), a minimum charge of \$15.00
2	301 to 600 cf, \$15.00 plus \$0.0475 per cf above 300 cf
3	601 to 1,200 cf, \$29.25 plus \$0.0575 per cf above 600 cf
4	1,201 to 2,000 cf, \$63.75 plus \$0.0675 per cf above 1,200 cf
5	2,001 cf and above, \$104.25 plus \$0.0775 per cf above 2,000 cf.

* The above rates are subject to the 25% consumption surcharge reserved for capital improvements, in accord with District Ordinance 2001-07-25-1, Section 3, as approved by the voters during the general election of November 2001

Section 3, Severability. If any section, subsection, sentence, clause, phrase, portion or part of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such section shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have adopted this ordinance and each section, subsection, sentence, clause, phrase, portion or part thereof, irrespective of the fact that any one or more section, subsection, sentence, clause, phrase, portion or part be declared invalid or unconstitutional.

Section 4, Effective Date. This ordinance shall be effective on the date of its adoption.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the Muir Beach Community Services District on _____.

Ayes:

Noes:

Absent:

Steven Shaffer, President of the Board

Donovan Macfarlane, Secretary

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 04/01/03 THROUGH 04/30/03**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$175.00
Marin County	2352	Tax collection fees	C	80.00
DCV Consultants	2713	Well site design improvements	B	1,320.00
TOTAL WATER CAPITAL IMPROVEMENT EXPENSES =				\$1,575.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Kinko's	2049	Board meetig packets	P	\$54.89
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Office Max	2133	File folders, binders, etc.	P	61.73
Marin County	2352	Tax collection fees	C	273.50
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	142.83
TOTAL G&A EXPENSES =				\$1,132.95

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$225.00
Grahm Groneman	4827	Reimburse for safety equipment	B	711.97
TOTAL FIRE EXPENSES =				\$936.97

RECREATION EXPENSES, DIVISION CODE 9239				
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	\$53.83
Salvador Gonzales	1073	Extra Hire wages paid this month	C	134.56
Juana Gonzales	1077	Janitorial wages paid this month	C	310.04
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Waste Management	2259	Debris collection through June '03	B	119.49
Cotco	2366	Paper towels	P	12.87
Pacific Bell	2534	Community Centerpay phone paid this month	B	159.40
Pacific Gas & Electric	2535	Community Center electric paid this month	B	86.42
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	17.50
Bell's market	2041BI	Misc. Bistro supplies purchased this month	P	3.00
Emiko Wang	2041TC	Tai Chi instruction for March	B	72.00
TOTAL RECREATION EXPENSES =				\$1,662.89

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Salvador Gonzales	1073	Extra Hire wages paid this month	C	\$188.38
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$688.38

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	\$1,507.10
Salvador Gonzales	1073	Extra Hire wages paid this month	C	53.83
P.E.R.S.	1506	Shaffer trust medical	B	296.59
Herb's Pool Service	2077	Sand filter repairs	B	410.80
Dept. of Health and Human Resources	2115	Coliform tests in March	B	30.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
Public Storage	2121	File storage facility	B	59.00
Marin Resource Recovery	2121	Debris dumping fee	B	40.00
www.Tonerrefillkits.com	2133	Printer toner refills	P	80.83
NEBS	2133	5,000 Water invoice forms	B	390.36
Sutton Freebairn-Smith	2479	Travel allowance paid this month	B	100.00
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	460.48
USPO	2130	Postage	P	86.00
TOTAL WATER EXPENSES =				\$5,264.99

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

TOTAL WATER CAPITAL IMPROVEMENT EXPENSES = \$1,575.00
TOTAL GENERAL FUND EXPENSES = 9,686.18
TOTAL OF ALL CHECKS ISSUED = \$11,261.18

