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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, AUGUST 20, 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 AND TWO PUBLIC HEARINGS
ON WEDNESDAY, AUGUST 20, 2003. TO BEGIN AT APPROXIMATELY 7:00 PM 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. **President Shaffer** will call the general meeting to order, and announce any decisions reached during the closed personnel meeting held on August 13, 2003.
- II. **Review and consideration of the August 20, 2003 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. Also, the N. P. S. has requested a date for them to present the community with the progress on relevant studies concerning the Redwood Creek Watershed and the transportation planning. As this is an important item, I suggest a special meeting be held independent of the regular Board meetings. A tentative date of Wednesday, September 17 or Wednesday, October 15, 2003 has been set for the Board's consideration.
- IV. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the July 1 through July 31, 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:** Administrative activities have been normal. The following specific items require Board consideration:
 1. District e-mail: Currently, the G. M. receives District e-mail inquiries and information through ABC Consultants, Inc. using America on Line as the internet service provider. ABC has been paying for this service (\$28.85 monthly) as it was just a sub address under the ABC primary address. Recently, ABC has installed high speed two way satellite service, and no longer requires AOL as an internet service provider. ABC intends to cancel the service to offset a part of the satellite service. However, it may be wise for the District to maintain the AOL site for general e-mail purposes and to preserve the e-mail address as it is the commonly known address used by many residents, as well as being on many of the preprinted District forms.
 2. A request for accounting services proposal has been mailed to the five (5) accounting firms suggested by Marin County as currently doing Special District accounting consulting and auditing services. As the replies are received, I will coordinate with Directors Hills and Ostroff to conduct interviews. Every effort will be made to have the interviews completed in time for recommendations to the Board during the September Board meeting, unless the Board desires more time.
 - B. **Roads and Easements:** The following items need Board consideration:
 1. We have received a "Transmittal Memorandum" from Marin County concerning a request by Nina White for naming the access to Assessor's parcels 199-202-18, -19, and -10 as "The Great White Way". The County requested District comments by August 15, 2003. However, the communication was not received until late afternoon on August 16.

2. Work on the clearing of the pedestrian trail through the Seacape Park land has commenced, and is following the trail as marked by the Trail Consultant along with Director Hills. To adequately improve the trail for safe pedestrian use, it will be necessary to scarify and stabilize some of the areas, particularly in the switchbacks used for reducing the ground slope. Some of this work is being done as a part of the Urban wildfire protection program to establish a fire break, however, a good part of the work must be done using general District funds.
3. Work for the mitigation of the trail encroachment onto the Villare property should commence within the next thirty days. After thorough consideration to determine the most cost efficient way of building the needed new stairs and moving the trail steps, it seems the use of District labor and materials is best. The work has been tentatively scheduled to commence after the arrival of the necessary materials. Mike Moore will construct the new stairs, while Harvey and other District personnel will move the steps.

C. WATER OPERATIONS:

1. Coliform tests taken during July were free of bacteria.
2. Gross water billing for the 06/23/02 through 07/23/03 billing period totaled \$7,246.72 including \$7,147.59 in water service charges, \$96.67 in late payment penalties and \$2.46 in interest charges. The monthly consumption surcharge for this period totaled \$1,831.61. Under the old water rates, the service charges would have been \$5,669.23 (27.8% change) and the consumption surcharge \$1,417.

The table below tabulates the water production for the period June 23, 2002 to July 23, 2003.

Total volume of water measured through the master meter =	1,037,650 gallons
Average daily pumping rate	34,588 gallons
Highest pumping day was on 6/23/03 and volume pumped =	47,900 gallons
Lowest pumping day was on 7/10/03 and volume pumped =	19,650 gallons
Total volume billed through service meters =	983,388 gallons
Gross unaccounted for water loss =	54,262 gallons
Estimated un-metered maintenance use ¹	2,000 gallons
Estimated leak repair losses ¹	10,000 gallons
Net unaccounted for water loss 4.073%)	42,2824 gallons
Average daily customer consumption per meter =	116 gallons
Average service billing =	\$49.00

¹ The return to single digit unaccounted for water loss indicates that the recent system repairs have essentially mitigated all detectable system leaks.

Water Conservation: At this time, the District is not under a "Noticed Conservation" period. However, several residents were supplied with a reminder that if conservation were in effect, they would be subject to the enforcement penalties of the District. These penalties would have ranged from the minimum \$100 to more than \$3,000. While it is not anticipated that the Creek water flow will decline to activate "Noticed Conservation" this dry season, all residents have been alerted to the need for reasonable water use.

