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BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD
ON WEDNESDAY, JANUARY 28, 2004
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, JANUARY 28, 2004. TO BEGIN AT APPROXIMATELY 7:00 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.

- I. **President Ostroff** will call the general meeting to order. President Ostroff will then report any decisions made during the closed personnel meeting held on Wednesday, January 14, 2004.
- II. **Review and consideration of the January 28, 2004 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 November 1 through November 30, 2003, and December 1 through December 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. **Update on the C. T. M. P. process.**
- 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. Requests for auditing proposals have been mailed to four accounting firms experienced in accounting procedures for special Districts. As of this date, no proposals have been received, but it is anticipated that the replies will be received in time for the February Board meeting. Also, Director Hills has interviewed the accounting firm serving Stinson Beach, and may have a few comments.
 2. Existing policies and procedures: In a search of Hazel Melo's files (in storage), I located several versions of suggested CSD Policies and Procedures. Due to the volume of the material, they have been duplicated as a separate document and delivered to the Directors. Some of the policies are out of date; however, most of them are generally followed. It is suggested that the Board appoint two Directors to work with the G. M. to draft updated set of District Policies and Procedures Manual. but .
 3. In accord with the Board's retention of Sharon Mullin to take over the District's accounting activities, the transfer of records will be completed prior to February 1, 2004, when Ms. Mullins services will begin.
 - B. **Roads and Easements:** The following items need Board consideration:
 1. Following the Board's request, I visually inspected the trees marked for possible removal, located on the northeast side of the community center property. Further, a rough hand drawn sketch of the trees subject to removal and trees to remain has been furnished to the Directors for their perusal. Mr. Wood, of 60 Starbuck Drive, has complied with the district's request to have a surveyor designate the property line, and all of the seven trees he requests for removal are located on the District's

property. Five of these Monterey Pine trees are of mature age, and near the end of their normal life expectancy. Two of the trees are somewhat younger. The general area has numerous trees that have not be requested for removal, including six that are in the immediate vicinity of those requested for removal. In addition, Mr. Wood has offered to replace the trees requested for removal, with suitable trees suggested by the Muir Beach Garden Club, as well as paying for the cost of the tree removal. Considering the number of trees that will remain and the replacement with approved trees, this should be an improvement which eliminates future District expense, while reducing the potential fire hazard and possible damage from the falling of mature trees during high winds without adversely affecting the aesthetic character of the area, it is recommended that the Board approve Mr. Wood's request.

2. The pedestrian trail through the Seacape park area has been basically cleared and cleaned. However, additional work is needed to improve the usability and safety. It is recommended that the Board approve an expenditure of \$2,000 for additional labor, gravel and equipment rental for the completion of this trail.
3. The pedestrian trail from Sunset Way to Pacific Way (a continuation of the Community Center Trail) also requires considerable maintenance work. The work is in progress and should be completed by mid February.
4. Community Center entrance stairs: Many of the railroad tie stairs have become marginal in condition, potentially hazardous and need replacement. Supervisor Kinsey has offered grant funds of \$15,000 for construction of new stairs. During the November meeting this was discussed and John Sward indicated he would submit a proposal to the Board for construction of new stairs. It is recommended that the Board consider placing a high priority on this activity, so reconstruction can coincide with the new lighting work.
5. Construction of the new stairs and realignment of the individual steps on the Sunset end of the Sunset To Ahab pedestrian way has been completed. As of this date, the cost data is not available and will be included in the February report.

C. WATER OPERATIONS:

1. Coliform tests taken during November and December were free of bacteria.
2. Gross water billing for the 10/16/03 through 11/16/03 billing period totaled \$6,436.35 including \$6,290.79 in water service charges, \$141.65 in late payment penalties and \$3.91 in interest charges. The monthly consumption surcharge for this period totaled \$1,610.06
3. Gross water billing for the 11/16/03 through 12/16/03 billing period totaled \$5,357.57 including \$5,261.27 in water service charges, \$91.61 in late payment penalties, and \$4.69 in interest charges. The monthly consumption surcharge for this period totaled \$1,360.46.

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

Total volume of water measured through the master meter =	915,485 gallons
Average daily pumping rate	29,532 gallons
Highest pumping day was on 10/28/03 and volume pumped =	39,3305 gallons
Lowest pumping day was on 11/10/03 and volume pumped =	16,465 gallons
Total volume billed through service meters =	847,629 gallons
Gross unaccounted for water loss =	77,856 gallons
Estimated un-metered maintenance use ¹	15,000 gallons

Estimated leak repair losses	0 gallons
Net unaccounted for water loss 5.77%)	52,856 gallons
Average daily customer consumption per meter =	100 gallons
Average service billing –	\$41.37

The table below tabulates the water production for the period November 16, 2003 to December 16, 2003.

