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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD
ON WEDNESDAY, JUNE 18, 2003
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE
TO BEGIN AT 7:00 P.M.**

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR BOARD MEETING
ON WEDNESDAY, JUNE 18, 2003. A CLOSED PERSONNEL MEETING WILL BEGIN AT
6:00 P.M. AND THE REGULAR MEETING WILL 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 closed meeting to order:** President Shaffer will call the closed meeting to order and begin discussion of personnel evaluations and the contract for management services with ABC Consultants, Inc. which expires on June 30, 2003. Decisions reached during the closed meeting will be announced at the opening of the following general meeting.
- II. **President Shaffer will call the general meeting to order:**, and announce any decisions reached during the closed personnel meeting.
- III. **Review and consideration of the June 18, 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".
- IV. **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
- V. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the May 1 through May 31, 2003.
- VI. **Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the Department's activities since the last Board meeting.
- VII. **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:** The Board received copies of the County's independent audit closing fiscal year 1995-96. This may be discussed in consideration of selecting a new independent auditor, as the County no longer performs this service.
 2. **Continued audits:** Directors Hill s and Ostroff will set a schedule for interviewing possible auditors for the District's fiscal affairs.
 3. **Budget for fiscal year 2003-04:** Directors Hills and Ostroff will set a schedule for submitting a budget for fiscal year 2003-04, for the Board's consideration.
 - B. **Roads and Easements:**
 1. Establish a general policy for maintenance of the pedestrian easement in the District Seacape Park Land.

2. Review resident letters of concern of the District Park between Seacape drive and the Muir Beach overlook are of N. P. S.
3. A general discussion of the Ahab/Sunset Way pedestrian easement and the work necessary to mitigate the District encroachment onto private property.

C. WATER OPERATIONS:

1. Coliform tests taken during May were free of bacteria.
2. Gross water billing for the 04/23/02 through 05/23/03 billing period was \$3,914.95 including \$70.17 in late payment penalties and \$3.08 in interest charges. The monthly consumption surcharge for this period totaled \$1006.23.

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

Total volume of water measured through the master meter =	715,760 gallons
Average daily pumping rate	23,859 gallons
Highest pumping day was on 5/23/03 and volume pumped =	39,400 gallons
Lowest pumping day was on 5/06/03 and volume pumped =	14,800 gallons
Total volume billed through service meters =	689,499 gallons
Gross unaccounted for water loss =	26,261 gallons
Estimated un-metered maintenance use ¹	000 gallons
Estimated leak repair losses ¹	000 gallons
Net unaccounted for water loss (3.67%)	26,261 gallons
Average daily customer consumption per meter =	82 gallons
Average service billing =	\$26.18

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

D. Capital Improvements: DCV Consultants has changed the engineer in charge of the mechanical design, as Aaron Newman is over committed on another project. I will have more details for the report prior to completing the meeting packet.

E. Recreation: A general discussion of the District's rental policies and rates for rental of the community center.

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

VIII. 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.

- IX. Review of the draft minutes** for the Public Hearing held on May 20, 2003.
- X. Review of the draft minutes** for the two Public Hearings and the general meeting held on May 28, 2003.
- XI. Next meeting date:** July 23, 2003 is the fourth Wednesday in the month of July. There is also a fifth Wednesday on July 30.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 05/01/03 THROUGH 05/31/03**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$175.00
DCV Consultants	2713	Consulting fees paid in May	B	\$990.00
TOTAL WATER CAPITAL IMPROVEMENT EXPENSES =				\$1,165.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Kinko's	2049	Board meetig packets	P	48.71
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
USPO	2130	Postage	P	33.40
Costco	2133	QuickBooks 2003, update	P	232.73
Office Max	2133	Blank Check forms & program	P	32.19
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	147.32
AT&T	2534	Toll calls 4115-388-7804 paid this month	B	19.64
AT&T	2534	Toll calls 707-643-1143 paid this month	B	23.37
Cingular	2534	Cell phone paid this month	B	90.94
Pacific Bell	2534	415-388-7804 paid this month	B	83.09
Pacific Bell	2534	707-643-1143 paid this month	B	19.81
TOTAL G&A EXPENSES =				\$1,331.20