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

Steven Shaffer, President

Donovan Macfarlane, Secretary

Balance Sheet

As of April 30, 2003

	<u>Apr 30, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	44,711
Fund 429, County Investment Fun	
Capital Improvements	216,271
General Investments	77,659
Total Fund 429, County Investment Fun	<u>293,930</u>
Petty Cash Fund	-264
Salomon Smith Barney	
Fire Station Reserve	12,419
Firesafe marin	8,879
General Funds	12,327
Rental deposit trust	3,250
Shaffer CalPers Trust	815
Water Security Deposit Trust	6,200
West Marin Funds	7,788
Total Salomon Smith Barney	<u>51,677</u>
Total Checking/Savings	390,054
Accounts Receivable	
Receivables	12,394
Total Accounts Receivable	<u>12,394</u>
Total Current Assets	402,447
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	<u>537</u>
TOTAL ASSETS	<u><u>402,984</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	196
R9255R, Refundable deposits	3,240
W9025RD, Security deposits	6,700
Total Other Current Liabilities	<u>10,136</u>
Total Current Liabilities	<u>10,136</u>
Total Liabilities	10,136
Equity	
Retained Earnings	355,173
Net Income	37,675
Total Equity	<u>392,848</u>
TOTAL LIABILITIES & EQUITY	<u><u>402,984</u></u>

11:37 AM
05/24/03
Accrual Basis

Muir Beach Community Services District 2002-2003
INCOME VERSUS EXPENSES

April 2003

	<u>Apr 03</u>
Income	
Administrative Income	16,804
Fire Operations Income	4,359
Recreational Activities Inco...	1,335
Water Capital Improvements...	22,991
Water Operations Income	<u>5,054</u>
Total Income	50,544
Expense	
Administrative Expenses	1,133
Fire Operational Expenses	937
Recreational Expenses	1,606
Roads & Easements Expens...	688
Water Capital Improve'ts Exp.	1,575
Water Operating Expenses	<u>2,837</u>
Total Expense	<u>8,776</u>
Net Income	<u><u>41,769</u></u>

Muir Beach Community Services District 2002-2003
 INCOME VERSUS EXPENSES
 April 2003

	<u>Apr 03</u>
Recreational Expenses	
R1028, Maint. Mgr. Wages	50
R1073, Janitorial wages	413
R1404, FICA	49
R1701, Work Comp Insurance	-57
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	201
R2041TC, Tai Chi Expenses	72
Total R2041, Rec. Program Expenses	<u>273</u>
R2117, Administrative Expenses	500
R2259, Refuse Removal	119
R2366, Building Supplies	13
R2534, Pay Telephone Expense	159
R2535, Energy Expenses	86
Total Recreational Expenses	<u>1,606</u>
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	
E1073, Extra Hire Wages	175
E1404, FICA	13
E2117, Administrative Fees	500
Total Roads & Easements Expenses	<u>688</u>
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175
H2352, County fees	80
H2713, Project Improvements	
H2713CP, System Improvements	1,320
Total H2713, Project Improvements	<u>1,320</u>
Total Water Capital Improve'ts Exp.	<u>1,575</u>
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,400
W1073, Extra Hire Wages	50
W1404, FICA	111
W1506, Medical benefits	
W1506CPSH	-2,000
W1506, Medical benefits - Other	297
Total W1506, Medical benefits	<u>-1,703</u>
W1701, Work. Comp. Insurance	-428
W2077, Routine Repairs	451
W2115, Chemicals I Testing	30
W2117, Administrative Fees	1,750
W2121, Miscellaneous Expenses	59
W2133, Office Supplies	557
W2479, Travel allowance	100
W2534, Telephone Relay Expense	
W2535, Electrical Service	460
Total Water Operating Expenses	<u>2,837</u>
Total Expense	<u>8,776</u>
Net Income	<u><u>41,769</u></u>

Muir Beach Community Services District 2002-2003
 INCOME VERSUS EXPENSES
 April 2003

	<u>Apr 03</u>
Income	
Administrative Income	
A9001, General Tax Income	16,804
Total Administrative Income	<u>16,804</u>
Fire Operations Income	
F9763, Fire Assoc. Donations	4,359
Total Fire Operations Income	<u>4,359</u>
Recreational Activities Income	
R9255, CC Rental Income	1,213
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	123
Total R9811, Rec. Programs Income.	<u>123</u>
Total Recreational Activities Income	1,335
Water Capital Improvements Inco	
H9001, special Assessment Tax	20,740
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,269
H9031, Water Surcharge Income - Other	0
Total H9031, Water Surcharge Income	<u>1,269</u>
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	725
H9377G, Gen. Inv. Interest	257
Total H9377, Interest Earnings	<u>982</u>
Total Water Capital Improvements Inco	22,991
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	4
W9025LP, Late pay penalty	71
W9025, Water Service Income - Other	4,954
Total W9025, Water Service Income	<u>5,029</u>
Water Operations Income - Other	<u>25</u>
Total Water Operations Income	<u>5,054</u>
Total Income	50,544
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	55
A2117, Consulting Admin. Fees	600
A2130, Mailing & Shipping Exp.	
A2133, Office Supplies	62
A2352, County Fees	274
A2479, Travel Expenses	143
A2534, Telephone/Communications	
Total Administrative Expenses	<u>1,133</u>
Fire Operational Expenses	
F2117, Administrative Fees	225
F4827, W. Marin Fund Expenses	712
Total Fire Operational Expenses	<u>937</u>

