

**TABLE OF CONTENTS
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, DECEMBER 10, 2003
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE
TO BEGIN AT 7:30 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda for the closed meeting to commence at 6:00 pm.	1
Agenda for the Regular Meeting	1 - 3
Bills to be Paid Report for 09//01/03 through 09/30/03	4 - 5
District Fiscal Consolidated Balance Sheet as of October 31, 2003	6
Monthly Income versus Expenses Summary report for October 2003	7
Detailed Monthly Income versus Expenses Summary report for Oct. 2003 ...	8 - 9
Summary Profit & Loss Budget Versus Actual, year through 10//31/03	10
Detailed Profit & Loss Budget Versus Actual, year to 10/31/03	11 - 14
Draft Minutes of the September 24, 2003 Board Meeting	15 - 17
Draft Minutes of the November 5, 2003 Board Meeting	18 - 21
District's letter to Supervisor Kinsey re: The Comprehensive Transportation Management Plan (CTMP)	23 - 26

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' CLOSED PERSONNEL MEETING TO BEGIN AT 6:00 P. M. AND
TO BE FOLLOWED BY A REGULAR BOARD MEETING
ON WEDNESDAY, DECEMBER 10, 2003. TO BEGIN AT APPROXIMATELY 7:30 PM IN THE
COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA.**

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

AGENDA FOR THE CLOSED PERSONNEL MEETING.

- I. **President Ostroff** will call the closed personnel meeting to order and begin the review of employee activities and performance, including personnel interviews, in accord with Gov. Code. Sec. 54957.
- II **Announcement to the Public:** Any conclusions reached during this meeting and the closed personnel meeting held on December 2, 2003 will be discussed for Board decision during the next scheduled public Board meeting

AGENDA FOR THE REGULAR BOARD OF DIRECTORS MEETING

- I. **President Ostroff** will call the regular meeting to order **and announce any decisions made during the closed personnel meetings.**
- II. **Review and consideration of the December 10, 2003 regular meeting 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 September 1 through September 30, 2003.
- V. **Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the Department's activities since the last Board meeting.
- VI. **Letter to Supervisor Kinsey:** In response to Supervisor Kinsey's request for District input concerning the CTMP Transportation Alternatives, the Directors have meet with numerous residents, and officials of other concerned governmental agencies and prepared a letter (copy attached to the Board information packet) to send to Supervisor Kinsey.
- 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:** Administrative activities have been normal. The following specific items require Board consideration:
 1. During the previous Board of Director meeting, the Directors indicated a desire for the G. M. to compile a summary of the District policies and decisions derived during the Directors meetings. This project is somewhat more detailed and time consuming than originally anticipated, and was further delayed by the G. M.'s surgery. The project is in good progress and will be completed in time for submission to the Directors prior to the January Board meeting.
 2. The Budget Reports continue to indicate that the District is operating within the budget parameters.
 - B. **Roads and Easements:** The following items need Board consideration:

1. The construction of the stairs for correcting the pedestrian way encroachment on the Sunset to Ahab trail were delayed due weather. It is my understanding that construction will begin next week, subject to weather conditions.
2. The easterly property line of the Community Center property has been designated by a land surveyor and several pine trees have been marked to indicate the trees Mr. Wood is requesting to have removed. Mr. Wood has offered to replace the trees with trees of a suitable species for the area, and is requesting Board approval of the removal and replacement.
3. There is a need to review the policy for the District's Park area from Seacape Drive to the Muir Beach Overlook.

C. WATER OPERATIONS:

1. Coliform tests taken during October and November were free of bacteria.
2. Gross water billing for the 09/16/03 through 10/16/03 billing period totaled \$5,896.96 including \$5,776.68 (compared to \$4,718 for the comparative previous year period) in water service charges, 117.77 in late payment penalties and \$2.51 in interest charges. The monthly consumption surcharge for this period totaled \$1,489.30 versus \$1,203 for the comparative previous year period.

The table below tabulates the water production for the period September 16, 2003 to October 16, 2003.

Total volume of water measured through the master meter =	955,425 gallons
Average daily pumping rate	31,848 gallons
Highest pumping day was on 9/22/03 and volume pumped =	44,088 gallons
Lowest pumping day was on 9/29/03 and volume pumped =	15,097 gallons
Total volume billed through service meters =	801,340 gallons
Gross unaccounted for water loss =	154,085 gallons
Estimated un-metered maintenance use	gallons
Estimated leak repair losses ¹	gallons
Net unaccounted for water loss 16.13% ¹	154,085 gallons
Average daily customer consumption per meter =	154 gallons
Average service billing =	\$37.67

¹ Several leaks were repaired in the distribution system.