Change of meter reading date: Due to many requests that the water invoices be received prior to the 1st day of the month, residents were notified that beginning in August, the meters will be read on the 16th day of each month. This will allow time for the necessary 4 day mail delay (after the late payment date) prior to preparing the invoices and at least 3 days for mail delivery. This change also avoids a conflict with the November and December holidays.

D. Recreation: There are several items for the community center that need Board consideration:

1. Revisions to the deck roof plans are being prepared to change the roof structure from the very expensive glass system to a standard roof with multiple skylights to provide ample lighting for the deck and south wall of the community center. Once the changes have been approved for the existing permit, the construction will begin using District personnel to construct the roof. After considerable review, this has been determined as the most cost efficient method for roofing the deck area. The costs for this construction will be paid by the Muir Beach Quilters.
2. The construction in the above item will require the replacement of a substantial part of the south community center roof. The overall roof is several years beyond its normal life expectancy and inspections indicate that the entire roof is in need of renovation. It will be cost efficient to do this in coordination with the construction of the deck roof. The estimated cost for the roof renovation is approximately \$15,000 (less the cost existing roof area covered as a part of the deck roof construction).
3. Some of the new lights for the trail from Sunset Way to the community center were damaged along with the east fence of the playground area by stumps rolling down the sloped ground. As these stumps have been in piles for some time, it is difficult to say how or why they moved at this time. The lights have been repaired, however, repair of the fence is a more expensive item and needs Board consideration.

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 general meeting held on July 23, 2003.

IX. Next meeting date: September 24, 2003 is the fourth Wednesday in the month of September.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 07/01/03 THROUGH 07/31/03**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$175.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$175.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Kinko's	2049	Board meetig packets	P	56.53
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
USPO	2130	Stamps and postage	P	22.20
Marin County	2352	LAFCO administration fees	C	167.00
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	143.52
AT&T	2534	Toll calls 415-388-7804 paid this month	B	1.98
AT&T	2534	Toll calls 707-673-7015 paid this month	B	21.07
Cingular	2534	Cell phone paid this month (June and July)	B	131.74
Pacific Bell	2534	707-643-1143 paid this month	B	40.74
Pacific Bell	2534	415-388-7804 paid this month	B	164.00
TOTAL G&A EXPENSES =				\$1,348.78

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
CMC Rescue	4827	Various safety equipment	B	257.08
Galls, Inc	4827	Various safety equipment	B	624.52
Pacific Bell	4827	Fire station phone paid this month	B	126.27
TOTAL FIRE EXPENSES =				\$1,232.87

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	107.63
Salvador Gonzales	1073	Extra Hire wages paid this month	C	107.65
Juana Gonzales	1077	Janitorial wages paid this month	C	310.04
State Fund	1701	Work comp. insurance 2nd quarter	C	242.70
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Waste management	2259	Trash removal through October	B	121.05
Costco	2366	Paper Towles, paper refills, etc	B	41.80
Pacific Gas & Electric	2535	Community Center electric June & July	B	196.99
Bells, Trader Joes, Whole Foods, etc.	2041BI	Misc. Bistro supplies purchased this month	P	5.19
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	25.00
Emiko Wang	2041TC	Tai Chi instruction for June & July	P	180.00
TOTAL RECREATION EXPENSES =				\$2,031.83

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	484.43
Salvador Gonzales	1073	Extra Hire wages paid this month	C	148.03
Paul A. Brunner	2077	Electrical work. lights for CC to Sunset trail	B	1,225.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$2,357.46

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 07/01/03 THROUGH 07/31/03**

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	1,535.26
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	672.81
Salvador Gonzales	1073	Extra Hire wages paid this month	C	26.91
State Fund	1701	Work Comp. Insurance 2nd quarter	C	1,622.41
Marin County	2058	Annual permit fee	C	1,889.00
Goodman Building Supply	2077	Misc. small fittings	B	11.23
Dept. of Health	2115	Coliform tests May, June and July	B	90.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
Department of Health	2121	Harvey's license renewal	B	55.00
Pt. Reyes Light	2121	Ordinance advertizement	B	55.00
Public Storage	2121	File stoprage July and August	B	118.00
www.Tonerrefillkits.com	2121	Water map file	P	6.75
USPO	2130	Postage	P	59.20
Office Max	2133	Misc. Office supplies	P	38.20
Harvey Pearlman	2479	July travel allowance	B	100.00
Sutton Freebairn-Smith	2479	Travel allowance for May and June	B	200.00
Marin Cell U Phone	2534	Maint. Mgr's pager jue and July	B	19.90
Pacific Bell	2534	Upper tank phone relay paid this month	B	71.16
Pacific Gas & Electric	2535	Well & lower tank electric, June & July	B	1,034.93
TOTAL WATER EXPENSES =				\$9,355.76