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05/24/03
Accrual Basis

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

	Jul '02 - Apr 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income	53,432.25	45,400.00	8,032.25	117.7%
Fire Operations Income	12,859.00	13,400.00	-541.00	96.0%
Firesafe Marin Grant Income	11,755.22			
Recreational Activities Income	10,208.68	11,900.00	-1,691.32	85.8%
Water Capital Improvements Inco	72,644.94	72,875.00	-230.06	99.7%
Water Operations Income	48,564.58	70,000.00	-21,435.42	69.4%
Total Income	209,464.67	213,575.00	-4,110.33	98.1%
Expense				
A1702, Unemployment Insurance	34.00			
Administrative Expenses	11,943.47	24,030.00	-12,086.53	49.7%
Fire Operational Expenses	4,500.68	11,200.00	-6,699.32	40.2%
Firesafe Marin Grant Expenses	1,033.44	25,000.00	-23,966.56	4.1%
Recreational Expenses	17,073.85	32,157.00	-15,083.15	53.1%
Roads & Easements Expenses	10,184.89	32,937.00	-22,752.11	30.9%
Water Capital Improve'ts Exp.	46,945.92	118,824.00	-71,878.08	39.5%
Water Operating Expenses	80,073.14	79,318.00	755.14	101.0%
Total Expense	171,789.39	323,466.00	-151,676.61	53.1%
Net Income	37,675.28	-109,891.00	147,566.28	-34.3%

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

	Jul '02 - Jun 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	53,414.00	43,800.00	9,614.00	121.9%
A9203, Interest earned	0.00	1,600.00	-1,600.00	0.0%
A9772, Copier Income	3.25			
Administrative Income - Other	15.00			
Total Administrative Income	<u>53,432.25</u>	<u>45,400.00</u>	<u>8,032.25</u>	<u>117.7%</u>
Fire Operations Income				
F9377, West Marin Funds	8,500.00	8,300.00	200.00	102.4%
F9763, Fire Assoc. Donations	4,359.00	5,100.00	-741.00	85.5%
Total Fire Operations Income	<u>12,859.00</u>	<u>13,400.00</u>	<u>-541.00</u>	<u>96.0%</u>
Firesafe Marin Grant Income				
Recreational Activities Income	11,755.22			
R9255, CC Rental Income	8,132.50	7,000.00	1,132.50	116.2%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	1,096.70	1,400.00	-303.30	78.3%
R9811CD, Com. Din. Income	0.00	2,000.00	-2,000.00	0.0%
R9811CP, Child's Prog. Income	190.98	230.00	-39.02	83.0%
R9811TC, Tai Chi Income	967.50	1,120.00	-152.50	86.4%
Total R9811, Rec. Programs Income.	<u>2,255.18</u>	<u>4,750.00</u>	<u>-2,494.82</u>	<u>47.5%</u>
R9834, Res. Handbook Income	1.00	150.00	-149.00	0.7%
Total Recreational Activities Income	<u>10,388.68</u>	<u>11,900.00</u>	<u>-1,511.32</u>	<u>87.3%</u>
Water Capital Improvements Inco				
H9001, special Assessment Tax	55,257.50	55,875.00	-617.50	98.9%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	11,115.82	13,000.00	-1,884.18	85.5%
H9031, Water Surcharge Income - Other	705.47			
Total H9031, Water Surcharge Income	<u>11,821.29</u>	<u>13,000.00</u>	<u>-1,178.71</u>	<u>90.9%</u>
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	4,160.09	4,000.00	160.09	104.0%
H9377G, Gen. Inv. Interest	1,406.06			
Total H9377, Interest Earnings	<u>5,566.15</u>	<u>4,000.00</u>	<u>1,566.15</u>	<u>139.2%</u>
Total Water Capital Improvements Inco	<u>72,644.94</u>	<u>72,875.00</u>	<u>-230.06</u>	<u>99.7%</u>
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill interest	35.62			
W9025LP, Late pay penalty	785.99			
W9025, Water Service Income - Other	44,487.82	70,000.00	-25,512.18	63.6%
Total W9025, Water Service Income	<u>45,309.43</u>	<u>70,000.00</u>	<u>-24,690.57</u>	<u>64.7%</u>

