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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, SEPTEMBER 24, 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, SEPTEMBER 24, 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 turn the meeting over to incoming President Maury Ostroff.
- II. **Review and consideration of the September 24, 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.
- IV. **Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the August 1 through August 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: As per Director Hills suggestion, I checked with AOL and have arranged for a lower District e-mail fee of \$10.95 plus tax per month.
 2. To date, we have had just one reply to our request for an independent accounting audit proposal. I have mailed a copy of the County's audit to the replying firm and will be in contact with them prior to the meeting.
 - B. **Roads and Easements:** The following items need Board consideration:
 1. Some preliminary clearing has been done on the Ahab to Sunset pedestrian way (on the Sunset Stairs) so the encroachment mitigation can begin. Michael Moore has been furnished the plans for the new stairs and will schedule the work as early as he can.
 2. Karla Andersdatter has requested the following items be on the Agenda for consideration.
 - a. She stipulates that Director Hills has indicated that the District has jurisdiction over the private driveway to the rear of her dwelling; therefore, she is requesting reimbursement of \$400 to repay her for the gravel she has placed in the driveway.
 - b. She wishes to review the procedural methods of the Board.
 - c. She requests the Board to establish a memorial for the Monarch Butterfly.

C. WATER OPERATIONS:

1. Coliform tests taken during August were free of bacteria.
2. Gross water billing for the 07/23/02 through 08/16/03 billing period totaled \$5,340.27 including \$5,269.46 in water service charges, \$68.39 in late payment penalties and \$2.42 in interest charges. The monthly consumption surcharge for this period totaled \$1,356.63.
- 3.

The table below tabulates the water production for the period July 23, 2002 to August 16, 2003.

Total volume of water measured through the master meter =	779,355 gallons
Average daily pumping rate	32,473 gallons
Highest pumping day was on 8/15/03 and volume pumped =	37,480 gallons
Lowest pumping day was on 7/29/03 and volume pumped =	20,725 gallons
Total volume billed through service meters =	723,047 gallons
Gross unaccounted for water loss =	56,308 gallons
Estimated un-metered maintenance use ¹	300 gallons
Estimated leak repair losses ¹	gallons
Net unaccounted for water loss 7.19%)	56,008 gallons
Average daily customer consumption per meter =	86 gallons
Average service billing =	\$35.79

¹ There is a slight increase in unaccounted for water loss, indicating a possible water leak is developing.

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

1. We have received a proposal for installing new and improved lighting for the Community Center entry walk lighting system. Copies of the plans and proposals are forwarded to the Director under separate for their consideration. It should be noted that most of the standing light poles are ready to fall, even though they have been reinforced with supplemental support.
2. The Quilters have indicated that they are reviewing the costs of the glass roof over the deck area, in an effort to see if the costs can be significantly reduced by having the District do the work. At this time, no plans for an alternate roof plan have been submitted as this would confuse the permit terms with the County.
3. The entry steps are continuing to decline and the grant offer of \$10,000 from Supervisor Kinsey is still open, if we can find the additional funds needed for a new set of stairs and handicap walk repair.

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:** October 22, is the 4th Wednesday (normal Board meeting date) and October 29th has been scheduled for the Park Service presentation of the Traffic Study. there have been some efforts to change the N. P. S. date; however, this does not seem to be possible. Supervisor Kinsey is unable to attend either a meeting on the 22nd or the 29th. It may be wise to schedule the meeting for the first or second week of November, as Supervisor Kinsey's assistant has indicated that he is open for those dates (November 5th or 12th).

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 08/01/03 THROUGH 08/31/03**

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	38.56
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Office Max	2133	File folders, binders, etc.	P	
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	142.14
Pacific Bell	2534	415-388-7804 paid this month	B	88.12
Pacific Bell	2534	707-643-1143 paid this month	B	18.31
USPO	2534	Certification and proof of mailing	P	5.69
TOTAL G&A EXPENSES =				\$892.82

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
Michael Moore	1073	Fire Safe Marin wages paid this month	C	1,722.40
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
Gall's Inc.	4827	Goggles	B	276.00
Grahm Groneman	4827	Ear muffs	B	18.23
Pacific Bell	4827	Fire station phone paid this month	B	62.98
Williams Communications	4827	Radio and battery	B	829.13
TOTAL FIRE EXPENSES =				\$3,133.74