- D. Recreation:** During the last meeting, Harvey Pearlman requested the Board's consideration of conditional funding for an annual New Years party in the community center. The cost of the party is generally a minimum of \$1,000, which is normally recovered in fees for attendance. The conditional request is to provide funds in the event the fees are not adequate to cover all expenses.

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 general meeting held on September 24, 2003. These minutes and the Agenda for the meeting were deferred for final approval, following suggested revisions by Director Hills, and review during tonight's meeting.
- X. Review of the draft minutes** for the general meeting held on November 5, 2003.
- XI. Next meeting date:** Normally the District does not hold a meeting in the later weeks of December and schedules the next regular meeting for the forth Wednesday in January, which is January 28, 2004.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 10/01/03 THROUGH 10/31/03**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
Rural special District Insurance	2059	Liability insurance	C	322.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$175.00
TOTAL WATER CAPITAL IMPROVEMENT EXPENSES =				\$497.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Costco	2049	Coffee beans for meetings	P	18.68
Bell's Market	2049	Cream for meeting coffee	P	3.20
Rural special District Insurance	2059	Liability insurance	C	895.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Costco	2133	Copy paper	P	22.43
Office Max	2133	Toner Cartridge for copy machine	P	69.76
Border's Books	2133	Copies of Roberts Rules of Order	P	17.79
Staples	2133	Clasp envelopes	P	10.21
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	139.38
Cingular	2534	Cell phone paid this month	B	55.87
TOTAL G&A EXPENSES =				\$1,832.32

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
Rural special District Insurance	2059	Vehicle and liability insurance	C	3,233.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
TOTAL FIRE EXPENSES =				\$3,458.00

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	398.30
Salvador Gonzales	1073	Extra Hire wages paid this month	C	174.94
Juana Gonzales	1077	Janitorial wages paid this month	C	465.06
Rural special District Insurance	2059	Property and liability insurance	C	903.12
Goodman's Building Supply	2077	Items for repair of storage locker doors	P	16.58
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Costco	2366	Building supplies	P	117.94
Pacific Gas & Electric	2535	Community Center electric paid this month	B	124.69
Costco	2041BI	Coffee makers & grinder for Bistro	P	40.92
Lonna Richmond	2041BI	Bistro wages paid this month	C	290.67
Nancy Knox	2041BI	Bistro pastries purchased this month	P	45.00
Woodlands Market	2041BI	Misc. Bistro supplies purchased this month	P	2.79
TOTAL RECREATION EXPENSES =				\$3,080.01

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	226.07
Salvador Gonzales	1073	Extra Hire wages paid this month	C	269.12
Rural special District Insurance	2059	Liability insurance	C	423.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$1,418.19

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 10/01/03 THROUGH 10/31/03**

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	1,636.28
Salvador Gonzales	1073	Extra Hire wages paid this month	C	53.83
Jose Alcala	1073	Extra Hire wages paid this month	C	13.46
Harvey Pearlman	1506	Harvey's medical insurance	B	260.03
Rural special District Insurance	2059	Property and liability insurance	C	1,535.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
Public Storage	2121	File storage	P	59.00
USPO	2130	Postage	P	74.00
Office Max	2133	Labels, window envelopes	P	31.10
Cingular	2534	Harvey's cell phone	B	39.21
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	497.81

TOTAL WATER EXPENSES = \$5,949.72

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

P. E. R. S.	1506	Shaffer medical trust	B	296.59
-------------	------	-----------------------	---	--------

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$296.59

B = Paid thru Salomon depository	TOTAL WATER CAPITAL IMPROVMENT EXPENSES =	\$497.00
C = Paid thru County depositories	TOTAL GENERAL FUND EXPENSES =	15,738.24
P = Paid thru Petty Cash Funds	TOTAL CHECKS ISSUED FROM TRUST FUNDS =	296.59
	TOTAL OF ALL CHECKS ISSUED =	\$16,531.83

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

Maury Ostroff, President

Donovan Macfarlane, Secretary

Balance Sheet

As of October 31, 2003

	<u>Oct 31, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	19,648
Fund 429, County Investment Fun	
Capital Improvements	224,693
Fire Station Reserve	14,637
General Investments	59,076
Total Fund 429, County Investment Fun	<u>298,406</u>
Petty Cash Fund	-289
Salomon Smith Barney	
Community Center Deck Roof	900
Firesafe Marin	11,038
General Funds	34,907
Quilters grant receipts	5,000
Rental deposit trust	1,250
Shaffer CalPers Trust	591
Water Security Deposit Trust	6,500
West Marin Funds	6,941
Total Salomon Smith Barney	<u>67,126</u>
Total Checking/Savings	384,891
Accounts Receivable	
Receivables	14,518
Total Accounts Receivable	<u>14,518</u>
Other Current Assets	
Undeposited Funds	140
Total Other Current Assets	<u>140</u>
Total Current Assets	399,550
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	<u>537</u>
TOTAL ASSETS	<u><u>400,087</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	2,250
W1506CPSH Shaffer CalPers Trust	481
W9025RD, Security deposits	6,500
Total Other Current Liabilities	<u>9,231</u>
Total Current Liabilities	<u>9,231</u>
Total Liabilities	9,231
Equity	
Retained Earnings	391,664
Net Income	-809
Total Equity	<u>390,856</u>
TOTAL LIABILITIES & EQUITY	<u><u>400,087</u></u>