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05/24/03

Accrual Basis

Muir Beach Community Services District 2002-2003

Profit & Loss Budget vs. Actual

July 2002 through June 2003

	Jul '02 - Jun '03	Budget	\$ Over Budget	% of Budget
W9772, Miscellaneous Income	3,150.15			
Water Operations Income - Other	105.00			
Total Water Operations Income	48,564.58	70,000.00	-21,435.42	69.4%
Total Income	209,644.67	213,575.00	-3,930.33	98.2%
Expense				
A1702, Unemployment Insurance				
Administrative Expenses	34.00			
A2049, Conf., Mtgs. & Dues	665.50	400.00	265.50	166.4%
A2117, Consulting Admin. Fees	6,600.00	7,200.00	-600.00	91.7%
A2121, Miscellaneous Expenses	330.00	300.00	30.00	110.0%
A2129, Gen. Election expenses	0.00	455.00	-455.00	0.0%
A2130, Mailing & Shipping Exp.	55.00	275.00	-219.40	20.2%
A2133, Office Supplies	421.29	450.00	-28.71	93.6%
A2137, Copier Maint. Expenses	187.86	150.00	37.86	125.2%
A2352, County Fees	764.00	8,000.00	-7,236.00	9.6%
A2479, Travel Expenses	1,787.65	2,200.00	-412.35	81.3%
A2534, Telephone/Communications	1,997.66	2,600.00	-602.34	76.8%
A2713, Legal fees	268.75	2,000.00	-1,731.25	13.4%
Total Administrative Expenses	13,078.31	24,030.00	-10,951.69	54.4%
Fire Operational Expenses				
F2117, Administrative Fees	2,475.00	2,700.00	-225.00	91.7%
F4827, W. Marin Fund Expenses	2,313.38	8,500.00	-6,186.62	27.2%
Total Fire Operational Expenses	4,788.38	11,200.00	-6,411.62	42.8%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 chipper payroll	1,033.44	25,000.00	-23,966.56	4.1%
Total F2077-Chipper grant program	1,033.44	25,000.00	-23,966.56	4.1%
Total Firesafe Marin Grant Expenses	1,033.44	25,000.00	-23,966.56	4.1%
Recreational Expenses				
R1028, Maint. Mgr. Wages	285.00	2,250.00	-1,965.00	12.7%
R1073, Janitorial wages	3,309.00	2,700.00	609.00	122.6%
R1404, FICA	416.14	379.00	37.14	109.8%
R1701, Work Comp Insurance	522.35	718.00	-195.65	72.8%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	2,204.78	2,100.00	104.78	105.0%
R2041CD, Com. Dinner Expenses	0.00	600.00	-600.00	0.0%
R2041CP, Child's Program Exp.	0.00	200.00	-200.00	0.0%
R2041TC, Tai Chi Expenses	846.00	1,400.00	-554.00	60.4%
Total R2041, Rec. Program Expenses	3,050.78	4,300.00	-1,249.22	70.9%
R2077, Routine Repairs	0.00	5,000.00	-5,000.00	0.0%