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	64.59
Salvador Gonzales	1073	Extra Hire wages paid this month	C	168.20
Juana Gonzales	1077	Janitorial wages paid this month	C	310.04
State Fund	1701	Worker's Comp. Insurance	B	73.45
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Pacific Bell	2534	Community Centerpay phone paid this month	B	0.46
Bell's market	2041B1	Misc. Bistro supplies purchased this month	P	13.43
Lonna Richmond	2041B1	Bistro wages paid this month	C	96.89
Nancy Knox	2041B1	Bistro pastries purchased this month	P	40.00
TOTAL RECREATION EXPENSES =				\$1,267.06

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	258.36
Salvador Gonzales	1073	Extra Hire wages paid this month	C	174.93
Martin Bros. Supply	2073	Debris hook	B	6.42
Goodman Building Supply	2077	Materials for Trail lighting	B	71.68
Home Depot	2077	Materials for Trail lighting	B	501.01
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$1,512.40

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 08/01/03 THROUGH 08/31/03**

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	1,700.88
Salvador Gonzales	1073	Extra Hire wages paid this month	C	114.39
State Fund	1701	Worker's Comp. Insurance	B	326.06
California Rural Water Association	2049	Harvey's License Certification classes	B	200.00
Goodman Building Supply	2077	Misc. small repair items	B	40.82
Home Depot	2077	Small fittings for repairs	B	119.30
Herb's Pool Service	2115	Chlorine supplies	B	47.19
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	950.00
California Rural Water Association	2121	Annual membership	B	235.00
USPO	2130	Postage	P	81.40
Office Max	2133	Window envelopes	P	41.83
Pacific Bell	2534	Upper tank phone relay paid this month	B	31.72
American Water Works	22121	Annual membership	B	121.00

TOTAL WATER EXPENSES = \$4,809.59

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Amy Brooks	R9255R	Security deposit refund	B	500.00
Destiny Kinal	R9255R	Security deposit refund	B	500.00
Elsa A Zavaleta	R9255R	Partial deposit refund	B	200.00
Orlando Salzar	R9255R	Security deposit refund	B	250.00
David Leibson	W9025R	Partial deposit refund	B	13.96
Elizabeth Benedict	W9025R	Refund overpayment of security deposit	B	100.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$1,563.96

**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 = 11,615.61
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 1,563.96
TOTAL OF ALL CHECKS ISSUED = \$13,354.57**

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

the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

, President

Donovan Macfarlane, Secretary

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Accrual Basis

Muir Beach Community Services District 2021-2003

Balance Sheet

As of August 31, 2003

	<u>Aug 31, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	34,037
Fund 429, County Investment Fun	
Capital Improvements	222,726
General Investments	74,722
Total Fund 429, County Investment Fun	<u>297,448</u>
Petty Cash Fund	-87
Salomon Smith Barney	
Fire Station Reserve	12,419
Firesafe Marin	11,038
General Funds	14,715
Rental deposit trust	3,000
Shaffer CalPers Trust	287
Water Security Deposit Trust	6,500
West Marin Funds	6,665
Total Salomon Smith Barney	<u>54,623</u>
Total Checking/Savings	386,021
Accounts Receivable	
Receivables	15,215
Total Accounts Receivable	<u>15,215</u>
Other Current Assets	
Undeposited Funds	-1,408
Total Other Current Assets	<u>-1,408</u>
Total Current Assets	399,828
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	<u>537</u>
TOTAL ASSETS	<u><u>400,365</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	3,000
W1506CPSH Shaffer CalPers Trust	287
W9025RD, Security deposits	6,500
Total Other Current Liabilities	<u>9,787</u>
Total Current Liabilities	<u>9,787</u>
Total Liabilities	9,787
Equity	
Retained Earnings	392,015
Net Income	-1,438
Total Equity	<u>390,578</u>
TOTAL LIABILITIES & EQUITY	<u><u>400,365</u></u>

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Accrual Basis

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

August 2003

	<u>Aug 03</u>
Income	
Recreational Activities Inco...	1,288
Water Capital Improvements...	1,357
Water Operations Income	<u>5,340</u>
Total Income	7,985
Expense	
Administrative Expenses	893
Fire Operational Expenses	1,411
Firesafe Marin Grant Expen...	1,722
Recreational Expenses	1,267
Roads & Easements Expens...	1,512
Water Capital Improve'ts Exp.	175
Water Operating Expenses	<u>5,166</u>
Total Expense	<u>12,147</u>
Net Income	<u><u>-4,162</u></u>