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

Accrual Basis

October 2003

	<u>Oct 03</u>
Income	
Recreational Activities Inco...	7,516.89
Water Capital Improvements...	2,447.59
Water Operations Income	<u>5,896.96</u>
Total Income	15,861.44
Expense	
Administrative Expenses	1,832.32
Fire Operational Expenses	3,458.00
Firesafe Marin Grant Expen...	
Recreational Expenses	3,080.01
Roads & Easements Expens...	1,418.19
Water Capital Improve'ts Exp.	497.00
Water Operating Expenses	<u>5,949.72</u>
Total Expense	<u>16,235.24</u>
Net Income	<u><u>-373.80</u></u>

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

	<u>Oct 03</u>
Income	
Recreational Activities Income	
R9255, CC Rental Income	1,250.00
R9801, Donations received	
R9801 Deck Roof	900.00
R9801, Quilters donation receipt	5,000.00
Total R9801, Donations received	<u>5,900.00</u>
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	231.89
R9811TC, Tai Chi Income	135.00
Total R9811, Rec. Programs Income.	<u>366.89</u>
Total Recreational Activities Income	7,516.89
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,444.30
H9031, Water Surcharge Income - Other	45.00
Total H9031, Water Surcharge Income	<u>1,489.30</u>
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	609.80
H9377G, Gen. Inv. Interest	348.49
Total H9377, Interest Earnings	<u>958.29</u>
Total Water Capital Improvements Inco	2,447.59
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	2.51
W9025LP, Late pay penalty	117.77
W9025, Water Service Income - Other	5,776.68
Total W9025, Water Service Income	<u>5,896.96</u>
Total Water Operations Income	5,896.96
Total Income	15,861.44
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	21.88
A2059, P & L Insurance	895.00
A2117, Consulting Admin. Fees	600.00
A2133, Office Supplies	50.43
A2137, Copier Maint. Expenses	69.76
A2479, Travel Expenses	139.38
A2534, Telephone/Communications	55.87
Total Administrative Expenses	1,832.32
Fire Operational Expenses	
F2059, P & L Insurance	3,233.00
F2117, Administrative Fees	225.00
Total Fire Operational Expenses	3,458.00
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 chipper payroll	
F1404 FICA	

3:49 PM
12/06/03
Accrual Basis

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

	<u>Oct 03</u>
Total F2077-Chipper grant program	
Total Firesafe Marin Grant Expenses	
Recreational Expenses	
R1028, Maint. Mgr. Wages	370.00
R1073, Janitorial wages	594.50
R1404, FICA	94.47
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	358.71
Total R2041, Rec. Program Expenses	358.71
R2059, P & L Insurance	903.12
R2077, Routine Repairs	16.58
R2117, Administrative Expenses	500.00
R2366, Building Supplies	117.94
R2535, Energy Expenses	124.69
Total Recreational Expenses	3,080.01
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	210.00
E1073, Extra Hire Wages	250.00
E1404, FICA	35.19
E2059, P & L Insurance	423.00
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	1,418.19
Water Capital Improve'ts Exp.	
H2059, P & L Insurance	322.00
H2117, Administrative Fees	175.00
Total Water Capital Improve'ts Exp.	497.00
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,520.00
W1073, Extra Hire Wages	50.00
W1404, FICA	133.57
W1506, Medical benefits	
W1506CPHvy	260.03
Total W1506, Medical benefits	260.03
W2059, P & L Insurance	1,535.00
W2117, Administrative Fees	1,750.00
W2121, Miscellaneous Expenses	59.00
W2130, Postage & Shipping	74.00
W2133, Office Supplies	31.10
W2534, Telephone Relay Expense	39.21
W2535, Electrical Service	497.81
Total Water Operating Expenses	5,949.72
Total Expense	16,235.24
Net Income	<u><u>-373.80</u></u>