FIRE DIVISION EXPENSES, DIVISION CODE 9240

Grahm Groneman	1703	Fire station phone paid this month	C	516.72
Jesse Rudnick	1703	Fire station phone paid this month	C	516.72
Jose Alcala	1703	Firesafe Marin Chipper payroll expense	C	1,076.50
Michael Moore	1703	Fire station phone paid this month	C	1,743.93
Sutton Freebairn-Smith	1703	Fire station phone paid this month	C	484.43
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
Pacific Bell	4827	Fire station phone paid this month	B	62.70
TOTAL FIRE EXPENSES =				\$4,626.00

RECREATION EXPENSES, DIVISION CODE 9239

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	53.82
Salvador Gonzales	1073	Extra Hire wages paid this month	C	302.77
Juana Gonzales	1077	Janitorial wages paid this month	C	465.06
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Pacific Bell	2534	Community Centerpay phone paid this month	B	53.40
McPhail	2535	Butane gas for community center	B	166.69
Pacific Gas & Electric	2535	Community Center electric paid this month	B	33.56
Bell's market	2041BI	Misc. Bistro supplies purchased this month	P	4.50
Lonna Richmond	2041BI	Bistro wages paid this month	C	290.67
Nancy Knox	2041BI	Bistro pastries purchased this month	P	32.50
Emiko Wang	2041TC	Tai Chi instruction, April & May	B	144.00
TOTAL RECREATION EXPENSES =				\$2,046.97

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	
Salvador Gonzales	1073	Extra Hire wages paid this month	C	289.31
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$789.31

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 05/01/03 THROUGH 05/31/03**

WATER DIVISION EXPENSES, DIVISION CODE 9238

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	2,193.43
P.E.R.S.	1501	Shaffer medical paid from Shaffer Trust	B	296.59
Jose Alcalá	1073	Extra Hire wages paid this month	C	40.37
Herb's Pool Service	2115	Chlorine supplies	B	35.39
Herb's Pool Service	2077	Replace filter tank sand	B	640.09
Marin Cell U Phone	2534	Maint. Mgr's pager paid this month	B	9.95
Marin County Health Laboatory	2115	Coliform tests in April	B	30.00
Salvador Gonzales	1073	Extra Hire wages paid this month	C	53.83
Public Storage	2121	File Storage	B	59.00
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	409.08
Pacific Bell	2534	Upper tank phone relay paid this month	B	31.70
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	60.00
TOTAL WATER EXPENSES =				\$5,609.43

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Adina A. Beaumont	9255R	Rental security deposit refund	B	500.00
Melvin D. Bert	9255R	20% Partial rental deposit refund	B	100.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$600.00

	TOTAL WATER CAPITAL IMPROVMENT EXPENSES =	\$1,165.00
	TOTAL GENERAL FUND EXPENSES =	14,402.91
	TOTAL CHECKS ISSUED FROM TRUST FUNDS =	600.00
	TOTAL OF ALL CHECKS ISSUED =	\$16,167.91

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

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

5:11 PM
06/14/03
Accrual Basis

Muir Beach Community Services District 2021-2003

Balance Sheet

As of May 31, 2003

	<u>May 31, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	37,408
Fund 429, County Investment Fun	
Capital Improvements	216,308
General Investments	77,622
Total Fund 429, County Investment Fun	<u>293,930</u>
Petty Cash Fund	34
Salomon Smith Barney	
Fire Station Reserve	12,419
Firesafe marin	8,879
General Funds	11,286
Rental deposit trust	2,250
Shaffer CalPers Trust	518
Water Security Deposit Trust	6,300
West Marin Funds	7,788
Total Salomon Smith Barney	<u>49,440</u>
Total Checking/Savings	380,812
Accounts Receivable	
Receivables	7,219
Total Accounts Receivable	<u>7,219</u>
Total Current Assets	388,031
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	<u>537</u>
TOTAL ASSETS	<u><u>388,568</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	196
R9255R, Refundable deposits	2,490
W9025RD, Security deposits	6,700
Total Other Current Liabilities	<u>9,386</u>
Total Current Liabilities	<u>9,386</u>
Total Liabilities	9,386
Equity	
Retained Earnings	355,173
Net Income	24,009
Total Equity	<u>379,182</u>
TOTAL LIABILITIES & EQUITY	<u><u>388,568</u></u>