Total volume of water measured through the master meter =	741,550 gallons
Average daily pumping rate	22,837 gallons
Highest pumping day was on 12/10/03 and volume pumped =	32,935 gallons
Lowest pumping day was on 12/16/03 and volume pumped =	15,217 gallons
Total volume billed through service meters =	685,109 gallons
Gross unaccounted for water loss =	56,441 gallons
Estimated un-metered maintenance use ¹	15,000 gallons
Estimated leak repair losses	0 gallons
Net unaccounted for water loss 6.04%)	41,441 gallons
Average daily customer consumption per meter =	81 gallons
Average service billing =	\$34.48

- D. Technical Advisory Committee:** The Adaptive Management Plan for Well Operations and Water Conservation was submitted to the T. A. C. and reviewed during their January 13, 2004 meeting. In general, the plan was well received. However, the T. A. C. did request some minor modifications to clarify the conditions for determining the variable conditions of the creek flow from year to year, as applicable to drought conditions, along with some corrections in the definitions and acronyms. Director Kamradt chaired the meeting with considerable skill and will offer a more detailed report.
- E. Capital Improvements:** President Ostroff, Director Hills and I have meet to discuss the priority and methods for improving the well site. It is anticipated that President Ostroff and Director Hills will give a report to the Board on this subject.
- F. Recreation:** There are several items for the community center that need Board consideration
1. We have received an offer for the donation of a piano from Pam Barlow. This is the same piano that she previously loaned to the District, and which we returned for damage liability purposes as the piano was on loan. Now she is offering to donate the piano. We currently use an electronic piano, which is more compact and movable than the upright piano. However, I am not qualified to render an opinion as to a players preference or difference in musical quality.
 2. The deck roof fund has received additional donations, and the Quilters had a successful Art Faire. It is anticipated that the Quilters will have a report on the status of the funds available for the roof construction. In the meantime, Harvey has been instructed to begin removal of the temporary roof, in compliance with the County's

“red tag” requiring the temporary roof’s removal.

3. I have not received the final data for a report on the success of the New Year’s eve party. It is my understanding that the party earned enough to refund approximately \$400 of the \$500 advanced by the District. Harvey will offer a verbal summary on the party’s success.

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

VIII. PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: *1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the Board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non-repetitive items, and non-repetitive supporting information.*

PUBLIC INPUT

Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. The public must reference the minute item and date of the approved minutes

New Business: The public may introduce items of new business, not included in the posted Agenda, that they wish the Board to consider at a future meeting, or they may present substantiating evidence to support emergency consideration. The presentation should include information and details offering a clear understanding of the problem to be considered.

In addition to the foregoing public input, the public has the right and will be invited to comment on any and all items listed on the posted Agenda. Comments are subject to the time and content limitations outlined above.

IX. Review of the draft minutes for the general meeting held on December 10, 2003.

X. Next meeting date: The forth Wednesday in February is February 25, 2004.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 11/01/03 THROUGH 11/30/03**

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

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Kinko's	2049	Board meetig packets	P	42.62
	2049	Bell's Market, cream/cookies for meeting	P	6.37
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
USPO	2130	Postage	P	26.80
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	141.45
Cingular	2534	Cell phone paid this month	B	111.58
Pacific Bell	2534	415-388-7804 & 7808 paid this month	B	184.56
Pacific Bell	2534	707-643-1143 paid this month	B	37.28
Marin County	2713	Legal Fees	C	770.00
TOTAL G&A EXPENSES =				\$1,920.66

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
Graham Groneman	4827	Void Check #827 (Gall's Inc) for reimburseme	B	276.00
Pacific Bell	4827	Fire station phone paid this month	B	125.53
Groeniger & Company	4827	Hydrant adapters	B	315.74
TOTAL FIRE EXPENSES =				\$942.27

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	333.71
Salvador Gonzales	1073	Extra Hire wages paid this month	C	121.10
Juana Gonzales	1077	Janitorial wages paid this month	C	310.04
State Fund	1701	Worker's Compensation Insurance	C	73.39
Harvey Pearlman	2041	Day of the Dead party expenses	B	207.19
Lisa Eigsti	2041	Day of the Dead party decoations	B	54.96
Home Depot	2077	Toilet seats, door repair	B	43.92
Goodman's Building Supply	2077	Lighting repairs	B	22.48
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Waste Management	2259	Trash Collection Through December	B	121.05
Costco	2366	Papeer towels, etc.	B	57.95
Pacific Bell	2534	Community Centerpay phone paid this month	B	109.78
Pacific Gas & Electric	2535	Community Center electric paid this month	B	162.90
Bell's Market, Whole Foods, etc.	2041BI	Misc. Bistro supplies purchased this month	P	10.40
Linen & Things	2041BI	Glass linens	P	8.57
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	28.00
Emiko Wang	2041TC	Tai Chi Instruction for October	B	108.00
TOTAL RECREATION EXPENSES =				\$2,467.22

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	129.18
Salvador Gonzales	1073	Extra Hire wages paid this month	C	188.39
Home Depot	2077	Materials and tools for repairs	B	164.74
Martin Brothers	2077	Mineral paper	B	18.85
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$1,001.16

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 11/01/03 THROUGH 11/30/03**

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	1,367.16
Salvador Gonzales	1073	Extra Hire wages paid this month	C	67.29
PERS	1506	Harvey's medical	B	265.51
State Fund	1701	Worker's Compensation Insurance	C	349.80
Herb's Pool Service	2115	Chlorine supplies	B	47.19
Western Water Products	2115	Cartridge Filters	B	252.08
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	800.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	950.00
Public Storage	2121	File storage November	B	59.00
USPO	2130	Postage	P	118.40
Harvey Pearlman	2479	Travel allowance For October & November	B	200.00
Pacific Bell	2534	Upper tank phone relay paid this month	B	64.18
Cingular	2534	Harvey's cell phone	B	67.24
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	420.99
TOTAL WATER EXPENSES =				\$5,028.84