4:04 PM
 12/06/03
 Accrual Basis

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

	<u>Jul - Oct 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Administrative Income	0	46,600	-46,600	0%
Fire Operations Income	5,933	14,233	-8,300	42%
Firesafe Marin Grant Income	0	15,000	-15,000	0%
Recreational Activities Income	13,844	11,500	2,344	120%
Water Capital Improvements Inco	9,075	78,140	-69,065	12%
Water Operations Income	25,360	73,440	-48,080	35%
Total Income	54,212	238,913	-184,701	23%
Expense				
Administrative Expenses	4,963	18,550	-13,587	27%
Fire Operational Expenses	6,114	14,233	-8,119	43%
Firesafe Marin Grant Expenses	1,722	6,400	-4,678	27%
Recreational Expenses	8,761	27,206	-18,445	32%
Roads & Easements Expenses	6,332	20,823	-14,491	30%
Water Capital Improve'ts Exp.	1,022	229,522	-228,500	0%
Water Operating Expenses	26,106	80,174	-54,068	33%
Total Expense	55,021	396,908	-341,887	14%
Net Income	-809	-157,995	157,187	1%

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed July through October 2003

	Jul - Oct 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	0.00	46,200.00	-46,200.00	0.0%
A9203, Non Tax Income	0.00	400.00	-400.00	0.0%
Total Administrative Income	0.00	46,600.00	-46,600.00	0.0%
Fire Operations Income				
F9377, West Marin Funds	0.00	8,300.00	-8,300.00	0.0%
F9763, Fire Assoc. Donations	5,933.00	5,933.00	0.00	100.0%
Total Fire Operations Income	5,933.00	14,233.00	-8,300.00	41.7%
Firesafe Marin Grant Income				
F9811FM, Grant income	0.00	15,000.00	-15,000.00	0.0%
Total Firesafe Marin Grant Income	0.00	15,000.00	-15,000.00	0.0%
Recreational Activities Income				
R9255, CC Rental Income	6,767.50	9,000.00	-2,232.50	75.2%
R9801, Donations received				
R9801 Deck Roof	900.00			
R9801, Quilters donation receipt	5,000.00			
Total R9801, Donations received	5,900.00			
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	658.83	1,300.00	-641.17	50.7%
R9811CP, Child's Prog. Income	0.00	200.00	-200.00	0.0%
R9811TC, Tai Chi Income	517.50	1,000.00	-482.50	51.8%
Total R9811, Rec. Programs Income.	1,176.33	2,500.00	-1,323.67	47.1%
Total Recreational Activities Income	13,843.83	11,500.00	2,343.83	120.4%
Water Capital Improvements Inco				
H9001, special Assessment Tax	0.00	55,900.00	-55,900.00	0.0%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	6,231.74	17,800.00	-11,568.26	35.0%
H9031, Non District Surcharge	0.00	540.00	-540.00	0.0%
H9031, Water Surcharge Income - Other	360.00	0.00	360.00	100.0%
Total H9031, Water Surcharge Income	6,591.74	18,340.00	-11,748.26	35.9%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	1,612.09	3,000.00	-1,387.91	53.7%
H9377G, Gen. Inv. Interest	871.64	900.00	-28.36	96.8%
Total H9377, Interest Earnings	2,483.73	3,900.00	-1,416.27	63.7%
Total Water Capital Improvements Inco	9,075.47	78,140.00	-69,064.53	11.6%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill interst	11.55	40.00	-28.45	28.9%
W9025LP, Late pay penalty	397.40	900.00	-502.60	44.2%
W9025, Water Service Income - Other	24,950.92			
Total W9025, Water Service Income	25,359.87	940.00	24,419.87	2,697.9%
W9772, Miscellaneous Income	0.00	72,500.00	-72,500.00	0.0%
Total Water Operations Income	25,359.87	73,440.00	-48,080.13	34.5%

Muir Beach Community Services District 2003-2004
Profit & Loss Budget vs. Actual Year to Date Detailed
 July through October 2003