5:10 PM
06/14/03
Accrual Basis

Muir Beach Community Services District 2002-2003
INCOME VERSUS EXPENSES

May 2003

	<u>May 03</u>
Income	
Administrative Income	724
Recreational Activities Inco...	1,177
Total Income	<u>1,902</u>
Expense	
Administrative Expenses	1,331
Fire Operational Expenses	288
Firesafe Marin Grant Expen...	4,338
Recreational Expenses	2,047
Roads & Easements Expens...	789
Water Capital Improve'ts Exp.	1,165
Water Operating Expenses	5,609
Total Expense	<u>15,568</u>
Net Income	<u><u>-13,666</u></u>

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

	<u>May 03</u>
Income	
Administrative Income	
A9001, General Tax Income	724
Total Administrative Income	<u>724</u>
Recreational Activities Income	
R9255, CC Rental Income	730
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	142
R9811TC, Tai Chi Income	180
R9811Y, Yoga Classes	125
Total R9811, Rec. Programs Income.	<u>447</u>
Total Recreational Activities Income	<u>1,177</u>
Total Income	1,902
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	49
A2117, Consulting Admin. Fees	600
A2130, Mailing & Shipping Exp.	33
A2133, Office Supplies	265
A2479, Travel Expenses	147
A2534, Telephone/Communications	237
Total Administrative Expenses	<u>1,331</u>
Fire Operational Expenses	
F2117, Administrative Fees	225
F4827, W. Marin Fund Expenses	63
Total Fire Operational Expenses	<u>288</u>
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 chipper payroll	4,154
F1404 FICA	184
Total F2077-Chipper grant program	<u>4,338</u>
Total Firesafe Marin Grant Expenses	4,338
Recreational Expenses	
R1028, Maint. Mgr. Wages	50
R1073, Janitorial wages	713
R1404, FICA	79
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	307
R2041TC, Tai Chi Expenses	144
Total R2041, Rec. Program Expenses	<u>451</u>
R2117, Administrative Expenses	500
R2534, Pay Telephone Expense	53
R2535, Energy Expenses	
R2535G, Butane Gas Expenses	167
R2535, Energy Expenses - Other	34
Total R2535, Energy Expenses	<u>200</u>
Total Recreational Expenses	2,047
Roads & Easements Expenses	

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Accrual Basis

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

	<u>May 03</u>
E1028, Maint. Mgr. wages	
E1073, Extra Hire Wages	269
E1404, FICA	21
E2117, Administrative Fees	500
Total Roads & Easements Expenses	<u>789</u>
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175
H2713, Project Improvements	
H2713CP, System Improvements	990
Total H2713, Project Improvements	<u>990</u>
Total Water Capital Improve'ts Exp.	1,165
Water Operating Expenses	
W1028, Maint. Mgr. Wages	2,038
W1073, Extra Hire Wages	50
W1404, FICA	200
W1506, Medical benefits	297
W2077, Routine Repairs	640
W2115, Chemicals I Testing	65
W2117, Adminsitrative Fees	1,750
W2121, Miscellaneous Expenses	59
W2130, Postage & Shipping	60
W2534, Telephone Relay Expense	42
W2535, Electrical Service	409
Total Water Operating Expenses	<u>5,609</u>
Total Expense	<u>15,568</u>
Net Income	<u><u>-13,666</u></u>

11:14 AM
 06/15/03
 Accrual Basis

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

	<u>Jul '02 - May 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Administrative Income	54,157	45,400	8,757	119%
Fire Operations Income	12,859	13,400	-541	96%
Firesafe Marin Grant Income	11,755	22,917	-11,162	51%
Recreational Activities Income	11,386	11,900	-514	96%
Water Capital Improvements Inco	72,645	72,875	-230	100%
Water Operations Income	48,565	70,000	-21,435	69%
Total Income	211,366	236,492	-25,126	89%
Expense				
A1702, Unemployment Insurance	34			
Administrative Expenses	13,275	24,030	-10,755	55%
Fire Operational Expenses	4,788	11,200	-6,412	43%
Firesafe Marin Grant Expenses	6,772	25,000	-18,228	27%
Recreational Expenses	19,121	32,157	-13,036	59%
Roads & Easements Expenses	10,974	32,937	-21,963	33%
Water Capital Improve'ts Exp.	48,111	118,824	-70,713	40%
Water Operating Expenses	85,198	79,318	5,880	107%
Total Expense	188,273	323,466	-135,193	58%
Net Income	23,093	-86,974	110,067	-27%