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 Accrual Basis

Muir Beach Community Services District 2002-2003
 INCOME VERSUS EXPENSES DETAILED
 August 2003

	<u>Aug 03</u>
Income	
Recreational Activities Income	
R9255, CC Rental Income	1,060
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	115
R9811TC, Tai Chi Income	113
Total R9811, Rec. Programs Income.	<u>228</u>
Total Recreational Activities Income	1,288
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,312
H9031, Water Surcharge Income - Other	45
Total H9031, Water Surcharge Income	<u>1,357</u>
Total Water Capital Improvements Inco	1,357
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	2
W9025LP, Late pay penalty	68
W9025, Water Service Income - Other	5,269
Total W9025, Water Service Income	<u>5,340</u>
Total Water Operations Income	<u>5,340</u>
Total Income	7,985
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	39
A2117, Consulting Admin. Fees	600
A2130, Mailing & Shipping Exp.	6
A2479, Travel Expenses	142
A2534, Telephone/Communications	106
Total Administrative Expenses	<u>893</u>
Fire Operational Expenses	
F2117, Administrative Fees	225
F4827, W. Marin Fund Expenses	1,186
Total Fire Operational Expenses	<u>1,411</u>
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 chipper payroll	1,722
Total F2077-Chipper grant program	<u>1,722</u>
Total Firesafe Marin Grant Expenses	1,722
Recreational Expenses	
R1028, Maint. Mgr. Wages	60
R1073, Janitorial wages	444
R1404, FICA	45
R1701, Work Comp Insurance	73
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	144
Total R2041, Rec. Program Expenses	<u>144</u>

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Accrual Basis

Muir Beach Community Services District 2002-2003
INCOME VERSUS EXPENSES DETAILED
August 2003

	<u>Aug 03</u>
R2117, Administrative Expenses	500
R2534, Pay Telephone Expense	0
R2535, Energy Expenses	
Total Recreational Expenses	<u>1,267</u>
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	240
E1073, Extra Hire Wages	163
E1404, FICA	31
E2077, Road & Easement Repairs	579
E2117, Administrative Fees	500
Total Roads & Easements Expenses	<u>1,512</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	1,580
W1073, Extra Hire Wages	106
W1404, FICA	129
W1701, Work. Comp. Insurance	473
W2049, Conferences & Training	400
W2077, Routine Repairs	160
W2115, Chemicals I Testing	47
W2117, Administrative Fees	1,750
W2121, Miscellaneous Expenses	366
W2130, Postage & Shipping	81
W2133, Office Supplies	42
W2534, Telephone Relay Expense	32
W2535, Electrical Service	
Total Water Operating Expenses	<u>5,166</u>
Total Expense	<u>12,147</u>
Net Income	<u><u>-4,162</u></u>

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Accrual Basis

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

	<u>Jul - Aug 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Fire Operations Income	5,933			
Recreational Activities Income	3,978	2,402	1,575	166%
Water Capital Improvements Inco	4,714	9,422	-4,708	50%
Water Operations Income	12,587	6,165	6,422	204%
Total Income	<u>27,211</u>	<u>17,989</u>	<u>9,222</u>	<u>151%</u>
Expense				
Administrative Expenses	2,242	2,970	-728	75%
Fire Operational Expenses	2,644	822	1,822	322%
Firesafe Marin Grant Expenses	1,722	1,518	205	113%
Recreational Expenses	3,299	2,834	465	116%
Roads & Easements Expenses	3,870	1,202	2,668	322%
Water Capital Improve'ts Exp.	350	353	-3	99%
Water Operating Expenses	14,522	14,427	95	101%
Total Expense	<u>28,649</u>	<u>24,126</u>	<u>4,523</u>	<u>119%</u>
Net Income	<u><u>-1,438</u></u>	<u><u>-6,136</u></u>	<u><u>4,699</u></u>	<u><u>23%</u></u>

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Accrual Basis

Muir Beach Community Services District 2002-2003 Profit & Loss Budget vs. Actual Year to Date Detailed July through August 2003

