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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, MARCH 17, 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, MARCH 17, 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, and then turn the meeting over to incoming President Hills
- II. **Review and consideration of the March 17, 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 February 1 through February 29, 2004.
- V. **Fire Department, Emergency Disaster Committee:** Chief Sward will be attending a Fire Department meeting and not be present for this 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. We have received a proposal for auditing the District's fiscal records from the firm of Odenberg, Ullakko, Muranishi, & Co. LLP. Copies of the proposals have been forwarded to the Directors under separate cover, for their consideration. Also the firm of Charles Z. Fedak & Co. has contacted us and is preparing a proposal. Their proposal was delayed and may not be received in time for this meeting, as they requested additional District information, which was forwarded to them on March 12, 2004. It is suggested that two of the Directors coordinate with the District Treasurer and the G. M. to consider the proposals for a recommendation to be presented during the next Board meeting
 2. Citizen's Advisory Committee for the Comprehensive Transportation Management Plan (C. T. M. P.): The Board has been allocated a seat on this committee and Supervisor Kinsey has requested the name of the director appointed by the Board to represent the District.
 3. The District mail boxes: The new mailbox has been ordered and delivery is expected to be prior to the end of the month.
 - B. **Roads and Easements:** The following items need Board consideration:
 1. New resident Tom Crawford, 296 Sunset Way, is requesting permission to excavate the area between the road pavement and his property line, so he may construct a retaining wall and improve the potential for off street parking. He began excavation prior to receiving the Board's approval as the former owner had said that it was

something he had intended to do, and did not indicate the need for District approval. I inspected the area and met with Mr. Crawford to: 1) show him the approximate location of his property line, 2) inform him that District approval was required, 3) that all work must conform to District standards, and 4) that this would be an item for consideration during the March 17, 217004 meeting. He has ceased work until such time as he receives District approval to continue.

2. Final adoption of District Resolution 03-17-07-1 formalizing the District policies for the planting, trimming, removal, etc. of trees, shrubs and other vegetation on District fee simple and right of way properties. During the February 25, 2004 meeting, the Board reviewed and modified the recommended policies for this Resolution, giving interim approval for its implementation. The formal Resolution (attached as a part of the meeting packet), incorporates the desired Board modifications and is submitted for final adoption by the Board

C. WATER OPERATIONS:

1. Coliform tests taken during February were free of bacteria.
2. Gross water billing for the 01/16/04 through 02/16/04 billing period totaled \$5,283.25 including 5,246.06 in water service charges, \$38.53 in late payment penalties, and (-\$1.34) in interest charges. The negative interest is the result of credit issued for previously billed and later dismissed charges. The monthly consumption surcharge for this period totaled \$1,365.24

The table below tabulates the water production for the period January 16, 2004 to February 16, 2004.

Total volume of water measured through the master meter =	812,060 gallons
Average daily pumping rate	24,237 gallons
Highest pumping day was on 1/21/04 and volume pumped =	29,461 gallons
Lowest pumping day was on 2/03/04 and volume pumped =	19,718 gallons
Total volume billed through service meters =	751,354 gallons
Gross unaccounted for water loss =	60,706 gallons
Estimated un-metered maintenance use	20,500 gallons
Estimated leak repair losses	0 gallons
Net unaccounted for water loss 4.95%) ¹	45,206 gallons
Average daily customer consumption per meter =	89 gallons
Average service billing =	\$39.09

¹ The unaccounted for water loss of less than 5% confirms the repair of distribution system leaks. Further, the average daily pumping volume of less than 25,000 gallons, with a peak day of less than 30,000 gallons is one of the most conservative and consistent production months that we have experienced.

D. Water Capital Improvements: Separate, more detailed reports are being prepared and forwarded to the Directors for their consideration of the following items requested for approval:

1. Due to County requirements and the delay in sealing the old abandoned State Park well, the final durable flow testing of the new well was not performed. The basic

bailing test indicates a potential flow of more than 90 g.p.m.; however, a 12 hour flow test is needed for final design of the completed well. Weeks Well Drilling indicates that a this test for a 12 hour duration will cost \$5,000 to \$6,000 and that they will be able to perform the test within seven days of receiving approval.