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

	Jul '02 - May 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	54,138.49	43,800.00	10,338.49	123.6%
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	54,156.74	45,400.00	8,756.74	119.3%
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	12,859.00	13,400.00	-541.00	96.0%
Firesafe Marin Grant Income				
F9811FM, Grant income	0.00	22,916.85	-22,916.85	0.0%
Firesafe Marin Grant Income - Other	11,755.22			
Total Firesafe Marin Grant Income	11,755.22	22,916.85	-11,161.63	51.3%
Recreational Activities Income				
R9255, CC Rental Income	8,862.50	7,000.00	1,862.50	126.6%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	1,238.75	1,400.00	-161.25	88.5%
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%
R9811Y, Yoga Classes	125.00			
Total R9811, Rec. Programs Income.	2,522.23	4,750.00	-2,227.77	53.1%
R9834, Res. Handbook Income	1.00	150.00	-149.00	0.7%
Total Recreational Activities Income	11,385.73	11,900.00	-514.27	95.7%
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	11,821.29	13,000.00	-1,178.71	90.9%
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	5,566.15	4,000.00	1,566.15	139.2%
Total Water Capital Improvements Inco	72,644.94	72,875.00	-230.06	99.7%
Water Operations Income				
W9025, Water Service Income				

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

	Jul '02 - May 03	Budget	\$ Over Budget	% of Budget
W9025Int., Overdue bill interst	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	45,309.43	70,000.00	-24,690.57	64.7%
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	211,366.21	236,491.85	-25,125.64	89.4%
Expense				
A1702, Unemployment Insurance	34.00			
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	714.21	400.00	314.21	178.6%
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.	55.60	275.00	-219.40	20.2%
A2133, Office Supplies	454.56	450.00	4.56	101.0%
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	2,111.97	2,600.00	-488.03	81.2%
A2713, Legal fees	268.75	2,000.00	-1,731.25	13.4%
Total Administrative Expenses	13,274.60	24,030.00	-10,755.40	55.2%
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	5,563.93	25,000.00	-19,436.07	22.3%
F1404 FICA	292.24			
F2077 expenses	916.19			
Total F2077-Chipper grant program	6,772.36	25,000.00	-18,227.64	27.1%
Total Firesafe Marin Grant Expenses	6,772.36	25,000.00	-18,227.64	27.1%
Recreational Expenses				
R1028, Maint. Mgr. Wages	335.00	2,250.00	-1,915.00	14.9%
R1073, Janitorial wages	4,022.25	2,700.00	1,322.25	149.0%
R1404, FICA	495.21	379.00	116.21	130.7%
R1701, Work Comp Insurance	522.35	718.00	-195.65	72.8%
R2041, Rec. Program Expenses				

11:14 AM

06/15/03

Accrual Basis

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

	Jul '02 - May 03	Budget	\$ Over Budget	% of Budget
R2041BI, Bistro Expenses	2,511.78	2,100.00	411.78	119.6%
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	3,357.78	4,300.00	-942.22	78.1%
R2077, Routine Repairs	0.00	5,000.00	-5,000.00	0.0%
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%
R2133, Office Supplies & Stamps	0.00	100.00	-100.00	0.0%
R2259, Refuse Removal	477.96	500.00	-22.04	95.6%
R2366, Building Supplies	87.44	350.00	-262.56	25.0%
R2534, Pay Telephone Expense	643.53	760.00	-116.47	84.7%
R2535, Energy Expenses				
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	19,120.82	32,157.00	-13,036.18	59.5%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	225.00	5,500.00	-5,275.00	4.1%
E1073, Extra Hire Wages	1,368.75	4,000.00	-2,631.25	34.2%
E1404, FICA	121.92	727.00	-605.08	16.8%
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	10,974.20	32,937.00	-21,962.80	33.3%
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	8,181.10	60,000.00	-51,818.90	13.6%
H2713, Project Improvements - Other	3,000.00			
Total H2713, Project Improvements	11,181.10	60,000.00	-48,818.90	18.6%
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			