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

PERS	1506	Shaffer Trust, medical July and August	B	593.18
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$593.18

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

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$175.00
TOTAL GENERAL FUND EXPENSES = 16,326.70
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 593.18
TOTAL OF ALL CHECKS ISSUED = \$17,094.88

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

2:31 PM
 08/16/03
 Accrual Basis

Muir Beach Community Services District 2021-2003

Balance Sheet

As of July 31, 2003

	<u>Jul 31, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	38,737
Fund 429, County Investment Fun	
Capital Improvements	220,895
General Investments	76,553
Total Fund 429, County Investment Fun	<u>297,448</u>
Petty Cash Fund	-250
Salomon Smith Barney	
Fire Station Reserve	12,419
Firesafe marin	12,760
General Funds	7,778
Rental deposit trust	3,000
Shaffer CalPers Trust	287
Water Security Deposit Trust	6,600
West Marin Funds	7,788
Total Salomon Smith Barney	<u>50,633</u>
Total Checking/Savings	386,568
Accounts Receivable	
Receivables	17,623
Total Accounts Receivable	<u>17,623</u>
Total Current Assets	404,190
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	<u>537</u>
TOTAL ASSETS	<u><u>404,727</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	3,000
W1506CPSH Shaffer CalPers Trust	287
W9025RD, Security deposits	6,700
Total Other Current Liabilities	<u>9,987</u>
Total Current Liabilities	<u>9,987</u>
Total Liabilities	9,987
Equity	
Retained Earnings	392,015
Net Income	2,725
Total Equity	<u>394,740</u>
TOTAL LIABILITIES & EQUITY	<u><u>404,727</u></u>

2:32 PM
08/16/03
Accrual Basis

Muir Beach Community Services District 2002-2003
INCOME VERSUS EXPENSES

July 2003

	<u>Jul 03</u>
Income	
Fire Operations Income	5,933
Recreational Activities Inco...	2,690
Water Capital Improvements...	3,357
Water Operations Income	<u>7,247</u>
Total Income	19,226
Expense	
Administrative Expenses	1,349
Fire Operational Expenses	1,233
Firesafe Marin Grant Expen...	
Recreational Expenses	2,032
Roads & Easements Expens...	2,357
Water Capital Improve'ts Exp.	175
Water Operating Expenses	<u>9,356</u>
Total Expense	<u>16,502</u>
Net Income	<u><u>2,725</u></u>

2:32 PM
 08/16/03
 Accrual Basis

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

	<u>Jul 03</u>
Income	
Fire Operations Income	
F9763, Fire Assoc. Donations	5,933
Total Fire Operations Income	<u>5,933</u>
Recreational Activities Income	
R9255, CC Rental Income	2,395
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	160
R9811TC, Tai Chi Income	135
Total R9811, Rec. Programs Income.	<u>295</u>
Total Recreational Activities Income	2,690
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,787
H9031, Water Surcharge Income - Other	45
Total H9031, Water Surcharge Income	<u>1,832</u>
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	1,002
H9377G, Gen. Inv. Interest	523
Total H9377, Interest Earnings	<u>1,525</u>
Total Water Capital Improvements Inco	3,357
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	2
W9025LP, Late pay penalty	97
W9025, Water Service Income - Other	7,148
Total W9025, Water Service Income	<u>7,247</u>
Total Water Operations Income	<u>7,247</u>
Total Income	19,226
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	57
A2117, Consulting Admin. Fees	600
A2130, Mailing & Shipping Exp.	22
A2352, County Fees	167
A2479, Travel Expenses	144
A2534, Telephone/Communications	360
Total Administrative Expenses	<u>1,349</u>
Fire Operational Expenses	
F2117, Administrative Fees	225
F4827, W. Marin Fund Expenses	1,008
Total Fire Operational Expenses	<u>1,233</u>
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 chipper payroll	
F1404 FICA	
Total F2077-Chipper grant program	<u> </u>