2. Electrical improvements for completion of the new well should be coordinated with the essential repairs of the bridge crossing Redwood Creek. The combined cost of the electrical installation and bridge repairs should not exceed \$8,000.

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

1. Lighting for the Community Center entrance path. This work is almost complete, but is not anticipated to be fully completed in time for the Board meeting.
2. **Playground fence.** The westerly section of the playground fence has essentially collapsed. We have adequate materials on hand to erect new posts and reconstruct the falling fence. However, I suggest that in addition to repairing the fence that the offensive ground covers (poison oak, blackberry, etc) be removed and wood chips be placed to delay regrowth. The extensive growth combined with post dryrot has caused the failing of the fence. the Board also might like to consider a possible more precise location of the fence, as the existing fence seems to be substantially inside the actual property line, versus being along the property line.

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 February 25, 2004.

IX. Next meeting date: April 28, 2004 is the fourth Wednesday of next month.

ADJOURNMENT OR CONTINUATION

Muir Beach Community Services District
Bills to be Paid
 February 2004

	Admin	Fire	Rec	Roads	Water Cap Impr	Water Other	TOTAL
ABC Consultants, Inc.	751.80	225.00	500.00	500.00	925.00	1,000.00	3,901.80
Bell Market	0.00	0.00	5.20	0.00	0.00	0.00	5.20
Brunner, Paul A.	0.00	0.00	0.00	4,200.00	0.00	0.00	4,200.00
CalPers	306.76	0.00	0.00	0.00	0.00	0.00	306.76
Cingular Wireless	56.49	0.00	0.00	0.00	0.00	34.74	91.23
Costco	181.44	0.00	53.04	0.00	0.00	0.00	234.48
Home Depot	0.00	0.00	0.00	0.00	0.00	7.50	7.50
J. L. Wingert Company	0.00	0.00	0.00	0.00	0.00	131.46	131.46
Kinko's	58.66	0.00	0.00	0.00	0.00	0.00	58.66
Knox, Nancy	0.00	0.00	35.00	0.00	0.00	0.00	35.00
Martin Bros. Supply	0.00	0.00	0.00	0.00	0.00	13.44	13.44
Michael J. Smith, County Clerk	250.00	0.00	0.00	0.00	0.00	0.00	250.00
Moore, Michael (reimbursements)	0.00	0.00	0.00	1,952.47	0.00	0.00	1,952.47
Mullin, Sharon	1,942.32	0.00	0.00	0.00	0.00	811.30	2,753.62
Office Max	0.00	0.00	0.00	0.00	0.00	30.28	30.28
SBC 9969	0.00	0.00	53.07	0.00	0.00	0.00	53.07
Smith Barney	2.25	0.00	0.00	0.00	0.00	0.00	2.25
Specialty Stone, LLC	0.00	0.00	8,942.47	0.00	0.00	0.00	8,942.47
State Compensation Insurance Fund	0.00	0.00	128.35	0.00	0.00	628.56	756.91
Streb, Tom	0.00	0.00	0.00	2,282.18	0.00	0.00	2,282.18
USPO	75.35	0.00	0.00	0.00	0.00	0.00	75.35
Graham Groneman	0.00	1,076.50	0.00	0.00	0.00	0.00	1,076.50
Harvey Pearlman	0.00	0.00	71.05	390.78	0.00	1,808.40	2,270.23
Jesse Rudnick	0.00	861.20	0.00	0.00	0.00	0.00	861.20
Jose Alcala	0.00	1,076.50	0.00	26.91	0.00	53.83	1,157.24
Juana Gonzales	0.00	0.00	465.06	0.00	0.00	0.00	465.06
Lonna Richmond	0.00	0.00	145.33	0.00	0.00	0.00	145.33
Michael Moore	0.00	1,722.40	0.00	0.00	0.00	0.00	1,722.40
Salvador Gonzales	0.00	0.00	53.83	161.48	0.00	0.00	215.31
Sutton Freebairn-Smith	0.00	533.94	0.00	0.00	0.00	0.00	533.94
Thomas Grady Cousins	0.00	0.00	410.43	470.96	0.00	60.55	941.94
TOTAL	3,625.07	5,495.54	10,862.83	9,984.78	925.00	4,580.06	35,473.28

Muir Beach Community Services District
Bills to be Paid
 February 2004

Total paid out of the Water Capital Improvements Fund	925.00
Total paid out of the General Fund	<u>34,548.28</u>
	<u>35,473.28</u>
Total paid out of the Rental Security Deposit Trust	1,200.00
Total paid out of the Water Security Deposit Trust	0.00
Total paid out of the Shaffer Medical Trust Fund	<u>350.95</u>
Total checks issues	<u>37,024.23</u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2004.