11:14 AM

06/15/03

Accrual Basis

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

	Jul '02 - May 03	Budget	\$ Over Budget	% of Budget
Total H4169UT, Priority Improvements	34,681.82	56,000.00	-21,318.18	61.9%
Total Water Capital Improve'ts Exp.	48,110.92	118,824.00	-70,713.08	40.5%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	15,622.50	20,625.00	-5,002.50	75.7%
W1073, Extra Hire Wages	1,711.08	3,000.00	-1,288.92	57.0%
W1404, FICA	2,459.58	1,810.00	649.58	135.9%
W1506, Medical benefits				
W1506CPSH	-1,757.82			
W1506, Medical benefits - Other	2,893.94			
Total W1506, Medical benefits	1,136.12			
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 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	687.93	1,000.00	-312.07	68.8%
W2130, Postage & Shipping	659.70	1,500.00	-840.30	44.0%
W2133, Office Supplies	1,953.48	1,000.00	953.48	195.3%
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	85,198.08	79,318.00	5,880.08	107.4%
Total Expense	188,273.36	323,466.00	-135,192.64	58.2%
Net Income	23,092.85	-86,974.15	110,067.00	-26.6%

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**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS PUBLIC HEARING
HELD ON TUESDAY, MAY 20, 2003**

Directors present: President Shaffer; Directors: Hills, Kamradt, and Ostroff. Director Rudnick arrived at 7:20 pm

- I. **Call to order:** President Shaffer called the public hearing to order at 7:12 pm and stipulated the purpose of the meeting is to hear resident comments on the proposed Resolution 2003-04-23-01 which proposes regulations for the development and maintenance of the District's Park Land in the Seacape Subdivision Park Area and the pedestrian trail within the Park Area. He then said Director Hills would list the names of persons wishing to speak and that the speakers would be called in the order received. He also requested that in the interest of time and expediency the speakers be as brief as possible and avoid repeating comments.

Director Hills then distributed maps of the Park Area to the Directors and made copies available for members of the audience.

- II. **Receipt of relevant correspondence:** The G. M. reported that nine (9) letters have been received in reference to the subject Resolution and gave the Directors copies of the letters. The G. M. noted that six (6) of the letters were generally in opposition to the Resolution, particularly in so far as the resident landscaping, two (2) were generally for the Resolution, one (1) preferred that everything remain as it is, and one (1) requested more maintenance of the pedestrian trail,

- III. **Public Comment:** President Shaffer then opened the meeting for public comment:

- A. **Resident Dave MacKenzie** noted that the posted Agenda contained an error in that the Heading stated Wednesday, May 20, 2003, when it should have been Tuesday, May 20, 2003 and that this resulted in some people not attending. President Shaffer noted that the original notices of the hearing had specified Tuesday and that the May 20 date was correct.
- B. **Resident Hataway Watson** offered opposition to the relocation of the pedestrian trail to the center of the Park Area.
- C. **Resident Ed Hyman** offered support of preserving the natural landscaping, emphasized the history of the District keeping the pedestrian trail open to everyone and the Board's responsibility to protect the public domain.

- 1 **D.** **Anna Tom** offered support for maintaining the natural landscape and having the pedestrian trail
2 situated as close as possible to the center of the Park Area as this does not favor one owner over
3 another and offers the maximum privacy to each adjacent property.
- 4 **E.** **Andre Gros-Balthazard** indicated his opposition to having any landscaping of the Park Area by the
5 adjacent land owners, indicating that this is equivalent to giving them additional property at the
6 expense of the community.
- 7 **F.** **Tony Mekesich** support Ed Hyman's comments regarding natural landscape and favored centering
8 the pedestrian trail between the houses.
- 9 **G.** **Dave MacKenzie** noted that this is public land and should not be used for private land. He also felt
10 the trail should go anywhere within the Park Area and there should be no resident landscaping of the
11 area.
- 12 **H.** **Bonnie MacKenzie** felt that centering the pedestrian trail is disingenuous and that the trail should
13 remain as it is or possibly centered between houses.
- 14 **I.** **Anna Toms** repeated her comment that centering the pedestrian trail was the most fair for residents
15 on both sides of the Park Area.
- 16 **J.** **Linda Hulley** noted that the trail had gradually over time moved from the central area behind her
17 property to almost adjacent to her property line and that it should be moved to the center area again.