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

PERS	1506	Shaffer medical	B	296.59
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$296.59

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$175.00

TOTAL GENERAL FUND EXPENSES = 11,360.15

TOTAL CHECKS ISSUED FROM TRUST FUNDS = 296.59

TOTAL OF ALL CHECKS ISSUED = \$11,831.74

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

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on
the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

President

Donovan Macfarlane, Secretary

Balance Sheet
 As of November 30, 2003

	<u>Nov 30, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	15,744
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	-166
Salomon Smith Barney	
Community Center Deck Roof	7,880
Firesafe Marin	11,038
General Funds	33,796
Quilters grant receipts	5,000
Rental deposit trust	1,250
Shaffer CalPers Trust	294
Water Security Deposit Trust	6,568
West Marin Funds	6,349
Total Salomon Smith Barney	<u>72,175</u>
Total Checking/Savings	386,159
Accounts Receivable	
Receivables	16,682
Total Accounts Receivable	<u>16,682</u>
Total Current Assets	402,841
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	<u>537</u>
TOTAL ASSETS	<u><u>403,378</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	2,000
W1506CPSH Shaffer CalPers Trust	184
W9025RD, Security deposits	6,668
Total Other Current Liabilities	<u>8,852</u>
Total Current Liabilities	<u>8,852</u>
Total Liabilities	8,852
Equity	
Retained Earnings	391,639
Net Income	2,887
Total Equity	<u>394,526</u>
TOTAL LIABILITIES & EQUITY	<u><u>403,378</u></u>

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

Accrual Basis

November 2003

	<u>Nov 03</u>
Income	
Recreational Activities Inco...	7,183.84
Water Capital Improvements...	1,610.06
Water Operations Income	<u>6,436.35</u>
Total Income	15,230.25
Expense	
Administrative Expenses	1,920.66
Fire Operational Expenses	942.27
Recreational Expenses	2,467.22
Roads & Easements Expens...	1,001.16
Water Capital Improve'ts Exp.	175.00
Water Operating Expenses	<u>5,028.84</u>
Total Expense	<u>11,535.15</u>
Net Income	<u><u>3,695.10</u></u>

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

	Nov 03
Income	
Recreational Activities Income	
R9255, CC Rental Income	50.00
R9801, Donations received	
R9801 Deck Roof	6,980.00
Total R9801, Donations received	6,980.00
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	153.84
Total R9811, Rec. Programs Income.	153.84
Total Recreational Activities Income	7,183.84
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,565.06
H9031, Water Surcharge Income - Other	45.00
Total H9031, Water Surcharge Income	1,610.06
Total Water Capital Improvements Inco	1,610.06
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	3.91
W9025LP, Late pay penalty	141.65
W9025, Water Service Income - Other	6,290.79
Total W9025, Water Service Income	6,436.35
Total Water Operations Income	6,436.35
Total Income	15,230.25
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	48.99
A2117, Consulting Admin. Fees	600.00
A2130, Mailing & Shipping Exp.	26.80
A2479, Travel Expenses	141.45
A2534, Telephone/Communications	333.42
A2713, Legal fees	770.00
Total Administrative Expenses	1,920.66
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	717.27
Total Fire Operational Expenses	942.27
Recreational Expenses	
R1028, Maint. Mgr. Wages	310.00
R1073, Janitorial wages	400.50
R1404, FICA	54.35
R1701, Work Comp Insurance	73.39
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	240.75
R2041CD, Com. Dinner Expenses	262.15
R2041TC, Tai Chi Expenses	108.00
Total R2041, Rec. Program Expenses	610.90
R2077, Routine Repairs	66.40

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01/24/04
Accrual Basis

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

	Nov 03
R2117, Administrative Expenses	500.00
R2259, Refuse Removal	121.05
R2366, Building Supplies	57.95
R2534, Pay Telephone Expense	109.78
R2535, Energy Expenses	162.90
Total Recreational Expenses	2,467.22
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	120.00
E1073, Extra Hire Wages	175.00
E1404, FICA	22.57
E2077, Road & Easement Repairs	183.59
E2117, Administrative Fees	500.00
Total Roads & Easements Expenses	1,001.16
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175.00
Total Water Capital Improve'ts Exp.	175.00
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,270.00
W1073, Extra Hire Wages	62.50
W1404, FICA	101.95
W1506, Medical benefits	
W1506CPHvy	265.51
Total W1506, Medical benefits	265.51
W1701, Work. Comp. Insurance	349.80
W2115, Chemicals I Testing	299.27
W2117, Administrative Fees	1,750.00
W2121, Miscellaneous Expenses	59.00
W2130, Postage & Shipping	118.40
W2479, Travel allowance	200.00
W2534, Telephone Relay Expense	131.42
W2535, Electrical Service	420.99
Total Water Operating Expenses	5,028.84
Total Expense	11,535.15
Net Income	3,695.10