2:32 PM
 08/16/03
 Accrual Basis

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

	<u>Jul 03</u>
Total Firesafe Marin Grant Expenses	
Recreational Expenses	
R1028, Maint. Mgr. Wages	100
R1073, Janitorial wages	388
R1404, FICA	51
R1701, Work Comp Insurance	243
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	210
R2041TC, Tai Chi Expenses	180
Total R2041, Rec. Program Expenses	<u>390</u>
R2117, Administrative Expenses	500
R2259, Refuse Removal	121
R2366, Building Supplies	42
R2534, Pay Telephone Expense	
R2535, Energy Expenses	197
Total Recreational Expenses	<u>2,032</u>
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	450
E1073, Extra Hire Wages	138
E1404, FICA	45
E2117, Administrative Fees	500
E4000 Capital improvements	
E4001-Easement Lighting	1,225
Total E4000 Capital improvements	<u>1,225</u>
Total Roads & Easements Expenses	<u>2,357</u>
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175
Total Water Capital Improve'ts Exp.	<u>175</u>
Water Operating Expenses	
W1028, Maint. Mgr. Wages	2,099
W1073, Extra Hire Wages	25
W1404, FICA	111
W1701, Work. Comp. Insurance	1,622
W2058, Annual Permit Fee	1,889
W2077, Routine Repairs	11
W2115, Chemicals I Testing	90
W2117, Adminsitrative Fees	1,750
W2121, Miscellaneous Expenses	235
W2130, Postage & Shipping	59
W2133, Office Supplies	38
W2479, Travel allowance	300
W2534, Telephone Relay Expense	91
W2535, Electrical Service	1,035
Total Water Operating Expenses	<u>9,356</u>
Total Expense	<u>16,502</u>
Net Income	<u><u>2,725</u></u>

2:33 PM
 08/16/03
 Accrual Basis

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

	<u>Jul 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Fire Operations Income	5,933			
Recreational Activities Income	2,690	1,143	1,547	235%
Water Capital Improvements Inco	3,357	7,510	-4,153	45%
Water Operations Income	7,247	6	7,240	115,027%
Total Income	<u>19,226</u>	<u>8,659</u>	<u>10,567</u>	<u>222%</u>
Expense				
Administrative Expenses	1,349	1,622	-273	83%
Fire Operational Expenses	1,233	268	965	460%
Firesafe Marin Grant Expenses	0	1,346	-1,346	0%
Recreational Expenses	2,032	1,630	402	125%
Roads & Easements Expenses	2,357	567	1,790	416%
Water Capital Improve'ts Exp.	175	175	0	100%
Water Operating Expenses	9,356	6,998	2,358	134%
Total Expense	<u>16,502</u>	<u>12,605</u>	<u>3,896</u>	<u>131%</u>
Net Income	<u><u>2,725</u></u>	<u><u>-3,946</u></u>	<u><u>6,671</u></u>	<u><u>-69%</u></u>