	Jul - Oct 03	Budget	\$ Over Budget	% of Budget
Total Income	54,212.17	238,913.00	-184,700.83	22.7%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	183.87	750.00	-566.13	24.5%
A2059, P & L Insurance	895.00	895.00	0.00	100.0%
A2117, Consulting Admin. Fees	2,400.00	7,500.00	-5,100.00	32.0%
A2118, Independent Audit	0.00	1,200.00	-1,200.00	0.0%
A2121, Miscellaneous Expenses	0.00	350.00	-350.00	0.0%
A2129, Gen. Election expenses	0.00	455.00	-455.00	0.0%
A2130, Mailing & Shipping Exp.	27.89	100.00	-72.11	27.9%
A2133, Office Supplies	74.83	650.00	-575.17	11.5%
A2137, Copier Maint. Expenses	69.76	0.00	69.76	100.0%
A2352, County Fees	167.00	1,200.00	-1,033.00	13.9%
A2479, Travel Expenses	569.25	2,100.00	-1,530.75	27.1%
A2534, Telephone/Communications	520.01	2,850.00	-2,329.99	18.2%
A2713, Legal fees	55.00	500.00	-445.00	11.0%
Total Administrative Expenses	4,962.61	18,550.00	-13,587.39	26.8%
Fire Operational Expenses				
F2059, P & L Insurance	3,233.00	3,233.00	0.00	100.0%
F2117, Administrative Fees	900.00	2,700.00	-1,800.00	33.3%
F4048, Fire Station Improvement	0.00	0.00	0.00	0.0%
F4827, W. Marin Fund Expenses	1,981.12	8,300.00	-6,318.88	23.9%
Total Fire Operational Expenses	6,114.12	14,233.00	-8,118.88	43.0%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 chipper payroll	1,722.40	5,000.00	-3,277.60	34.4%
F1404 FICA	0.00	400.00	-400.00	0.0%
F2077 Misc. Expenses	0.00	1,000.00	-1,000.00	0.0%
Total F2077-Chipper grant program	1,722.40	6,400.00	-4,677.60	26.9%
Total Firesafe Marin Grant Expenses	1,722.40	6,400.00	-4,677.60	26.9%
Recreational Expenses				
R1028, Maint. Mgr. Wages	920.00	500.00	420.00	184.0%
R1073, Janitorial wages	1,964.75	4,600.00	-2,635.25	42.7%
R1404, FICA	275.83	352.00	-76.17	78.4%
R1701, Work Comp Insurance	380.29	1,000.00	-619.71	38.0%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	963.89	2,800.00	-1,836.11	34.4%
R2041CD, Com. Dinner Expenses	0.00	0.00	0.00	0.0%
R2041CP, Child's Program Exp.	0.00	200.00	-200.00	0.0%
R2041TC, Tai Chi Expenses	378.00	900.00	-522.00	42.0%
Total R2041, Rec. Program Expenses	1,341.89	3,900.00	-2,558.11	34.4%
R2059, P & L Insurance	803.12	974.00	-70.88	92.7%
R2077, Routine Repairs	16.58	1,000.00	-983.42	1.7%
R2097, CC Ground Maintenance	0.00	1,000.00	-1,000.00	0.0%
R2117, Administrative Expenses	2,000.00	6,200.00	-4,200.00	32.3%
R2121, Miscellaneous Expenses	0.00	100.00	-100.00	0.0%
R2259, Refuse Removal	121.05	480.00	-358.95	25.2%
R2366, Building Supplies	201.53	200.00	1.53	100.8%
R2534, Pay Telephone Expense	53.92	700.00	-646.08	7.7%

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed July through October 2003

	Jul - Oct 03	Budget	\$ Over Budget	% of Budget
R2535, Energy Expenses				
R2535E, Electrical Expenses	0.00	900.00	-900.00	0.0%
R2535G, Butane Gas Expenses	164.29	300.00	-135.71	54.8%
R2535, Energy Expenses - Other	417.85			
Total R2535, Energy Expenses	582.14	1,200.00	-617.86	48.5%
R4000 Capital Improvements				
R4001, Building Improvements	0.00	5,000.00	-5,000.00	0.0%
Total R4000 Capital Improvements	0.00	5,000.00	-5,000.00	0.0%
Total Recreational Expenses	8,761.10	27,206.00	-18,444.90	32.2%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	1,230.00	1,500.00	-270.00	82.0%
E1073, Extra Hire Wages	550.00	2,000.00	-1,450.00	27.5%
E1404, FICA	136.18	300.00	-163.82	45.4%
E1701, Work's. Comp. Insurance	0.00	400.00	-400.00	0.0%
E2059, P & L Insurance	423.00	423.00	0.00	100.0%
E2077, Road & Easement Repairs	788.22	10,000.00	-9,231.78	7.7%
E2117, Administrative Fees	2,000.00	6,200.00	-4,200.00	32.3%
E4000 Capital improvements				
E4001-Easement Lighting	1,225.00			
Total E4000 Capital improvements	1,225.00			
Total Roads & Easements Expenses	6,332.40	20,823.00	-14,490.60	30.4%
Water Capital Improve'ts Exp.				
H2059, P & L Insurance	322.00	322.00	0.00	100.0%
H2117, Administrative Fees	700.00	3,500.00	-2,800.00	20.0%
H2352, County fees	0.00	700.00	-700.00	0.0%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	200,000.00	-200,000.00	0.0%
Total H2713, Project Improvements	0.00	200,000.00	-200,000.00	0.0%
H4169UT, Priority Improvements				
H4169NW, New Well	0.00	10,000.00	-10,000.00	0.0%
H4169VR, Valve Replacement	0.00	15,000.00	-15,000.00	0.0%
Total H4169UT, Priority Improvements	0.00	25,000.00	-25,000.00	0.0%
Total Water Capital Improve'ts Exp.	1,022.00	229,522.00	-228,500.00	0.4%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	6,298.96	18,000.00	-11,701.04	35.0%
W1073, Extra Hire Wages	181.25	2,000.00	-1,818.75	9.1%
W1404, FICA	511.60	1,600.00	-1,088.40	32.0%
W1506, Medical benefits				
W1506CPHvy	780.08	3,000.00	-2,219.92	26.0%
W1506, Medical benefits - Other	0.00	0.00	0.00	0.0%
Total W1506, Medical benefits	780.08	3,000.00	-2,219.92	26.0%
W1701, Work. Comp. Insurance	2,739.24	2,000.00	739.24	137.0%
W2049, Conferences & Training	400.00	300.00	100.00	133.3%
W2058, Annual Permit Fee	1,889.00	1,889.00	0.00	100.0%
W2059, P & L Insurance	1,535.00	1,535.00	0.00	100.0%
W2077, Routine Repairs	285.51	5,000.00	-4,714.49	5.7%