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 01/24/04
 Accrual Basis

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

	<u>Jul - Nov 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	21,028	11,500	9,528	183%
Water Capital Improvements Inco	10,686	78,140	-67,454	14%
Water Operations Income	31,796	73,440	-41,644	43%
Total Income	69,442	238,913	-169,471	29%
Expense				
Administrative Expenses	6,883	18,550	-11,667	37%
Fire Operational Expenses	7,056	14,233	-7,177	50%
Firesafe Marin Grant Expenses	1,722	6,400	-4,678	27%
Recreational Expenses	11,228	27,206	-15,978	41%
Roads & Easements Expenses	7,334	20,823	-13,489	35%
Water Capital Improve'ts Exp.	1,197	229,522	-228,325	1%
Water Operating Expenses	31,135	80,174	-49,039	39%
Total Expense	66,556	396,908	-330,352	17%
Net Income	2,887	-157,995	160,882	-2%

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 12/01/03 THROUGH 12/31/03**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$175.00
USPO	2130	Postage for mailing Adap. Mgt. Plan	P	13.29
Office Max	2133	Paper, binders, for Adap. Mgt. Plan	P	57.43
Kiniko's	2133	Copies of Adaptive Management Plan	P	39.14
Marin County	2352	Tax Collection fee	C	240.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$524.86

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Kinko's	2049	Board meetig packets	P	41.75
Kinko's	2049	Copies of C. T. M. P. letter	P	101.93
Bell's Market	2049	Cream for meetings	P	2.85
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Cal. Spec. Dist. Assoc.	2121	Annual membership	P	285.00
USPO	2130	Postage	P	22.20
Mill Valley Services	2133	Copy Paper	P	4.06
Staples	2133	Clasp envelopes	P	20.45
Marin County	2352	Tax collection fees	C	350.50
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	147.24
SBC	2534	415-388-7804 & 7808 paid this month	B	91.66
Pacific Bell	2534	707-643-1143 paid this month	B	18.83
Cingular	2534	Cell phone paid this month	P	114.03
TOTAL G&A EXPENSES =				\$1,800.50

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
SBC	4827	Fire station phone paid this month	B	62.88
TOTAL FIRE EXPENSES =				\$287.88

RECREATION EXPENSES, DIVISION CODE 9239

Harvey Pearlman	1028	Maint. manager wages paid this month	C	322.95
Salvador Gonzales	1073	Extra Hire wages paid this month	C	74.01
Juana Gonzales	1077	Janitorial wages paid this month	C	310.04
State Fund	1701	Worker's Compensation Insurance	C	183.45
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Alish Schutz	2366	Two 6' tables for com. center	B	96.46
SBC	2534	Community Centerpay phone paid this month	B	54.08
Pacific Gas & Electric	2535	Community Center electric paid this month	B	149.81
Nancy Knox	2041BI	Bistro pastries purchased this month	P	40.00
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Harvey Pearlman	2041CD	Advance for New Year's party expenses	B	500.00
Emiko Wang	2041TC	Tai Chi Instruction Novmber & December	B	216.00
TOTAL RECREATION EXPENSES =				\$2,640.58

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Harvey Pearlman	1028	Maint. manager wages paid this month	C	333.72
Salvador Gonzales	1073	Extra Hire wages paid this month	C	208.57
Tom Hesseldenz & Assoc.	2077	Layout of Secape Park Trail	B	988.96
Martin Bros. Supply	2077	Sand and gravel supplies	B	237.18
Home Depot	2077	Wire, lights, etc. for lighting repairs	B	223.89
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$2,492.32

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 12/01/03 THROUGH 12/31/03**

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	925.80
P. E. R. S..	1501	Harvey's medical insurance December & Janu	B	567.92
State Fund	1701	Worker's Compensation Insurance	C	854.38
Goodman's Bldg. Supply	2077	Misc. small fittings for repairs	B	53.75
Pace Supply Corp.	2077	Misc. repair supplies	B	73.99
Jackson's	2077	Misc. small repair items	B	22.25
Herb's Pool Supply	2115	Chlorine supplies	B	47.90
Dept. of Health	2115	Coliform Tests	B	120.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	950.00
Public Storae	2121	File Storage December & January	B	118.00
USPO	2130	Postage	P	51.80
Office Depot	2133	Harvey's Water Log for 2004	P	9.00
Julian Knox	2133	Valvel map copies	B	17.01
NEBS	2133	WaWater service envelopes	B	368.95
Harvey Pearlman	2479	Travel allowance paid this month	B	100.00
SBC	2534	Upper tank phone relay paid this month	B	32.09
Cingular	2534	Havey's cell phone	P	32.58
Cingular	2534	Harvey's cell phone	B	34.99
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	477.70

TOTAL WATER EXPENSES = \$5,658.11

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

P. E. R. S..	1506	Shaffer medical trust December & January	B	644.48
David Parnell	9255R	Refund rental security deposit	B	500.00
Greenbelt Alliance, Inc	9255R	Refund rental security deposit	B	250.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$1,394.48

	TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$524.86
	TOTAL GENERAL FUND EXPENSES = 12,879.39
	TOTAL CHECKS ISSUED FROM TRUST FUNDS = 1,394.48
	TOTAL OF ALL CHECKS ISSUED = \$14,798.73