18 **IV. General discussion:** At this point the general discussion became somewhat random with comments back and
19 forth as to centering the pedestrian trail within the Park Area, versus centering between the houses, while
20 everyone was in opposition to having the adjacent owners receive permission to landscape any portion of the
21 Park Area.

- 22 **A.** In response to the location of the pedestrian trail, the G. M. noted that he had consulted with five (5)
23 different attorneys (at no cost to the District as they are friends from his community planning
24 profession) and all concurred with the opinion that the most equitable and least offensive location
 of the trail is in the center area of the Park.
- B.** Director Kamradt pointed out that the District has had the Park boundary surveyed three (3) times,
 with guard markers placed adjacent to the property corners. However, each time several of the
 markers have been removed by persons unknown.

1 C. President Shaffer pointed out that the Lasky landscaping, which prior to the current construction on
2 their property significantly blocked pedestrian access. He also noted that the Lasky's have been
3 previously requested to remove the landscaping. He then went on to say that from the public input
4 it is obvious that the majority do not want the landscaping provisions of the Resolution approved.

5 **V. Board's Decision:** This was followed by additional general discussion and following a brief Board
6 discussion President Shaffer announced that approval of the Resolution was denied by consensus. Further
7 that location of the trail to the center area of the Park would be accomplished over a period of time in a cost
8 efficient manner to be further discussed by the Board. Also, that the Lasky's would be notified that no
9 landscaping of the Park Area will be permitted. This was received happily by the members of the audience.

10 It should be noted that Fire Chief John Sward indicated a preference that for fire protection, he would
11 prefer that the entire Park Area be properly mowed and maintained to eliminate potential fire debris hazards.

12
13 The meeting was adjourned at 8:24 P.M.

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

17 _____
18 Steven Shaffer, Board President

19 _____
20 Donovan Macfarlane, Secretary

1 OFFICIAL MINUTES OF THE

2 MUIR BEACH COMMUNITY SERVICES District

3 BOARD OF Directors PUBLIC HEARINGS AND REGULAR MEETING

4 HELD ON WEDNESDAY, MAY 28, 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 7:13 pm.

9
10 **II. Review and consideration of the May 28, 2003 Agenda.** There was a brief discussion of the
11 Agenda, and Director Kamradt *moved* to approve the Agenda as submitted; seconded by Director
12 Hills, ayes all.

13
14 **III. National Park Service:** As there were no representatives from the National Park Service
15 present, this item was closed without comment.

16
17 **IV. Temporarily close the general meeting and open the first Public Hearing:** President Shaffer
18 announced that the general meeting is now temporarily closed and called the first public hearing to
19 order at 7:15 pm stipulating the purpose of the meeting is to hear resident comments on the proposed
20 Resolution 2002-12-11-01 which establishes an enforcement policy for water conservation. He then said
21 Director Hills would list the names of persons wishing to speak and that the speakers would be called in
22 the order received. He also requested that in the interest of time and expediency the speakers be as brief
23 as possible and avoid repeating comments.

1 A. **Director Kamradt** gave an overview as to why an enforcement policy is necessary. She
2 pointed out that the Board had avoided this for the past two years, while negotiations
3 were ongoing with the Technical Advisory Committee ("T. A. C."), which is required by
4 the District Water Right Permit and is comprised of two District Directors and
5 representatives from National Marine Fisheries ("N. M. F."), the National Park Service
6 (N. P. S.) , State Fish and Game ("S. F. & G"), and the State Parks ("S. P"), with N. P. S.,
7 S. F. & G. , and S. P. being the original protestants to the District's water rights
8 application. It was noted that the T. A. C. had originally wanted the District to reduce its
9 water production (during the drought season) from 45,000 gallons per day ("g. p. d.")
10 average to no more than 25,000 g. p. d. (a 44.4% reduction), however, after considerable
11 negotiation the reduction was finally agree to as no more than 35,000 g. p. d. (a 22.2%
12 reduction) during severe drought conditions which require an official notification to conserve
13 being issued to the District residents. She then noted that the District did not want to become
14 police or to have residents reporting on neighbors, and in that effort it has been agreed that
15 residents would be able to use water as they prefer, providing they did not exceed the conservation
16 guidelines and enforcement levels.