4:03 PM

12/06/03

Accrual Basis

**Muir Beach Community Services District 2003-2004
Profit & Loss Budget vs. Actual Year to Date Detailed
July through October 2003**

	Jul - Oct 03	Budget	\$ Over Budget	% of Budget
W2115, Chemicals I Testing	295.84	3,000.00	-2,704.16	9.9%
W2117, Administrative Fees				
W2117A, Administrative Fees	0.00	10,800.00	-10,800.00	0.0%
W2117C, Clerical Fees	0.00	10,800.00	-10,800.00	0.0%
W2117, Administrative Fees - Other	7,000.00			
Total W2117, Administrative Fees	7,000.00	21,600.00	-14,600.00	32.4%
W2121, Miscellaneous Expenses	718.75	500.00	218.75	143.8%
W2130, Postage & Shipping	317.70	800.00	-482.30	39.7%
W2133, Office Supplies	337.65	750.00	-412.35	45.0%
W2325, Contract Services	0.00	10,000.00	-10,000.00	0.0%
W2479, Travel allowance	500.00	1,200.00	-700.00	41.7%
W2534, Telephone Relay Expense	231.58	500.00	-268.42	46.3%
W2535, Electrical Service	2,083.88	6,500.00	-4,416.12	32.1%
Total Water Operating Expenses	26,106.04	80,174.00	-54,067.96	32.6%
Total Expense	55,020.67	396,908.00	-341,887.33	13.9%
Net Income	-808.50	-157,995.00	157,186.50	0.5%

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, SEPTEMBER 24, 2003

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

I. Call to order: President Shaffer called the meeting to order at 7:20 pm and turned the meeting over to incoming President Ostroff. President Ostroff thanked Director Shaffer for his introduction and briefly noted that he is new to this position and may require forbearance as he learns the procedures for conducting the meetings.

II. Review and consideration of the September 24, 2003 Agenda. There was a brief discussion of the Agenda, and Director Shaffer *moved* to 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, including:

A. Within the next few weeks, new trail maps will be available.

B. Fire management is being considered in an alternate location tonight.

C. Brochures and information cards are being mailed to the owners on the area tax roll, the brochures include the schedule of meetings for the transportation and big lagoon studies.

D. The big lagoon working group is considering a development plan for the mouth of Redwood Creek. The estimated cost is \$5.4 million to restore the lagoon and creek bed. Half of the funding will be from N. P. S. and the balance for alternative funding sources.

E. The ranger involved with the area traffic plan stipulated that most of the rumors concerning the hiking trail through Muir Beach are incorrect. He then announced that more details on the traffic plan will be discussed during the public meetings scheduled for October 20, 29 (Muir Beach) and 30, 2003.

Director Kamradt pointedly noted that 3 years ago the District had been promised to be a part of the traffic planning group. However, that promise was not fulfilled and the District was left out of the considerations.

IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Kamradt *moved* to approve the report as submitted including a total of \$11,615.61 in general fund expenditures and \$175 in water

1 capital improvement expenditures, and \$1,563.96 in security deposit refunds and trust fund expenses for a total
2 of \$13,354.57 in warrants issued, seconded by Director Shaffer; ayes all.

3 **V. Fire Department, emergency disaster committee:** Chief Sward reported that the department is operating well,
4 and that they have received funding to install an upgraded fire hydrant near the Pelican Inn.

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

6 **A. Roads and easements:** There was a discussion of the progress, or lack of progress for the mitigation of
7 the District's pedestrian path encroachment on private property at the Sunset end of the Ahab to Sunset
8 Way trail. Director Hills indicated that he will clear the air so the work can be completed.