MUIR BEACH COMMUNITY SERVICES DISTRICT

 Maury Ostroff, President

 Donovan Macfarlane, General Manager

**Muir Beach Community Services District
Balance Sheet**

As of February 29, 2004

Accrual Basis

	Feb 29, 04
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	-1,704
Fund 429, County Investment Fun	
Capital Improvements	258,208
Fire Station Reserve	14,637
General Investments	80,199
Total Fund 429, County Investment Fun	353,044
Smith Barney Citigroup	
Community Center Deck Roof	8,905
Community Phone Book	75
Firesafe Marin	5,767
General Funds	33,834
Quilters grant receipts	5,000
Rental deposit trust	1,750
Shaffer CalPers Trust	1,487
Water Security Deposit Trust	6,700
West Marin Funds	4,960
Total Smith Barney Citigroup	68,478
Total Checking/Savings	419,818
Accounts Receivable	
Receivables	16,613
Total Accounts Receivable	16,613
Other Current Assets	
Undeposited Funds	268
Total Other Current Assets	268
Total Current Assets	436,699
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	537
TOTAL ASSETS	437,236
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Payables	2,959
Total Accounts Payable	2,959
Other Current Liabilities	
R9255R, Refundable deposits	1,750
W1506CPSH Shaffer CalPers Trust	1,487
W9025RD, Security deposits	6,700
Total Other Current Liabilities	9,937
Total Current Liabilities	12,896
Total Liabilities	12,896

Muir Beach Community Services District
Balance Sheet

As of February 29, 2004

Accrual Basis

	<u>Feb 29, 04</u>
Equity	
Opening Bal Equity	8,871
Retained Earnings	391,324
Net Income	<u>24,144</u>
Total Equity	<u>424,340</u>
TOTAL LIABILITIES & EQUITY	<u><u>437,236</u></u>

Muir Beach Community Services District
Statement of Revenues and Expenditures-Summary
February 2004

Accrual Basis

	Feb 04
Ordinary Income/Expense	
Income	
Administrative Income	330
Recreational Activities Income	1,250
Water Capital Improvements ...	1,365
Water Operations Income	5,283
Total Income	8,228
Expense	
Administrative Expenses	3,318
Fire Operational Expenses	225
Firesafe Marin Grant Expenses	5,271
Recreational Expenses	10,863
Roads & Easements Expenses	9,985
Water Capital Improve'ts Exp.	925
Water Operating Expenses	4,887
Total Expense	35,473
Net Ordinary Income	-27,245
Other Income/Expense	
Other Income	
Interest Income	45
Total Other Income	45
Net Other Income	45
Net Income	-27,201

**Muir Beach Community Services District
Statement of Revenues and Expenditures- Detailed**

February 2004

Accrual Basis

	Feb 04
Ordinary Income/Expense	
Income	
Administrative Income	
A9001, General Tax Income	330
Total Administrative Income	330
Recreational Activities Income	
R9255, CC Rental Income	180
R9801, Donations received	
R9801 Deck Roof	700
Total R9801, Donations received	700
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	142
R9811CP, Child's Prog. Income	15
R9811TC, Tai Chi Income	138
Total R9811, Rec. Programs Income.	295
R9834, Phone Book Income	75
Total Recreational Activities Income	1,250
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,320
H9031, Water Surcharge Income - Other	45
Total H9031, Water Surcharge Income	1,365
Total Water Capital Improvements Inco	1,365
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	-1
W9025LP, Late pay penalty	39
W9025, Water Service Income - Other	5,246
Total W9025, Water Service Income	5,283
Total Water Operations Income	5,283
Total Income	8,228
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	59
A2117, Consulting Admin. Fees	2,515
A2121, Miscellaneous Expenses	2
A2129, Gen'l Election Expenses	250
A2130, Mailing & Shipping Exp.	75
A2133, Office Supplies	85
A2137, Copier Maint. Expenses	123
A2479, Travel Expenses	152
A2534, Telephone/Communications	56
Total Administrative Expenses	3,318
Fire Operational Expenses	
F2117, Administrative Fees	225
Total Fire Operational Expenses	225
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 Chipper Payroll	4,896
F1404 FICA	375
Total F2077-Chipper grant program	5,271