	Jul - Aug 03	Budget	\$ Over Budget	% of Budget
Income				
Fire Operations Income				
F9763, Fire Assoc. Donations	5,933.00			
Total Fire Operations Income	5,933.00			
Recreational Activities Income				
R9255, CC Rental Income	3,455.00	2,045.00	1,410.00	168.9%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	275.09	267.27	7.82	102.9%
R9811TC, Tai Chi Income	247.50	90.00	157.50	275.0%
Total R9811, Rec. Programs Income.	522.59	357.27	165.32	146.3%
Total Recreational Activities Income	3,977.59	2,402.27	1,575.32	165.6%
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	3,098.24	1,509.63	1,588.61	205.2%
H9031, Water Surcharge Income - Other	90.00	420.00	-330.00	21.4%
Total H9031, Water Surcharge Income	3,188.24	1,929.63	1,258.61	165.2%
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	1,525.44	1,492.25	33.19	102.2%
Total Water Capital Improvements Inco	4,713.68	9,421.88	-4,708.20	50.0%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill interst	4.88	2.93	1.95	166.6%
W9025LP, Late pay penalty	165.06	131.23	33.83	125.8%
W9025, Water Service Income - Other	12,417.05	6,030.99	6,386.06	205.9%
Total W9025, Water Service Income	12,586.99	6,165.15	6,421.84	204.2%
Total Water Operations Income	12,586.99	6,165.15	6,421.84	204.2%
Total Income	27,211.26	17,989.30	9,221.96	151.3%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	95.09	407.42	-312.33	23.3%
A2117, Consulting Admin. Fees	1,200.00	1,200.00	0.00	100.0%
A2130, Mailing & Shipping Exp.	27.89			
A2133, Office Supplies	0.00	56.31	-56.31	0.0%
A2352, County Fees	167.00	434.00	-267.00	38.5%
A2479, Travel Expenses	285.66	274.30	11.36	104.1%

8/1/03

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09/20/03

Accrual Basis

Muir Beach Community Services District 2002-2003 Profit & Loss Budget vs. Actual Year to Date Detailed July through August 2003

	Jul - Aug 03	Budget	\$ Over Budget	% of Budget
A2534, Telephone/Communications	465.96	383.80	82.16	121.4%
A2713, Legal fees	0.00	213.75	-213.75	0.0%
Total Administrative Expenses	2,241.60	2,969.58	-727.98	75.5%
Fire Operational Expenses				
F2117, Administrative Fees	450.00	450.00	0.00	100.0%
F4827, W. Marin Fund Expenses	2,194.21	372.39	1,821.82	589.2%
Total Fire Operational Expenses	2,644.21	822.39	1,821.82	321.5%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 chipper payroll	1,722.40	1,410.00	312.40	122.2%
F1404 FICA	0.00	107.87	-107.87	0.0%
Total F2077-Chipper grant program	1,722.40	1,517.87	204.53	113.5%
Total Firesafe Marin Grant Expenses	1,722.40	1,517.87	204.53	113.5%
Recreational Expenses				
R1028, Maint. Mgr. Wages	160.00	35.00	125.00	457.1%
R1073, Janitorial wages	832.25	644.50	187.75	129.1%
R1404, FICA	96.57	79.52	17.05	121.4%
R1701, Work Comp Insurance	316.10	141.88	174.22	222.8%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	353.72	475.77	-122.05	74.3%
R2041TC, Tai Chi Expenses	180.00	144.00	36.00	125.0%
Total R2041, Rec. Program Expenses	533.72	619.77	-86.05	86.1%
R2117, Administrative Expenses	1,000.00	1,000.00	0.00	100.0%
R2259, Refuse Removal	121.05	119.49	1.56	101.3%
R2366, Building Supplies	41.80			
R2534, Pay Telephone Expense	0.46	54.00	-53.54	0.9%
R2535, Energy Expenses	196.99	139.89	57.10	140.8%
Total Recreational Expenses	3,298.94	2,834.05	464.89	116.4%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	690.00	25.00	665.00	2,760.0%
E1073, Extra Hire Wages	300.00	162.50	137.50	184.6%
E1404, FICA	75.75	14.35	61.40	527.9%
E2077, Road & Easement Repairs	579.11			
E2117, Administrative Fees	1,000.00	1,000.00	0.00	100.0%
E4000 Capital improvements				
E4001-Easement Lighting	1,225.00			
Total E4000 Capital Improvements	1,225.00			
Total Roads & Easements Expenses	3,869.86	1,201.85	2,668.01	322.0%
Water Capital Improve'ts Exp.				