9 **B.** Karla Andersdatter had requested some considerations of the Boards communications with the County
10 concerning the naming of the driveway behind her dwelling. Before this discussion commenced,
11 Director Hills said that he wanted to make some comments to clear the air. Soon after the previous
12 meeting that included a discussion on Nina White's application to have the County name a private road,
13 as she requested, near her house, Director Hills was provided with a copy of an e-mail from Karla
14 Andersdatter to several residents claiming that he had exchanged his vote for a supposed opportunity to
15 subdivide Nina White's lots. He stated that he had had no discussions with Nina White in any way
16 related to such a topic. Further, Nina had prepared and signed a letter attesting that no such discussions
17 had occurred nor had anything like that ever been considered. Ms. Andersdatter said that she had only
18 wondered if such an exchange had taken place. With her hearing from Director Hills that no such thing
19 had occurred, she accepted that as true and said that she did not need to see the confirmation from Ms.
20 White. She then made some opening comments on her requested agenda items, and this was followed
21 by an acrimonious exchange between Ms Andersdatter and President Ostroff, ending in the Board's
22 informal rejection of Ms Andersdatter's request.

23 **C. Water operations:** The G. M. reported that water operations were normal. and that water consumption
24 had declined from last months high level.

D. Recreation: The following recreational items were discussed:

1. Electrician Paul Brunner, who completed the trail lighting from the community center to
Sunset Way submitted (at the G. M.'s request) a proposal to renovate/improve the community

1 center entry lighting. The Board was given copies of the proposal with sketches of the
2 improvements and estimated labor costs ranging from just under \$4,000 to more than \$6,000.
3 The Board deferred consideration to an undetermined future date, to permit time for them to
4 study the proposal.

5 2. Kathy Sward reported that various funding and cost estimates are being considered for
6 completing the community center glass deck roof. Michael Moore suggested a new fund
7 raising program entitle "Pain in the glass" for residents to make dedicated donations. The
8 Board concurred with the suggestion and offered assistance for the brochures to solicit the
9 donations.

10 3. Grant funds for improving the community center entry stairs were briefly discussed, with no
11 action taken.

12 **VII. Public Open Time:** Colleen Curry requested the Board to review the drainage from Sunset Way, that crosses
13 her property to Pacific Way. This was followed by a brief discussion of actions taken and completed this year,
14 which should mitigate the problem. the matter will be further evaluated in the forthcoming rain season.

15 **VIII. Review of the draft minutes** for the July 23, 2002 meetings. Director Shaffer noted that the Minutes on page 16
16 of 18 in the Board's packet, line 14 needs to be changed from "that the Board is naming the driveway" to "the
17 Board is *not* naming the driveway". With this correction, Director Shaffer *moved* to approve the minutes as
18 corrected, seconded by Director Hills, ayes all.

19 **IX. Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday,
20 November 5, 2003. It was also noted that the Board needs to conduct another closed meeting concerning District
21 employees; however no date was set for this.

22 The meeting was adjourned at 9:13 P.M.

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

Maury Ostroff, Board President

Donovan Macfarlane, Secretary

**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, NOVEMBER 5, 2003**

Directors present: President Ostroff; Directors: Hills, Rudnick and Shaffer. Director Kamradt had previously called to say she would not be able to attend the meeting.

I. Call to order: President Ostroff called the meeting to order at 7:10 pm.

II. Review and consideration of the February 26, 2003 Agenda. There was a brief discussion of the Agenda, and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Hills, ayes all.

III. National Park Service: Ranger Jennifer Vic reported that the N. P. S. meeting with District residents concerning the transportation plan was well attended and that the many items of concern expressed by the residents have been reported to the proper officials and were heard loud and clear.

Director Hills reported that he and Director Kamradt had meet with Supervisor Kinsey to review the many concerns about elements of the plan that will adversely affect the Muir Beach community. He noted that Supervisor Kinsey takes these concerns seriously and is seeking alternatives that will reduce the potential adverse impacts.

Ranger Alex Naar then introduced himself as the coordinator for the clearing of the fire debris being done on the N. P. S. land along Shoreline Highway. He noted that this activity is being done to reduce the fire hazard and will continue for approximately three more weeks.

Ranger Vic then noted that N. P. S. is working with the County for additional improvement and flood mitigation on Pacific Way.

IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Shaffer *moved* to approve the report as submitted including a total of \$10,237.63 in general fund expenditures and \$175 in water capital improvement expenditures, and \$2,710.85 in Trust Funds for a total of

1 \$13,123.48 in warrants issued, seconded by Director Hills; ayes all.

2 **V. Fire Department, emergency disaster committee:** Chief Sward reported that the District is ready to
3 receive the West Marin Funds and delivered the contact for the funds to be signed by the G. M. as
4 required.