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

	Jul 03	Budget	\$ Over Budget	% of Budget
Income				
Fire Operations Income				
F9763, Fire Assoc. Donations	5,933.00			
Total Fire Operations Income	<u>5,933.00</u>			
Recreational Activities Income				
R9255, CC Rental Income	2,395.00	900.00	1,495.00	266.1%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	159.66	153.07	6.59	104.3%
R9811TC, Tai Chi Income	135.00	90.00	45.00	150.0%
Total R9811, Rec. Programs Income.	<u>294.66</u>	<u>243.07</u>	<u>51.59</u>	<u>121.2%</u>
Total Recreational Activities Income	<u>2,689.66</u>	<u>1,143.07</u>	<u>1,546.59</u>	<u>235.3%</u>
Water Capital Improvements Inco				
H9001, special Assessment Tax	0.00	6,000.00	-6,000.00	0.0%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	1,786.61	2.63	1,783.98	67,931.9%
H9031, Water Surcharge Income - Other	45.00	15.00	30.00	300.0%
Total H9031, Water Surcharge Income	<u>1,831.61</u>	<u>17.63</u>	<u>1,813.98</u>	<u>10,389.2%</u>
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	1,002.29	1,097.99	-95.70	91.3%
H9377G, Gen. Inv. Interest	523.15	394.26	128.89	132.7%
Total H9377, Interest Earnings	<u>1,525.44</u>	<u>1,492.25</u>	<u>33.19</u>	<u>102.2%</u>
Total Water Capital Improvements Inco	<u>3,357.05</u>	<u>7,509.88</u>	<u>-4,152.83</u>	<u>44.7%</u>
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill interst	2.46			
W9025LP, Late pay penalty	96.67	-4.20	100.87	-2,301.7%
W9025, Water Service Income - Other	7,147.59	10.50	7,137.09	68,072.3%
Total W9025, Water Service Income	<u>7,246.72</u>	<u>6.30</u>	<u>7,240.42</u>	<u>115,027.3%</u>
Total Water Operations Income	<u>7,246.72</u>	<u>6.30</u>	<u>7,240.42</u>	<u>115,027.3%</u>
Total Income	<u>19,226.43</u>	<u>8,659.25</u>	<u>10,567.18</u>	<u>222.0%</u>
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	56.53	397.43	-340.90	14.2%
A2117, Consulting Admin. Fees	600.00	600.00	0.00	100.0%
A2130, Mailing & Shipping Exp.	22.20			
A2352, County Fees	167.00			
A2479, Travel Expenses	143.52	137.15	6.37	104.6%
A2534, Telephone/Communications	359.53	273.53	86.00	131.4%
A2713, Legal fees	0.00	213.75	-213.75	0.0%
Total Administrative Expenses	<u>1,348.78</u>	<u>1,621.86</u>	<u>-273.08</u>	<u>83.2%</u>
Fire Operational Expenses				
F2117, Administrative Fees	225.00	225.00	0.00	100.0%
F4827, W. Marin Fund Expenses	1,007.87	42.99	964.88	2,344.4%
Total Fire Operational Expenses	<u>1,232.87</u>	<u>267.99</u>	<u>964.88</u>	<u>460.0%</u>

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

	Jul 03	Budget	\$ Over Budget	% of Budget
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 chipper payroll	0.00	1,250.00	-1,250.00	0.0%
F1404 FICA	0.00	95.63	-95.63	0.0%
Total F2077-Chipper grant program	0.00	1,345.63	-1,345.63	0.0%
Total Firesafe Marin Grant Expenses	0.00	1,345.63	-1,345.63	0.0%
Recreational Expenses				
R1028, Maint. Mgr. Wages	100.00	10.00	90.00	1,000.0%
R1073, Janitorial wages	388.00	353.50	34.50	109.8%
R1404, FICA	51.10	41.58	9.52	122.9%
R1701, Work Comp Insurance	242.70			
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	210.19	267.42	-57.23	78.6%
R2041TC, Tai Chi Expenses	180.00	144.00	36.00	125.0%
Total R2041, Rec. Program Expenses	390.19	411.42	-21.23	94.8%
R2117, Administrative Expenses	500.00	500.00	0.00	100.0%
R2259, Refuse Removal	121.05	119.49	1.56	101.3%
R2366, Building Supplies	41.80			
R2534, Pay Telephone Expense	0.00	54.00	-54.00	0.0%
R2535, Energy Expenses	196.99	139.89	57.10	140.8%
Total Recreational Expenses	2,031.83	1,629.88	401.95	124.7%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	450.00			
E1073, Extra Hire Wages	137.50	62.50	75.00	220.0%
E1404, FICA	44.96	4.78	40.18	940.6%
E2117, Administrative Fees	500.00	500.00	0.00	100.0%
E4000 Capital improvements				
E4001-Easement Lighting	1,225.00			
Total E4000 Capital Improvements	1,225.00			
Total Roads & Easements Expenses	2,357.46	567.28	1,790.18	415.6%
Water Capital Improve'ts Exp.				
H2117, Administrative Fees	175.00	175.00	0.00	100.0%
Total Water Capital Improve'ts Exp.	175.00	175.00	0.00	100.0%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	2,098.96	360.00	1,738.96	583.0%
W1073, Extra Hire Wages	25.00	427.83	-402.83	5.8%
W1404, FICA	111.02	56.17	54.85	197.6%
W1506, Medical benefits	0.00	502.60	-502.60	0.0%
W1701, Work. Comp. Insurance	1,622.41			
W2059, Annual Permit Fee	1,889.00			
W2077, Routine Repairs	11.23	2,357.77	-2,346.54	0.5%
W2115, Chemicals Testing	90.00	30.00	60.00	300.0%
W2117, Administrative Fees	1,750.00	1,750.00	0.00	100.0%
W2121, Miscellaneous Expenses	234.75	53.00	181.75	442.9%
W2130, Postage & Shipping	59.20	88.20	-29.00	67.1%
W2133, Office Supplies	38.20	6.34	31.86	602.5%
W2479, Travel allowance	300.00	200.00	100.00	150.0%
W2534, Telephone Relay Expense	91.06	41.86	49.20	217.5%