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05/24/03

Accrual Basis

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

	Jul '02 - Jun 03	Budget	\$ Over Budget	% of Budget
R2097, CC Ground Maintenance	0.00	250.00	-250.00	0.0%
R2117, Administrative Expenses	5,500.00	6,000.00	-500.00	91.7%
R2119, Publications	0.00	500.00	-500.00	0.0%
R2121, Miscellaneous Expenses	100.00	100.00	0.00	100.0%
R2259, Office Supplies & Stamps	0.00	100.00	-100.00	0.0%
R2366, Building Supplies	477.96	500.00	-22.04	95.6%
R2534, Pay Telephone Expense	87.44	350.00	-262.56	25.0%
R2535, Energy Expenses	643.53	760.00	-116.47	84.7%
R2535E, Electrical Expenses	0.00	1,000.00	-1,000.00	0.0%
R2535G, Butane Gas Expenses	285.09	250.00	35.09	114.0%
R2535, Energy Expenses - Other	794.21			
Total R2535, Energy Expenses	1,079.30	1,250.00	-170.70	86.3%
R4048, Building Improvements	2,500.00	7,000.00	-4,500.00	35.7%
Total Recreational Expenses	17,971.50	32,157.00	-14,185.50	55.9%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	225.00	5,500.00	-5,275.00	4.1%
E1073, Extra Hire Wages	1,100.00	4,000.00	-2,900.00	27.5%
E1404, FICA	101.36	727.00	-625.64	13.9%
E1701, Work's. Comp. Insurance	0.00	1,210.00	-1,210.00	0.0%
E2077, Road & Easement Repairs	3,758.53	15,000.00	-11,241.47	25.1%
E2117, Administrative Fees	5,500.00	6,500.00	-1,000.00	84.6%
Total Roads & Easements Expenses	10,684.89	32,937.00	-22,252.11	32.4%
Water Capital Improve'ts Exp.				
H2049 Meeting & Hearing expense	3.00	400.00	-397.00	0.8%
H2117, Administrative Fees	1,925.00	2,100.00	-175.00	91.7%
H2352, County fees	320.00	324.00	-4.00	98.8%
H2713, Project Improvements				
H2713CP, System Improvements	7,191.10	60,000.00	-52,808.90	12.0%
H2713, Project Improvements - Other	3,000.00			
Total H2713, Project Improvements	10,191.10	60,000.00	-49,808.90	17.0%
H4169UT, Priority Improvements				
H4169NW, New Well	10,461.62	40,000.00	-29,538.38	26.2%
H4169VR, Valve Replacement	23,790.20	16,000.00	7,790.20	148.7%
H4169UT, Priority Improvements - Other	430.00			
Total H4169UT, Priority Improvements	34,681.82	56,000.00	-21,318.18	61.9%
Total Water Capital Improve'ts Exp.	47,120.92	118,824.00	-71,703.08	39.7%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	13,585.00	20,625.00	-7,040.00	65.9%
W1073, Extra Hire Wages	2,111.08	3,000.00	-888.92	70.4%
W1404, FICA	2,293.94	1,810.00	483.94	126.7%

11:51 AM

05/24/03

Accrual Basis

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

	Jul '02 - Jun 03	Budget	\$ Over Budget	% of Budget
W1506, Medical benefits				
W1506CPSH	-1,757.82			
W1506, Medical benefits - Other	2,597.35			
Total W1506, Medical benefits	839.53			
W1701, Work. Comp. Insurance	3,656.19	3,000.00	656.19	121.9%
W2049, Conferences & Training	215.00	400.00	-185.00	53.8%
W2058, Annual Permit Fee	1,889.00	1,883.00	6.00	100.3%
W2077, Routine Repairs	9,388.48	5,000.00	4,388.48	187.8%
W2115, Chemicals I Testing	3,724.98	5,000.00	-1,275.02	74.5%
W2117, Administrative Fees	19,250.00	21,000.00	-1,750.00	91.7%
W2121, Miscellaneous Expenses	628.93	1,000.00	-371.07	62.9%
W2130, Postage & Shipping	599.70	1,500.00	-900.30	40.0%
W2133, Office Supplies	2,013.48	1,000.00	1,013.48	201.3%
W2325, Contract Services	15,954.24	5,000.00	10,954.24	319.1%
W2479, Travel allowance	1,000.00	1,500.00	-500.00	66.7%
W2534, Telephone Relay Expense	417.37	600.00	-182.63	69.6%
W2535, Electrical Service	5,472.43	7,000.00	-1,527.57	78.2%
Total Water Operating Expenses	83,039.35	79,318.00	3,721.35	104.7%
Total Expense	177,750.79	323,466.00	-145,715.21	55.0%
Net Income	31,893.88	-109,891.00	141,784.88	-29.0%