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

7 **A. Administration:** The G. M. reported that he has received three replies indicating an interest in
8 providing audits for the District. However, due to the current busy season, all three requested
9 more time prior to submitting a proposal.

10 The G. M. then gave a brief overview of the District's fiscal status and operations
11 within the adopted budget parameters.

12 **B. Roads and Easements** The G. M. reported that Michael Moore has indicated that he will
13 begin construction of the stairs at the Sunset Way end of the Sunset Way to Ahab Drive
14 pedestrian trail late next week, if weather permits.

15 This was followed by a brief discussion of the new pedestrian trail for the Park area
16 behind the Lasky residence. It was noted that the landscaping had been removed prior to the
17 trail clearing.

18 **C. Water Operations:** There was brief discussion of the water operations and the repair of a
19 distribution line break between the well house and Frank Valley Road. It was noted that this
20 pipe has experienced other breaks and may need replacement in the future.

21 **D. Recreation;** There was a brief discussion concerning electrician Paul Brunner's proposal for
22 improving and repairing the community center's entry stair and handicap walk lighting.

23 Director Shaffer *moved* to approve the labor proposal in the amount of \$6,320, with selection of
24 the lighting fixtures to be determined after each Director has had an opportunity to review the
suggested fixtures in the supply catalog. Seconded by Director Rudnick, ayes all. Director

1 Shaffer will coordinate with Mr. Brunner for the scheduling and selection of fixtures.

2 **VII. Public Open Time:** Harvey Pearlman requested the Board to consider conditional funding for an
3 annual New Years Party in the community center. As this was not a formal agenda item, the Board
4 indicated their concurrence with the suggestion and instructed the G. M. to place this on the next
5 month's meeting agenda.

6 Judith Yamamoto then informed the Board that the Quilters have received a \$5,000 grant from
7 the Marin Community Foundation which will be used as additional funding for the Community Center
8 deck roof. The G. M. noted that these funds have been deposited in the District's account and will
9 appear on the October budget report as a trust fund sub account. It was also noted that construction of
10 the roof has been delayed until the next dry season.

11 **VIII. Review of the draft minutes** for the September 24, 2003 meeting. There was a brief discussion of
12 these minutes and Director Hills submitted a typed request for changing wording of the minutes as
13 follows(shown in italics):Item VI B - Karla Andersdatter had requested some considerations of the
14 Boards communications with the County concerning the naming of the driveway behind her dwelling.
15 *"Before this discussion commenced, Director Hills said that he wanted to make some comments to*
16 *clear the air. Soon after the previous meeting that included a discussion on Nina White's application*
17 *to have the County name a private road, as she requested, near her house, Director Hills was provided*
18 *with a copy of an e-mail from Karla Andersdatter to several residents claiming that he had exchanged*
19 *his vote for a supposed opportunity to subdivide Nina White's lots. He stated that he had had no*
20 *discussions with Nina White in any way related to such a topic. Further, Nina had prepared and*
21 *signed a letter attesting that no such discussions had occurred nor had anything like that ever been*
22 *considered. Ms. Andersdatter said that she had only wondered if such an exchange had taken place.*
23 *With her hearing from Director Hills that no such thing had occurred, she accepted that as true and*
24 *said that she did not need to see the confirmation from Ms. White."* She then made some opening
comments on her requested agenda items, and this was followed by an acrimonious exchange between

1 Ms Andersdatter and President Ostroff, ending in the Board's informal rejection of Ms Andersdatter's
2 request.

3 Director Hills also suggested a change/correction in the September 24 meeting agenda as
4 follows: Item VI B-2 a: ~~She stipulates that Director Hills has indicated that the District has jurisdiction~~
5 ~~over the private driveway to the rear of her dwelling; therefore, she is requesting reimbursement of~~
6 ~~\$400 to repay her for gravel she has placed in the driveway.~~ To be replaced with: "She stipulates that
7 Director Hills has indicated that the private road to the rear of her dwelling is located inside the overall
8 boundaries of the entire District. Since the District sent a letter to the County regarding the application
9 to have the County name this road, is the District now intending to pay for maintenance of the road?"

10 Approval of the minutes was deferred to the next Board meeting when the changes can be
11 incorporated for the Board's review.

12 **IX. Next meeting date:** Following a brief discussion the next meeting date was confirmed for Wednesday,
13 December 3, 2003. The G. M. requested that Wednesday, December 10th also be reserved as an
14 alternate date, as he is not certain when he will be able to return from S. California for minor surgery.

15 Both dates were reserved.

16 The meeting was adjourned at 9:00 P.M.

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

19
20
21 Maury Ostroff, Board President

Donovan Macfarlane, Secretary