2:36 PM

08/16/03

Accrual Basis

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

	Jul 03	Budget	\$ Over Budget	% of Budget
W2535, Electrical Service	1,034.93	1,124.04	-89.11	92.1%
Total Water Operating Expenses	9,355.76	6,997.81	2,357.95	133.7%
Total Expense	16,501.70	12,605.45	3,896.25	130.9%
Net Income	2,724.73	-3,946.20	6,670.93	-69.0%

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**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JULY 23, 2003**

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

- I. Call to order:** President Shaffer called the meeting to order at 7:10 pm, and announced that no decisions had been reached during the closed personnel meeting.
- II. Review and consideration of the July 23, 2003 Agenda.** There was a brief discussion of the Agenda, and as Supervisor Kinsey was not currently present Director Kamradt *moved* to have Item IV (Supervisor Kinsey) delayed until such time as the Supervisor may arrive and otherwise approve the Agenda as submitted; seconded by Director Hills, ayes all.
- III. National Park Service:** Ranger Jennifer Vic offered an update on the ongoing activities of the Park Service of concern to Muir Beach, including:
- A. The outfall area of Redwood Creek has been determined to have Coliform bacteria and has been posted to alert the public. N. P. S. will continue to monitor the creek water from the Pacific Way bridge to the outfall and the north beach area.
 - B. Muir Beach overlook and access. N. P. S. is reviewing this problem and continues to close the overlook during the evening hours. N. P. S. is working with Marin County in review of the numerous trails in west Marin, with the intent to improve the trail conditions and access. It was noted by some residents that the District trail to the overlook used to be open; however, the G. M. also noted that this trail has not been open and maintained for more than a decade. Director Kamradt noted that several years ago there were problems with vandalism and other objectionable activities that threatened the nearby residents.
 - C. Ms Vic said there is an ongoing study to reduce the traffic on Highway 1 and the possible provision of parking facilities in the Mill Valley area with busses providing transportation to Woods and the

1 beach. She gave the names of Park Brooks and Paul Benyandy as the County representatives at
2 phone #415-561-4922.

3 D. N. P. S. has been working with consultants on the Big Lagoon, and noted that the "Big Lagoon
4 Working Group" (people from various areas and agencies possibly affected by the area) has an open
5 meeting scheduled for August 7, 2003. Director Rudnick will attend to represent the District. Ms
6 Vic also said that the current schedule is to begin construction by 2006.

7 E. N. P. S. is also working to update the "Fire Management Plan" and pointed out that the District
8 Volunteer Fire Department is involved in this process. Of particular concern is the preservation of
9 the wetlands and protection of the homes adjacent and/or within the N. P. S. land areas. There is a
10 meeting scheduled on September 16 and 24 for further discussion on these activities.

11 **IV. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Kamradt *moved* to
12 approve the report as submitted including a total of \$9,362.07 in general fund expenditures, \$4,676 in water
13 capital improvement expenditures and \$500 in trust fund refunds for a total of \$14,538.07 in warrants
14 issued, seconded by Director Hills; ayes all.

15 **V. Fire Department, emergency disaster committee:** Chief Sward informed the Board that the Department
16 has turned the old fire truck over to a small fire district northeast of Garberville. He said it was a rewarding
17 experience to see the pleasure of these volunteers reaction to having a truck that actually starts and works.
18 He then noted that we should be receiving an additional allotment of grant funds from the Wild land
19 improvement program.

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

21 A. Proposed Budget for Fiscal Year 2003 - 2004: There was a brief discussion of the proposed budget,
22 with Directors Hills and Ostroff giving an overview. Following the overview, Director Kamradt
23 *moved* to approve the budget as submitted; seconded by Director Rudnick, ayes all.

24 B. There was a brief discussion of the possible new County charges for accounting (County
depository), legal services and payroll services. As no estimates of the costs involved are currently

1 available, it was the consensus that no changes be made until more cost information is available.