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09/20/03

Accrual Basis

Muir Beach Community Services District 2002-2003 Profit & Loss Budget vs. Actual Year to Date Detailed July through August 2003

	Jul - Aug 03	Budget	\$ Over Budget	% of Budget
H2049 Meeting & Hearing expense	0.00	3.00	-3.00	0.0%
H2117, Administrative Fees	350.00	350.00	0.00	100.0%
Total Water Capital Improve'ts Exp.	350.00	353.00	-3.00	99.2%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	3,678.96	360.00	3,318.96	1,021.9%
W1073, Extra Hire Wages	131.25	580.58	-449.33	22.6%
W1404, FICA	240.04	1,165.09	-925.05	20.6%
W1506, Medical benefits	0.00	753.90	-753.90	0.0%
W1701, Work. Comp. Insurance	2,094.91	1,834.05	260.86	114.2%
W2049, Conferences & Training	400.00	215.00	185.00	186.0%
W2058, Annual Permit Fee	1,889.00	1,889.00	0.00	100.0%
W2077, Routine Repairs	171.35	2,357.77	-2,186.42	7.3%
W2115, Chemicals I Testing	137.19	58.96	78.23	232.7%
W2117, Administrative Fees	3,500.00	3,500.00	0.00	100.0%
W2121, Miscellaneous Expenses	600.75	106.00	494.75	566.7%
W2130, Postage & Shipping	140.60	151.40	-10.80	92.9%
W2133, Office Supplies	80.03	79.23	0.80	101.0%
W2479, Travel allowance	300.00	200.00	100.00	150.0%
W2534, Telephone Relay Expense	122.78	51.81	70.97	237.0%
W2535, Electrical Service	1,034.93	1,124.04	-89.11	92.1%
Total Water Operating Expenses	14,521.79	14,426.83	94.96	100.7%
Total Expense	28,648.80	24,125.57	4,523.23	118.7%
Net Income	-1,437.54	-6,136.27	4,698.73	23.4%

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**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, AUGUST 20, 2003**

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

- I. Call to order:** President Shaffer called the meeting to order at 7:16 pm. He then announced that no decisions had been made during the closed personnel meeting held on August 13, 2003 and that they requested Harvey Pearlman to submit a job description for his position.
- II. Review and consideration of the August 20, 2003 Agenda.** There was a brief discussion of the Agenda, and Director Kamradt *moved* to approve the Agenda as submitted; seconded by Director Rudnick, ayes all.
- III. National Park Service:** Ranger Alex Naar introduced himself to the Board and the audience. He is in charge of fire management for N. P. S. in the G. G. N. R. A. area. He noted that N. P. S. is studying the burnable debris in this general area so as to reduce the fire dangers in the area. He noted that some fire debris will be removed in certain areas and that a wider buffer will be created where necessary to give additional protection to dwellings adjacent to the park area.

Ranger Jennifer Vic then reported that restoration activities have begun on the Banducci ranch area. The old levees will be removed, banks will be stabilized and some debris dams will be established in the creek to create pool areas for fish habitat. The work will be completed by October. She noted that during the process they have moved about 600 fish to undisturbed areas,

She then reported that monitoring of the Pacific Way Flood Project continues. There is a problem with the old culvert under the Green Gulch Farms levee, which has become a frog habitat, and that the gate will be replaced in September with a similar sized structure.

1 As for the Watershed Process, she will be mailing flyers out next week.

2 There will be a workshop on Big Lagoon, September 30, 2003, in the Civic Center from
3 6:30 to 9:00 pm. This will be the last opportunity for public input prior to the E.I. R..

4 In regard to the Transportation Plan she acknowledged the community concern about the
5 parking lot proposals. Director Kamradt specifically mentioned the community objections to
6 creating a parking lot on the old Santos Field area, and the G. M. noted that the District well site
7 is one of the few areas where M.T.B. is not a contaminant problem. Ms Vic said a newsletter will
8 be mailed in September, and the Board confirmed October 29, 2003 between the hours of 7:00
9 and 9:00 pm for an N. P. S. presentation of the Transportation Plan to the community.