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

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

, President

Donovan Macfarlane, Secretary

Balance Sheet

As of December 31, 2003

	<u>Dec 31, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	38,972
Fund 429, County Investment Fun	
Capital Improvements	253,135
Fire Station Reserve	14,637
General Investments	59,076
Total Fund 429, County Investment Fun	<u>326,849</u>
Petty Cash Fund	-311
Salomon Smith Barney	
Community Center Deck Roof	8,580
Firesafe Marin	11,038
General Funds	34,404
Quilters grant receipts	5,000
Rental deposit trust	1,350
Shaffer CalPers Trust	-2
Water Security Deposit Trust	6,668
West Marin Funds	6,349
Total Salomon Smith Barney	<u>73,386</u>
Total Checking/Savings	438,895
Accounts Receivable	
Receivables	14,740
Total Accounts Receivable	<u>14,740</u>
Other Current Assets	
Undeposited Funds	-32
Total Other Current Assets	<u>-32</u>
Total Current Assets	453,604
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	<u>537</u>
TOTAL ASSETS	<u><u>454,140</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	2,100
W1506CPSH Shaffer CalPers Trust	-460
W9025RD, Security deposits	6,668
Total Other Current Liabilities	<u>8,308</u>
Total Current Liabilities	<u>8,308</u>
Total Liabilities	8,308
Equity	
Retained Earnings	391,639
Net Income	54,194
Total Equity	<u>445,833</u>
TOTAL LIABILITIES & EQUITY	<u><u>454,140</u></u>

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

Accrual Basis

December 2003

	<u>Dec 03</u>
Income	
Administrative Income	26,984.78
Recreational Activities Inco...	2,326.13
Water Capital Improvements...	30,042.96
Water Operations Income	5,357.57
Total Income	<u>64,711.44</u>
Expense	
Administrative Expenses	1,800.50
Fire Operational Expenses	287.88
Recreational Expenses	2,640.58
Roads & Easements Expens...	2,492.32
Water Capital Improve'ts Exp.	524.86
Water Operating Expenses	5,658.11
Total Expense	<u>13,404.25</u>
Net Income	<u><u>51,307.19</u></u>

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

	Dec 03
Income	
Administrative Income	
A9001, General Tax Income	26,984.78
Total Administrative Income	<u>26,984.78</u>
Recreational Activities Income	
R9255, CC Rental Income	925.00
R9801, Donations received	
R9801 Deck Roof	850.00
Total R9801, Donations received	<u>850.00</u>
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	167.15
R9811CP, Child's Prog. Income	136.48
R9811TC, Tai Chi Income	247.50
Total R9811, Rec. Programs Income.	<u>551.13</u>
Total Recreational Activities Income	2,326.13
Water Capital Improvements Inco	
H9001, special Assessment Tax	28,682.50
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,315.46
H9031, Water Surcharge Income - Other	45.00
Total H9031, Water Surcharge Income	<u>1,360.46</u>
Total Water Capital Improvements Inco	30,042.96
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	4.69
W9025LP, Late pay penalty	91.61
W9025, Water Service Income - Other	5,261.27
Total W9025, Water Service Income	<u>5,357.57</u>
Total Water Operations Income	<u>5,357.57</u>
Total Income	64,711.44
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	146.53
A2117, Consulting Admin. Fees	600.00
A2121, Miscellaneous Expenses	285.00
A2130, Mailing & Shipping Exp.	22.20
A2133, Office Supplies	20.45
A2137, Copier Maint. Expenses	4.06
A2352, County Fees	350.50
A2479, Travel Expenses	147.24
A2534, Telephone/Communications	224.52
Total Administrative Expenses	<u>1,800.50</u>
Fire Operational Expenses	
F2117, Administrative Fees	225.00
F4827, W. Marin Fund Expenses	62.88
Total Fire Operational Expenses	<u>287.88</u>
Recreational Expenses	
R1028, Maint. Mgr. Wages	300.00

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

	Dec 03
R1073, Janitorial wages	356.75
R1404, FICA	50.25
R1701, Work Comp Insurance	183.45
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	233.78
R2041CD, Com. Dinner Expenses	500.00
R2041TC, Tai Chi Expenses	216.00
	<hr/>
Total R2041, Rec. Program Expenses	949.78
R2117, Administrative Expenses	500.00
R2366, Building Supplies	96.46
R2534, Pay Telephone Expense	54.08
R2535, Energy Expenses	149.81
	<hr/>
Total Recreational Expenses	2,640.58
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	310.00
E1073, Extra Hire Wages	193.75
E1404, FICA	38.54
E2077, Road & Easement Repairs	1,450.03
E2117, Administrative Fees	500.00
	<hr/>
Total Roads & Easements Expenses	2,492.32
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175.00
H2133	109.86
H2352, County fees	240.00
	<hr/>
Total Water Capital Improve'ts Exp.	524.86
Water Operating Expenses	
W1028, Maint. Mgr. Wages	860.00
W1073, Extra Hire Wages	
W1404, FICA	65.80
W1506, Medical benefits	
W1506CPHvy	567.92
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Total W1506, Medical benefits	567.92
W1701, Work. Comp. Insurance	854.38
W2077, Routine Repairs	149.99
W2115, Chemicals I Testing	167.90
W2117, Adminsitrative Fees	1,750.00
W2121, Miscellaneous Expenses	118.00
W2130, Postage & Shipping	51.80
W2133, Office Supplies	394.96
W2479, Travel allowance	100.00
W2534, Telephone Relay Expense	99.66
W2535, Electrical Service	477.70
	<hr/>
Total Water Operating Expenses	5,658.11
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Total Expense	13,404.25
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Net Income	<u>51,307.19</u>