17 Director Rudnick then joined in to emphasize that the T. A. C. was firm on the need to
18 have a water conservation enforcement policy.

19 Directors Hills and Ostroff then explained their research on the basic level for establishing
20 enforcement, with a conclusion that use of more than 2,000 cubic feet of water per month (except
21 for commercial activity) was excessive. Further that if this excessive use was eliminated, when
22 combined with other voluntary conservation, the District water production would be sustainable at
23 no more than 35,000 g. p. d..

1 The G. M. then pointed out that during last years drought season, which was the 3rd driest
2 season in the past 50 years, the District had just barely been able to stay within the 35,000 g. p. d.
3 limit. If it had not been for the voluntary efforts of the majority of residents, the District would
4 have had shortages.

5
6 **B. Public input:** The floor was opened to public comment and

- 7 1. **Resident Bruce Smith** asked if there were provisions for emergencies, such as District
8 and private water line breaks. The G. M. answered that both individual and District
9 emergencies were valid considerations and that the District could receive temporary relief
10 from the State Division of Water Rights during such conditions. President Shaffer noted
11 that the District has an existing relief policy for residents experiencing substantial water
12 losses from leaks in their private system,
- 13 2. **Resident Richard Weiner** asked if the conservation requirement would be in force for the
14 entire summer. It was explained that the drought season begins in May and normally ends
15 in October. Further, that severe conditions do not normally exist until late July or August
16 and that an official conservation notice was only required when the stream flow in
17 Redwood Creek declined to a level where the water flow was not continuous on the
18 surface and a separation of ponds occurred to cause a reduction in the oxygen levels below
19 sustaining aquatic life.
- 20 3. **Resident Gary Friedman** asked if the District had a problem in producing adequate
21 water to meet resident demands. It was noted that the 35,000 g. p. d. limit might result in a
22 need to modify the conservation enforcement level if all residents did not make an effort to
23 conserve. However, this has not been indicated by the historical performance. Further, the
24

1 general conservation method of reducing per capita consumption from approximately 80
2 g. p. d. to 64 g. p. d. would place overall District safely within the 35,000 g. p. d. limit.

3 4. **Resident Tayeko Kaufman** asked if the District has considered additional water storage,
4 and the possibility of financing additional storage while interest rates are low. It was
5 explained that various storage additions have been considered, and that an additional
6 100,000 gallons of storage is currently planned. However, storage adequate to
7 substantially replace District well production during the drought season was too great to
8 consider, as it would be more than 1,000,000 gallons. There is not adequate land for this
9 amount of storage and there are some health maintenance problems with excessive
10 storage. However, if funds were available through grants or other outside sources, volumes
11 greater than the planned 100,000 gallons addition will be considered.

12 5. **Resident Anna Tom** asked if the 35,000 g. p. d. was adequate for the possible new
13 construction in the District. It was explained that the overall growth of the District was
14 very limited and that the water permit conditions are adequate for the few additional
15 homes that may be constructed, under the current conditions.

16 This was followed by a short random general discussion until President Shaffer called for an action
17 by the Board.

18 V. **Board's Decision:** Director Kamradt, noting that there seems to be a good understanding of the need for
19 the Resolution *moved* to approve the Resolution as written, seconded by Director Rudnick, ayes all.

20 VI. **President Shaffer** closed the first Public Hearing at 20:12 and

21 VII. **President Shaffer** opened the second Public Hearing, stipulating the purpose of the meeting is to hear
22 resident comments on the proposed Ordinance 2003-02-26-01 which proposes to increase the District
23 water rates, and noted that the comments from the residents should follow the guidelines previously set
24

1 forth in the earlier Public Hearing.

2 Director Ostroff then distributed summary tables offering a comparison of the proposed new rates
3 to the existing rates, pointing out that the rates have not changed since fall of 1992. He went on to explain
4 that while the minimum new rates experienced a 42.9% increase, the general increase averaged
5 approximately 32 %. He then gave a summary of the efforts to arrive at a reasonable increase while
6 answering the continual and increasing income shortfall in water revenues that have resulted in a water
7 department debt of more than \$30,000 to the general funds, and an anticipated increase in that debt of
8 more than \$25,000 by the end of the current fiscal year. He noted that even the new rates may not be
9 adequate to return the water operations to a self sustaining condition.