2 **C. Roads and easements:** The following items were discussed:

- 3 1. Director Hills gave a report on his review and walk of the Seacape Park Land, along with
4 the Trail Consultant. They marked the route of the proposed new trail location with white
5 flags and paint on the ground. Generally, the trail meanders in the steep southern end, to
6 provide a moderate slope enabling pedestrian use without the provision of stairs or steps,
7 and stays in the general central area in the upper more level areas. It does occasionally vary
8 slightly from the center when necessary to minimize shrub removal and/or to improve the
9 pedestrian view or residential privacy. The G. M. was instructed to write a letter to the
10 Lasky's alerting them to the pending trail improvement and allowing them until the end of
11 August to remove their encroaching landscaping. In addition, Director Hills and Ostroff will
12 personally contact the Lasky's.
- 13 2. Seacape to the Overlook park land : It was noted that there are continued opposing view
14 concerning this area. Following some discussion it was decided to table any further
15 consideration until such time as N. P. S. informs the Board of their ingress egress policies
16 for the Overlook.
- 17 3. The Ahab to Sunset Way pedestrian trail encroachment mitigation. There was a brief
18 discussion of this, with the G. M. noting that he is reviewing various possibilities for a cost
19 effective way of solving this problem. He noted that the new budget includes essential
20 funding for this item.
- 21 4. On a request to consider the District assuming maintenance of the private drive known as
22 "The Great White Way", the Board reconfirmed the previous decisions against the District
23 taking this over, as the area is essentially a private drive for a limited number of residences
24 and serves no general public purpose.
5. The newly completed lighting for the pedestrian trail from Sunset to the community center

1 was discussed with favorable comments concerning the improved lighting and the cost
2 effective installation.

3 6. Consideration of a fire turnaround at the end of Cove Lane. As this item is of interest to
4 Director Hills, he temporarily stepped down from the Board table to join the audience and
5 present the County Fire requirements for a turn around facility at the terminal end of Cove
6 Lane. he presented sketches of a "backup turn around" as approved by the County Fire
7 Department and noted that he will pay the full cost of providing the facility, and there will
8 be no need for District funds. The Board concurred with this action, contingent upon Mr.
9 Hills receiving the necessary permits.

10 **D. Water operations:** The G. M. reported that water operations were normal. However, following the
11 meter readings and the comparison of gross well production versus consumer consumption he noted
12 that the increased unaccounted for water loss of more than 11% is a strong indication of a
13 distribution system leak. Harvey is in the process of systematic pressure testing in an effort to
14 determine the location of the leak.

15 **E. Water Capital Improvements:** There was a brief discussion of the DCV Consultants, Inc. proposal
16 to prepare the plans and specifications for the bidding process for the well site improvements. It
17 was noted that the almost \$60,000 proposal was substantially more than the District's previous
18 understanding of the costs. As a result it was decided to inform DCV Consultants, Inc. that the
19 Board will be considering other alternatives for doing the improvements.

20 **F. Recreation:** The following items were discussed:

- 21 1. **The Basketball facility on the Starbuck cull de sac** was noted as being in poor condition
22 and possibly a hazard to automobiles if it should fall. Following some discussion as to
23 whether this is still being used, the Board decided to remove the backboard and minimize
24 the hazard, while they consider of the need or lack of need for this facility.
2. Consideration of the path lighting from Seacape Drive to the community center building

1 and the stairs down from Seacape to the lower path was differed to an undetermined future
2 date

3 3. The remaining items concerning the need for community center repairs were also differed
4 to an undetermined future date.

5 **VII. Public Open Time:** Nina White noted that she has requested the County to formally name "The Great White
6 Way" and expects the County to request District comment on their actions. As this was not on the current
7 agenda and as the District has not received a request from the County, this was differed until such time as
8 the County makes a request of the District.

9 **VIII. Review of the draft minutes** for the June 18, 2003 meetings. There were no changes suggested for these
10 minutes and Director Rudnick *moved* to approve the minutes as written; seconded by Director Ostroff, ayes
11 all,

12 **IX. Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday, July
13 20, 2003. Also, the Board scheduled a closed meeting to continue personnel matters for August 13, 2003 to
14 be held in Director Rudnick's house.

15 The meeting was adjourned at 9:23P.M.

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

18
19 _____
20 Steven Shaffer, Board President

Donovan Macfarlane, Secretary