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 Accrual Basis

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

	<u>Jul - Dec 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Administrative Income	26,985	46,600	-19,615	58%
Fire Operations Income	5,933	14,233	-8,300	42%
Firesafe Marin Grant Income	0	15,000	-15,000	0%
Recreational Activities Income	23,354	11,500	11,854	203%
Water Capital Improvements Inco	40,728	78,140	-37,412	52%
Water Operations Income	37,154	73,440	-36,286	51%
Total Income	134,154	238,913	-104,759	56%
Expense				
Administrative Expenses	8,684	18,550	-9,866	47%
Fire Operational Expenses	7,344	14,233	-6,889	52%
Firesafe Marin Grant Expenses	1,722	6,400	-4,678	27%
Recreational Expenses	13,869	27,206	-13,337	51%
Roads & Easements Expenses	9,826	20,823	-10,997	47%
Water Capital Improve'ts Exp.	1,722	229,522	-227,800	1%
Water Operating Expenses	36,793	80,174	-43,381	46%
Total Expense	79,960	396,908	-316,948	20%
Net Income	54,194	-157,995	212,189	-34%

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

	Jul - Dec 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	26,984.78	46,200.00	-19,215.22	58.4%
A9203, Non Tax Income	0.00	400.00	-400.00	0.0%
Total Administrative Income	<u>26,984.78</u>	<u>46,600.00</u>	<u>-19,615.22</u>	<u>57.9%</u>
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	<u>5,933.00</u>	<u>14,233.00</u>	<u>-8,300.00</u>	<u>41.7%</u>
Firesafe Marin Grant Income				
F9811FM, Grant income	0.00	15,000.00	-15,000.00	0.0%
Total Firesafe Marin Grant Income	<u>0.00</u>	<u>15,000.00</u>	<u>-15,000.00</u>	<u>0.0%</u>
Recreational Activities Income				
R9255, CC Rental Income	7,742.50	9,000.00	-1,257.50	86.0%
R9801, Donations received				
R9801 Deck Roof	8,730.00			
R9801, Quilters donation receipt	5,000.00			
Total R9801, Donations received	<u>13,730.00</u>			
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	979.82	1,300.00	-320.18	75.4%
R9811CP, Child's Prog. Income	136.48	200.00	-63.52	68.2%
R9811TC, Tai Chi Income	765.00	1,000.00	-235.00	76.5%
Total R9811, Rec. Programs Income.	<u>1,881.30</u>	<u>2,500.00</u>	<u>-618.70</u>	<u>75.3%</u>
Total Recreational Activities Income	<u>23,353.80</u>	<u>11,500.00</u>	<u>11,853.80</u>	<u>203.1%</u>
Water Capital Improvements Inco				
H9001, special Assessment Tax	28,682.50	55,900.00	-27,217.50	51.3%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	9,112.26	17,800.00	-8,687.74	51.2%
H9031, Non District Surcharge	0.00	540.00	-540.00	0.0%
H9031, Water Surcharge Income - Other	450.00	0.00	450.00	100.0%
Total H9031, Water Surcharge Income	<u>9,562.26</u>	<u>18,340.00</u>	<u>-8,777.74</u>	<u>52.1%</u>
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	<u>2,483.73</u>	<u>3,900.00</u>	<u>-1,416.27</u>	<u>63.7%</u>
Total Water Capital Improvements Inco	<u>40,728.49</u>	<u>78,140.00</u>	<u>-37,411.51</u>	<u>52.1%</u>
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill Interst	20.15	40.00	-19.85	50.4%
W9025LP, Late pay penalty	630.66	900.00	-269.34	70.1%
W9025, Water Service Income - Other	36,502.98			
Total W9025, Water Service Income	<u>37,153.79</u>	<u>940.00</u>	<u>36,213.79</u>	<u>3,952.5%</u>
W9772, Miscellaneous Income	0.00	72,500.00	-72,500.00	0.0%
Total Water Operations Income	<u>37,153.79</u>	<u>73,440.00</u>	<u>-36,286.21</u>	<u>50.6%</u>