Muir Beach Community Services District
Statement of Revenues and Expenditures- Detailed

February 2004

Accrual Basis

	Feb 04
Total Firesafe Marin Grant Expenses	5,271
Recreational Expenses	
R1028, Maint. Mgr. Wages	66
R1073, Janitorial wages	863
R1404, FICA	81
R1701, Work Comp Insurance	128
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	228
Total R2041, Rec. Program Expenses	228
R2117, Administrative Expenses	500
R2534, Pay Telephone Expense	53
R4000 Capital Improvements	
R4001, Building Improvements	8,942
Total R4000 Capital Improvements	8,942
Total Recreational Expenses	10,863
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	363
E1073, Extra Hire Wages	613
E1404, FICA	75
E2077, Road & Easement Repairs	1,952
E2117, Administrative Fees	500
E4000 Capital improvements	
E4001-Easement Lighting	4,200
E4011-Easement Stairs	2,120
E1404-FICA	162
Total E4000 Capital improvements	6,482
Total Roads & Easements Expenses	9,985
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	925
Total Water Capital Improve'ts Exp.	925
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,587
W1073, Extra Hire Wages	106
W1404, FICA	130
W1506, Medical benefits	
W1506CPHvy	307
Total W1506, Medical benefits	307
W1701, Work. Comp. Insurance	629
W2077, Routine Repairs	152
W2117, Administrative Fees	1,735
W2130, Postage & Shipping	76
W2133, Office Supplies	30
W2479, Travel allowance	100
W2534, Telephone Relay Expense	35
Total Water Operating Expenses	4,887
Total Expense	35,473
Net Ordinary Income	-27,245
Other Income/Expense	
Other Income	
Interest Income	45
Total Other Income	45

Muir Beach Community Services District
Statement of Revenues and Expenditures- Detailed

February 2004

Accrual Basis

	Feb 04
Net Other Income	45
Net Income	<u><u>-27,201</u></u>

**Muir Beach Community Services District
Revenues and Expenditures Budget vs. Actual Summary**

July 2003 through February 2004

Accrual Basis

	Jul '03 - Feb 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Administrative Income	28,002	46,600	-18,598	60%
Fire Operations Income	5,933	14,233	-8,300	42%
Firesafe Marin Grant Income	0	15,000	-15,000	0%
Recreational Activities Income	25,042	11,500	13,542	218%
Water Capital Improvements Inco	44,863	78,140	-33,277	57%
Water Operations Income	48,632	73,440	-24,808	66%
Total Income	152,472	238,913	-86,441	64%
Expense				
Administrative Expenses	13,449	18,550	-5,101	73%
Fire Operational Expenses	8,869	14,233	-5,364	62%
Firesafe Marin Grant Expenses	6,993	6,400	593	109%
Recreational Expenses	27,918	27,206	712	103%
Roads & Easements Expenses	20,720	20,823	-103	100%
Water Capital Improve'ts Exp.	2,822	229,522	-226,700	1%
Water Operating Expenses	47,829	80,174	-32,345	60%
Total Expense	128,600	396,908	-268,308	32%
Net Ordinary Income	23,872	-157,995	181,867	-15%
Other Income/Expense				
Other Income				
Interest Income	272			
Total Other Income	272			
Net Other Income	272	0	272	100%
Net Income	24,144	-157,995	182,139	-15%

Muir Beach Community Services District
Revenues and Expenditures Budget vs. Actual Detailed
 July 2003 through February 2004