1 OFFICIAL MINUTES OF THE
2 MUIR BEACH COMMUNITY SERVICES DISTRICT
3 BOARD OF DIRECTORS REGULAR MEETING
4 HELD ON WEDNESDAY, APRIL 23, 2003
5

6 **Directors present:** President Shaffer; Directors: Hills, Kamradt, Ostroff, and Rudnick.
7

8 **I. Call to order:** President Shaffer called the meeting to order at 7:14 pm.
9

10 **II. Review and consideration of the April 23, 2003 Agenda.** There was a brief discussion of the Agenda, and
11 Director Hills *moved* to approve the Agenda as submitted; seconded by Director Ostroff, ayes all.
12

13 **III. National Park Service:** Ranger Jennifer Vic offered an update on the ongoing activities of the Park Service,
14 beginning with a comment that May 10th will be a "bird watching day" to observe the migrating birds. She then
15 went on to say that the monitoring of Redwood Creek indicates that the upper 100 feet from the Pacific Way
16 bridge has substantially filled in and that the lower area is flowing directly into the backwaters. N. P. S.
17 monitoring will continue for another year to assist in collecting data for future maintenance and improvement.
18

19 **IV. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Ostroff *moved* to
20 approve the report as submitted including a total of \$17,575.75 in general fund expenditures and \$11,600.95 in
21 water capital improvement expenditures and \$896.59 in trust fund refunds, for a total of \$30,073.29 in
22 warrants issued, seconded by Director Rudnick; ayes all.
23

24 **V. Fire Department, emergency disaster committee:** Chief Sward reported that the new fire truck is in
operation and doing well. Also, that the department is looking into the possibility of additional grants to assist

1 in fire operations.

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

3 **A. Administration:**

- 4 1. The G. M. reported that the County requested some additional F. E. M. A. information for
5 their audit and that it has been forwarded to the auditor. The auditor has assured the G. M.
6 that the audit will be completed in time for the next Board meeting.
- 7 2. The G. M. reported that the information phone is slowly increasing in contacts. Director Hills
8 noted that the District web site now includes the minutes and fiscal reports and all important
9 notices.

10 **B. Roads and Easements:**

- 11 1. **Ahab Drive to Sunset Way pedestrian trail encroachment.** Resident Kent Andrews was
12 present to discuss the removal of the District encroachment onto the Villere property. He
13 submitted a proposal by a contractor, for the construction of the needed stairs to accomplish
14 the encroachment removal. The contractor's price totaled \$7,780 for construction of the stairs.
15 The G. M. noted that the pictures of the stairs proposed did not meet the District's standards
16 (for lumber), indicating that the price might be somewhat more. Further discussion of the
17 problem included the need to do additional work above the needed stairs. The Board
18 instructed the G. M. to investigate the situation more thoroughly and to prepare plans and
19 specifications for receiving proposals for construction costs.
- 20 2. **Seacape Park landscaping and trail considerations:** The following considerations were
21 given concerning the Seacape Park and encroaching landscaping.
- 22 a. Resolution 2002-12-11-01, was noted as being adopted without a public hearing.
23 Hence, the adoption of the resolution is considered null and void.
- 24 b. Resolution 2003-04-23-01 was introduced and scheduled for a Public Hearing on
Tuesday, May 20, 2003.

1 Green Gulch can be utilized.

2 Resident George Lindholdt informed the Board and audience that his website www.bellobeach.com
3 includes pictures of the beach and Big Lagoon area dating back to the early part of the 1900's. Access to the
4 site is free of charge.

5
6 **VIII. Review of the draft minutes** for the March 2, 2003 meeting. There were no changes suggested for these
7 minutes and Director Kamradt *moved* to approve the minutes as written; seconded by Director Hills, ayes all.

8
9 **IX. Next meeting date:** Following a brief discussion the next regular meeting date was confirmed for Wednesday,
10 May 28, 2002.

11
12 The meeting was adjourned at 8:57 P.M.

13
14 These minutes were approved by the Muir Beach Community Services District Board of Directors, during their
15 meeting on _____

16
17
18
19
20 _____
21 Steven Shaffer, Board President

22 _____
23 Donovan Macfarlane, Secretary