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

	Jul - Dec 03	Budget	\$ Over Budget	% of Budget
Total Income	134,153.86	238,913.00	-104,759.14	56.2%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	379.39	750.00	-370.61	50.6%
A2059, P & L Insurance	895.00	895.00	0.00	100.0%
A2117, Consulting Admin. Fees	3,600.00	7,500.00	-3,900.00	48.0%
A2118, Independent Audit	0.00	1,200.00	-1,200.00	0.0%
A2121, Miscellaneous Expenses	285.00	350.00	-65.00	81.4%
A2129, Gen. Election expenses	0.00	455.00	-455.00	0.0%
A2130, Mailing & Shipping Exp.	76.89	100.00	-23.11	76.9%
A2133, Office Supplies	95.28	650.00	-554.72	14.7%
A2137, Copier Maint. Expenses	73.82	0.00	73.82	100.0%
A2352, County Fees	517.50	1,200.00	-682.50	43.1%
A2479, Travel Expenses	857.94	2,100.00	-1,242.06	40.9%
A2534, Telephone/Communications	1,077.95	2,850.00	-1,772.05	37.8%
A2713, Legal fees	825.00	500.00	325.00	165.0%
Total Administrative Expenses	8,683.77	18,550.00	-9,866.23	46.8%
Fire Operational Expenses				
F2059, P & L Insurance	3,233.00	3,233.00	0.00	100.0%
F2117, Administrative Fees	1,350.00	2,700.00	-1,350.00	50.0%
F4048, Fire Station Improvement	0.00	0.00	0.00	0.0%
F4827, W. Marin Fund Expenses	2,761.27	8,300.00	-5,538.73	33.3%
Total Fire Operational Expenses	7,344.27	14,233.00	-6,888.73	51.6%
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	1,530.00	500.00	1,030.00	306.0%
R1073, Janitorial wages	2,722.00	4,600.00	-1,878.00	59.2%
R1404, FICA	380.43	352.00	28.43	108.1%
R1701, Work Comp Insurance	637.13	1,000.00	-362.87	63.7%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	1,438.42	2,800.00	-1,361.58	51.4%
R2041CD, Com. Dinner Expenses	762.15	0.00	762.15	100.0%
R2041CP, Child's Program Exp.	0.00	200.00	-200.00	0.0%
R2041TC, Tai Chi Expenses	702.00	900.00	-198.00	78.0%
Total R2041, Rec. Program Expenses	2,902.57	3,900.00	-997.43	74.4%
R2059, P & L Insurance	903.12	974.00	-70.88	92.7%
R2077, Routine Repairs	82.98	1,000.00	-917.02	8.3%
R2097, CC Ground Maintenance	0.00	1,000.00	-1,000.00	0.0%
R2117, Administrative Expenses	3,000.00	6,200.00	-3,200.00	48.4%
R2121, Miscellaneous Expenses	0.00	100.00	-100.00	0.0%
R2259, Refuse Removal	242.10	480.00	-237.90	50.4%
R2366, Building Supplies	355.94	200.00	155.94	178.0%
R2534, Pay Telephone Expense	217.78	700.00	-482.22	31.1%

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

	Jul - Dec 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	730.56			
Total R2535, Energy Expenses	<u>894.85</u>	<u>1,200.00</u>	<u>-305.15</u>	<u>74.6%</u>
R4000 Capital Improvements				
R4001, Building Improvements	0.00	5,000.00	-5,000.00	0.0%
Total R4000 Capital Improvements	<u>0.00</u>	<u>5,000.00</u>	<u>-5,000.00</u>	<u>0.0%</u>
Total Recreational Expenses	13,868.90	27,205.00	-13,337.10	51.0%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	1,660.00	1,500.00	160.00	110.7%
E1073, Extra Hire Wages	918.75	2,000.00	-1,081.25	45.9%
E1404, FICA	197.29	300.00	-102.71	65.8%
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	2,401.84	10,000.00	-7,598.16	24.0%
E2117, Administrative Fees	3,000.00	6,200.00	-3,200.00	48.4%
E4000 Capital improvements				
E4001-Easement Lighting	1,225.00			
Total E4000 Capital improvements	<u>1,225.00</u>			
Total Roads & Easements Expenses	9,825.88	20,823.00	-10,997.12	47.2%
Water Capital Improve'ts Exp.				
H2059, P & L Insurance	322.00	322.00	0.00	100.0%
H2117, Administrative Fees	1,050.00	3,500.00	-2,450.00	30.0%
H2133	109.86			
H2352, County fees	240.00	700.00	-460.00	34.3%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	200,000.00	-200,000.00	0.0%
Total H2713, Project Improvements	<u>0.00</u>	<u>200,000.00</u>	<u>-200,000.00</u>	<u>0.0%</u>
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	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
Total Water Capital Improve'ts Exp.	1,721.86	229,522.00	-227,800.14	0.8%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	8,428.96	18,000.00	-9,571.04	46.8%
W1073, Extra Hire Wages	243.75	2,000.00	-1,756.25	12.2%
W1404, FICA	679.35	1,600.00	-920.65	42.5%
W1506, Medical benefits				
W1506CPHvy	1,613.51	3,000.00	-1,386.49	53.8%
W1506, Medical benefits - Other	0.00	0.00	0.00	0.0%
Total W1506, Medical benefits	<u>1,613.51</u>	<u>3,000.00</u>	<u>-1,386.49</u>	<u>53.8%</u>
W1701, Work. Comp. Insurance	3,943.42	2,000.00	1,943.42	197.2%
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%