10 **IV. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director Hills
11 *moved* to approve the report as submitted including a total of \$16,326.70 in general fund
12 expenditures, \$175 in water capital improvement expenditures and \$593.18 in trust fund refunds,
13 for a total of \$17,094.8 in warrants issued, seconded by Director Kamradt; ayes all.

14 **V. Fire Department, emergency disaster committee:** Chief Sward was unable to attend tonight's
15 meeting due to a conflict with another meeting.

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

18 **A. District e-mail:** The G. M. reported that due to his personal needs, he has installed a
19 satellite high speed internet service and he will no longer use AOL for his internet
20 service. The District's internet service (muirbeachcsd@aol.com) is a sub name on ABC
21 Consultants, Inc. AOL account that will be canceled. ABC Consultants, Inc. has been
22 paying the monthly AOL charge, without a charge to the District. However, this will no
23 longer be available. Director Hills suggested that the G. M. should contact AOL for a
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1 reduced rate, as the District's use should be less than the unlimited use monthly fee. If
2 this is available, the District will maintain the AOL minimal use site.

3 **B. Roads and easements:** President Shaffer announced that the District received a
4 "Transmittal Memorandum" from Marin County concerning a request by Nina White to
5 name the private driveway described as Assessors Parcels 199-202-10, 18 , and 19 as
6 "The Great White Way." The County requested the Districts comments. The request was
7 actually received after the County comment deadline; however, Director Hills has drafted
8 a letter for the Board 's response. Director Hills then quoted from the draft letter, noting
9 that many years ago a previous Board had approved this name for the driveway, in
10 memory of Nina White's deceased husband, who had been so instrumental in resolving
11 the lower District area water problem by the purchase of the Seacape Water Company.

12 The topic generated a lively and often times acrimonious discussion from
13 members of the audience. At the conclusion of the discussion, President Shaffer pointed
14 out that the Board ^{not} is naming the driveway, which is the County's authority. The board is
15 responding to the request from the county asking about potential merits of the name
16 proposed by Nina White. President Shaffer noted that the letter describes the historical
17 side of the name and its merits from that point of view. He noted that all other points of
18 view could aslo be provided to the County by members of the audience. The Board
19 unanimously agreed the letter should be sent to the County, and the Board moved on to
20 other matters on the Agenda.

21 **VII. Recreation:** There was a brief discussion concerning the community center and the Quilter's funding
22 ability for the proposed glass roof over the deck area. President Shaffer noted that as the Quilter's funding
23 is well short of the \$50,000+ proposal submitted by Tony Moore, and suggested that an alternative roof
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1 with skylights might be more affordable. He then noted that the community center's roof is in need of
2 repair, which should be done in conjunction with a deck roof, if one is installed. He also emphasized that
3 the existing temporary roof had been red tagged and that something needed to be done, as the Board is in a
4 difficult position until either a new roof is installed under the permit or the temporary roof is removed to
5 comply with the order for removal.

6 **VIII. Public Open time:** Mr. Woods, who had previously requested permission to remove several Monterey
7 Pine trees that are possibly on District property. These trees obstruct his view and he asked if the Board
8 had made a decision. It was noted that in accord with a letter from the G. M., in which the G. M. indicated
9 that the trees seemed to be mostly on the property adjacent to the community center, Mr. Woods has
10 obtained a letter from the adjacent land owner agreeing to the tree removal. However, the Board has
11 requested that the property line be designated by a licensed land surveyor so the Directors can determine if
12 any and how many of the trees may be on District property. The Board is reluctant to remove too many
13 trees at this time. Mr. Woods was advised to contact a surveyor and have the surveyor contact the G. M. for
14 the details necessary.

15 **IX. Review of the draft minutes** for the July 23, 2003 meeting. There were no changes suggested for these
16 minutes and Director Kamradt *moved* to approve the minutes as written; seconded by Director Rudnick,
17 ayes all.

18 **X. Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday,
19 September 24, 2003.

20 The meeting was adjourned at 9:39 P.M.

21 These minutes were approved by the Muir Beach Community Services District Board of Directors, during
22 their meeting on _____
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Steven Shaffer, Board President

Donovan Macfarlane, Secretary