10 **A. Resident Kathy Sward** complemented the Board, but wondered if the increase shouldn't be more
11 to assure that water operations are self sustaining. This was followed by a general discussion and it
12 was pointed out that the District Water Right permit requires an annual review of water rates that
13 will improve the Board's supervision of the rates.

14 **B. Resident Richard Kohn** complimented the Board on their efforts, but questioned the new rate
15 schedule. He submitted a suggestion for an alternative rate schedule, indicating that he did not
16 have the historical information used by the Board. It was noted that distribution of detailed
17 historical information on water use and billing was not generally available to the public due to
18 possible violations of individual privacy. Further, Director Ostroff explained that he had
19 considered numerous alternatives, in addition to the numerous alternatives that the G. M. had
20 forwarded to the Board, and that the current schedule resulted in the most even distribution of
21 price increases, without distortions that other alternatives seemed to have.

22 **C. Resident Ed Hyman** complimented the Board on its efforts and said the greater increase in the
23 lower rates improved the fairness in allocating the costs of water service by somewhat eliminating
24

1 the unjustified subsidy of the lower consumption levels. He noted that everyone should be
2 responsible for paying the fair cost of water service.

3 **D. This was followed by a general discussion** of the need for more income and the merits of the
4 proposed rates. After permitting the general discussion to continue for a reasonable period,
5 President Shaffer announced that there seems to be a general agreement for the new water rates,
6 with an annual review. He then called for a decision by the Board.

7 **VIII. Director Hills** then *moved* to approve Ordinance 2003-02-26-01 as written, seconded by Director
8 Rudnick, ayes all.

9 **IX. President Shaffer** called the second Public Hearing to a close at 9:01 pm and announced a brief coffee
10 break.

11 **X. President Shaffer** called the general meeting back to order at 9:26 pm. Director Kamradt left during the
12 coffee break at 9:09 pm due to another commitment.

13 **XI. Bills to be paid:** there was a brief review of the Bills to be Paid Report and Director Hills *moved* to
14 approve the report as submitted, including \$1,575 in capital improvement expenses and \$9,686.18 in
15 general fund expenses for a total of \$11,261.18 in bills paid, seconded by Director Ostroff, ayes all.

16 **XII. Fire Department:** Chief Sward said there was no special report and indicated that despite poor weather
17 the annual bar b que seemed to be a success.

18 **XIII. General managers report;**

19 **A. Administration;** The G. M. forwarded copies of the County's independent audit of the District's
20 fiscal year 1995-96 and further consideration was deferred to a later date.

21 **1. Continued audits:** Directors Hills and Ostroff agreed to assist the G. M. in searching for
22 a new independent auditor and interviewing the various firms suggested by the County
23 auditor's office.

1 2. **2003-04 budget.** Director Hills and Ostroff agreed to join the G. M. in developing the
2 required budget for fiscal year 2003-04.

3 **B. Roads and easements:** Consideration of this was deferred to the next Board meeting.

4 **C. Water operations:** following a brief discussion, further consideration was deferred to the next
5 regular meeting.

6 **D. Public open time:** President Shaffer mentioned that Harvey Pearlman has returned and will be the
7 active maintenance manger in July. He then suggested that the Board have a closed personnel
8 meeting prior to the next regular meeting, to discuss Harvey's return and the contract for
9 management services with ABC Consultants. The other members concurred.

10 **XIV. Review of the draft minutes** for the Board meeting on April 23, 2003. Following a brief discussion,
11 Director Rudnick *moved* to approve these minutes as written, seconded by Director Hills, ayes all.

12 **XV. Next meeting date.** President Shaffer noted that he would be out of town on June 25 and suggested the
13 alternate date of June 18. All members concurred. The next meeting date is Wednesday, June 18, 2003.

14
15 **The meeting adjourned at 9:42 pm.**

16
17 These minutes were approved by the Muir Beach Community Services District Board of Directors, during
18 their meeting on _____

19
20 _____
21 Peter Rudnick, Board President

Donovan Macfarlane, Secretary