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Accrual Basis

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

	Jul - Dec 03	Budget	\$ Over Budget	% of Budget
W2077, Routine Repairs	435.50	5,000.00	-4,564.50	8.7%
W2115, Chemicals I Testing	763.01	3,000.00	-2,236.99	25.4%
W2117, Adminisitrative 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, Adminisitrative Fees - Other	10,500.00			
Total W2117, Adminisitrative Fees	10,500.00	21,600.00	-11,100.00	48.6%
W2121, Miscellaneous Expenses	895.75	500.00	395.75	179.2%
W2130, Postage & Shipping	487.90	800.00	-312.10	61.0%
W2133, Office Supplies	732.61	750.00	-17.39	97.7%
W2325, Contract Services	0.00	10,000.00	-10,000.00	0.0%
W2479, Travel allowance	800.00	1,200.00	-400.00	66.7%
W2534, Telephone Relay Expense	462.66	500.00	-37.34	92.5%
W2535, Electrical Service	2,982.57	6,500.00	-3,517.43	45.9%
Total Water Operating Expenses	36,792.99	80,174.00	-43,381.01	45.9%
Total Expense	79,960.07	396,908.00	-316,947.93	20.1%
Net Income	54,193.79	-157,995.00	212,188.79	-34.3%

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OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, DECEMBER 10, 2003

Directors present: President Ostroff; Directors: Hills, Rudnick, and Shaffer. Director Kamradt had called to say that she would be late in arriving.

I. Call to order: President Ostroff called the meeting to order at 7:43 pm and announced that the Board will retain Sherry Mullin to serve as the District Secretary to take minutes of the Board meetings, beginning with the January meeting.

II. Review and consideration of the December 10, 2003 Agenda. There was a brief discussion of the Agenda, and as Director Kamradt was not yet present it was suggested that Item VI of the Agenda be delayed until she arrives. With this change, Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Hills, ayes all, except Director Kamradt who was not present.

III. National Park Service: The park ranger announced that N. P. S. will hold its winter solstice on December 21, 2003 and an Earth Day on January 23, 2004. Also, there will be an open meeting for the Big Lagoon project on January 8, 2004. Residents are encouraged to attend. This was followed by a lengthy general discussion by members of the audience, representatives from the N. P. S. and Marin County, and the Directors concerning the proposed Comprehensive Transportation Management Plan.

IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report, with the G. M. explaining that the increased wages in recreation were the result of November having three

1 paydays during the month,. Director Shaffer *then moved* to approve the report as submitted
2 including a total of \$15,738.24 in general fund expenditures and \$497 in water capital
3 improvement expenditures, and \$296.59 in checks issued from the trust funds, for a total of
4 \$16,531.83 in warrants issued, seconded by Director Rudnick; ayes all except Director Kamradt
5 who was not present.

6 **V. Fire Department, emergency disaster committee:** Chief Sward was not able to attend the
7 meeting due to a schedule conflict.

8 **VI. Letter to Supervisor Kinsey:** Director Kamradt arrived at 8:45 pm and gave an overview of the
9 draft letter to Supervisor Kinsey, referencing the District's extensive concerns for potential
10 negative impacts to the District's operations resulting from recommendations contained in the
11 Comprehensive Transportation Management Plan. This was followed by a lengthy and at times
12 acrimonious discussion involving the Directors, N. P. S. and County representatives and
13 members of the audience. Following the discussion, the Board's consensus was that the draft
14 letter to Supervisor Kinsey was appropriate and authorized Directors Hill and Kamradt to finalize
15 the letter for the Director's signatures, with minor wording modifications.

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

18 **A. Administration:** Due to the late time, this was discussion deferred to the next meeting.

19 **B. Roads and easements:** There was a brief discussion concerning the request by resident
20 Peter Wood to remove several trees along the east side of the community center property.
21 The Board requested the G. M. to map the trees for their review and place the request on
22 the next meeting agenda. Also, the Board decided to have the Garden Club assist in
23 selecting replacement trees, in the event they approve the removal of the Monterey Pines.

1 C. **Water operations:** The G. M. reported that Harvey is searching for a possible water leak
2 that is indicated by the increase in the unaccounted for water loss (more than 16%).

3 D. **Recreation:** The Quilters reported that while the accounting is not complete, the Art
4 Faire was successful and should yield income to comparable to last year's faire.

5 Harvey Pearlman requested the Board's consideration for supporting the New
6 Years Eve Party. Following some discussion Director Shaffer *moved* to underwrite a
7 maximum of \$500 in expenses, seconded by Director Hills, ayes all.

8 **VIII. Review of the revised draft minutes** for the September 24, 2002 meetings. There was a brief
9 discussion of these minutes and Director Rudnick *moved* to approve the revised minutes as
10 written; seconded by Director Shaffer, ayes all.

11 **IX. Review of the draft minutes of the November 5, 2003 meeting:** It was noted that the date in
12 Section II (line 8) should be changed from February 20, 2003 to November 5, 2003. With this
13 correction Director Shaffer *moved* to approve the minutes as submitted, seconded by Director
14 Rudnick, ayes all with the exception of Director Kamradt who abstained as she had not attended
15 the meeting.

16 **X. Next meeting date:** Following a brief discussion the next meeting date was confirmed for
17 Wednesday, January 28, 2002.

18 The meeting was adjourned at 10:35 P.M.

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

23 Peter Rudnick, Board President

Donovan Macfarlane, Secretary