	Jul '03 - Feb 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Administrative Income				
A9001, General Tax Income	28,002	46,200	-18,198	61%
A9203, Non Tax Income	0	400	-400	0%
Total Administrative Income	28,002	46,600	-18,598	60%
Fire Operations Income				
F9377, West Marin Funds	0	8,300	-8,300	0%
F9763, Fire Assoc. Donations	5,933	5,933	0	100%
Total Fire Operations Income	5,933	14,233	-8,300	42%
Firesafe Marin Grant Income				
F9811FM, Grant income	0	15,000	-15,000	0%
Total Firesafe Marin Grant Income	0	15,000	-15,000	0%
Recreational Activities Income				
R9255, CC Rental Income	7,643	9,000	-1,358	85%
R9801, Donations received				
R9801 Deck Roof	9,430			
R9801, Quilters donation receipt	5,000			
Total R9801, Donations received	14,430			
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	1,283	1,300	-17	99%
R9811CD, Com. Din. Income	400			
R9811CP, Child's Prog. Income	151	200	-49	76%
R9811TC, Tai Chi Income	1,060	1,000	60	106%
Total R9811, Rec. Programs Income.	2,895	2,500	395	116%
R9834, Phone Book Income	75			
Total Recreational Activities Income	25,042	11,500	13,542	218%
Water Capital Improvements Inco				
H9001, special Assessment Tax	28,683	55,900	-27,218	51%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	11,961	17,800	-5,839	67%
H9031, Non District Surcharge	0	540	-540	0%
H9031, Water Surcharge Income - Other	540	0	540	100%
Total H9031, Water Surcharge Income	12,501	18,340	-5,839	68%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	1,612	3,000	-1,388	54%
H9377G, Gen. Inv. Interest	2,067	900	1,167	230%
Total H9377, Interest Earnings	3,679	3,900	-221	94%
Total Water Capital Improvements Inco	44,863	78,140	-33,277	57%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill interst	22	40	-18	56%
W9025LP, Late pay penalty	746	900	-154	83%
W9025, Water Service Income - Other	47,864			
Total W9025, Water Service Income	48,632	940	47,692	5,174%
W9772, Miscellaneous Income	0	72,500	-72,500	0%
Total Water Operations Income	48,632	73,440	-24,808	66%
Total Income	152,472	238,913	-86,441	64%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	519	750	-231	69%
A2059, P & L Insurance	895	895	0	100%
A2117, Consulting Admin. Fees	6,975	7,500	-525	93%
A2118, Independent Audit	0	1,200	-1,200	0%
A2121, Miscellaneous Expenses	289	350	-61	82%
A2129, Gen'l Election Expenses	250	455	-205	55%
A2130, Mailing & Shipping Exp.	152	100	52	152%
A2133, Office Supplies	197	650	-453	30%

Muir Beach Community Services District
Revenues and Expenditures Budget vs. Actual Detailed
 July 2003 through February 2004

	Jul '03 - Feb 04	Budget	\$ Over Budget	% of Budget
A2137, Copier Maint. Expenses	197	0	197	100%
A2352, County Fees	518	1,200	-683	43%
A2479, Travel Expenses	1,148	2,100	-952	55%
A2534, Telephone/Communications	1,457	2,850	-1,393	51%
A2713, Legal fees	853	500	353	171%
Total Administrative Expenses	13,449	18,550	-5,101	73%
Fire Operational Expenses				
F2059, P & L Insurance	3,233	3,233	0	100%
F2117, Administrative Fees	1,800	2,700	-900	67%
F4048, Fire Station Improvement	0	0	0	0%
F4827, W. Marin Fund Expenses	3,836	8,300	-4,464	46%
Total Fire Operational Expenses	8,869	14,233	-5,364	62%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 Chipper Payroll	6,618	5,000	1,618	132%
F1404 FICA	375	400	-25	94%
F2077 Misc. Expenses	0	1,000	-1,000	0%
Total F2077-Chipper grant program	6,993	6,400	593	109%
Total Firesafe Marin Grant Expenses	6,993	6,400	593	109%
Recreational Expenses				
R1028, Maint. Mgr. Wages	2,370	500	1,870	474%
R1073, Janitorial wages	4,105	4,600	-496	89%
R1404, FICA	568	352	216	161%
R1701, Work Comp Insurance	765	1,000	-235	77%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	1,934	2,800	-866	69%
R2041CD, Com. Dinner Expenses	762	0	762	100%
R2041CP, Child's Program Exp.	0	200	-200	0%
R2041TC, Tai Chi Expenses	828	900	-72	92%
Total R2041, Rec. Program Expenses	3,524	3,900	-376	90%
R2059, P & L Insurance	903	974	-71	93%
R2077, Routine Repairs	154	1,000	-846	15%
R2097, CC Ground Maintenance	0	1,000	-1,000	0%
R2117, Administrative Expenses	4,000	6,200	-2,200	65%
R2121, Miscellaneous Expenses	0	100	-100	0%
R2133, Office Supplies & Stamps	10			
R2259, Refuse Removal	363	480	-117	76%
R2366, Building Supplies	414	200	214	207%
R2534, Pay Telephone Expense	425	700	-275	61%
R2535, Energy Expenses				
R2535E, Electrical Expenses	0	900	-900	0%
R2535G, Butane Gas Expenses	383	300	83	128%
R2535, Energy Expenses - Other	992			
Total R2535, Energy Expenses	1,375	1,200	175	115%
R4000 Capital Improvements				
R4001, Building Improvements	8,942	5,000	3,942	179%
Total R4000 Capital Improvements	8,942	5,000	3,942	179%
Total Recreational Expenses	27,918	27,206	712	103%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	2,312	1,500	812	154%
E1073, Extra Hire Wages	1,594	2,000	-406	80%
E1404, FICA	299	300	-1	100%
E1701, Work's. Comp. Insurance	0	400	-400	0%
E2059, P & L Insurance	423	423	0	100%
E2077, Road & Easement Repairs	4,385	10,000	-5,615	44%
E2117, Administrative Fees	4,000	6,200	-2,200	65%
E4000 Capital improvements				
E4001-Easement Lighting	5,425			
E4011-Easement Stairs	2,120			
E1404-FICA	162			
Total E4000 Capital improvements	7,707			

Muir Beach Community Services District
Revenues and Expenditures Budget vs. Actual Detailed
 July 2003 through February 2004

	Jul '03 - Feb 04	Budget	\$ Over Budget	% of Budget
Total Roads & Easements Expenses	20,720	20,823	-103	100%
Water Capital Improve'ts Exp.				
H2059, P & L Insurance	322	322	0	100%
H2117, Administrative Fees	2,150	3,500	-1,350	61%
H2133	110			
H2352, County fees	240	700	-460	34%
H2713, Project Improvements				
H2713CP, System Improvements	0	200,000	-200,000	0%
Total H2713, Project Improvements	0	200,000	-200,000	0%
H4169UT, Priority Improvements				
H4169NW, New Well	0	10,000	-10,000	0%
H4169VR, Valve Replacement	0	15,000	-15,000	0%
Total H4169UT, Priority Improvements	0	25,000	-25,000	0%
Total Water Capital Improve'ts Exp.	2,822	229,522	-226,700	1%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	11,850	18,000	-6,150	66%
W1073, Extra Hire Wages	469	2,000	-1,531	23%
W1404, FICA	958	1,600	-642	60%
W1506, Medical benefits				
W1506CPHvy	2,230	3,000	-770	74%
W1506, Medical benefits - Other	0	0	0	0%
Total W1506, Medical benefits	2,230	3,000	-770	74%
W1701, Work. Comp. Insurance	4,572	2,000	2,572	229%
W2049, Conferences & Training	400	300	100	133%
W2058, Annual Permit Fee	1,889	1,889	0	100%
W2059, P & L Insurance	1,535	1,535	0	100%
W2077, Routine Repairs	920	5,000	-4,080	18%
W2115, Chemicals I Testing	840	3,000	-2,160	28%
W2117, Administrative Fees				
W2117A, Administrative Fees	0	10,800	-10,800	0%
W2117C, Clerical Fees	0	10,800	-10,800	0%
W2117, Administrative Fees - Other	14,075			
Total W2117, Administrative Fees	14,075	21,600	-7,525	65%
W2121, Miscellaneous Expenses	1,090	500	590	218%
W2130, Postage & Shipping	639	800	-161	80%
W2133, Office Supplies	772	750	22	103%
W2325, Contract Services	0	10,000	-10,000	0%
W2479, Travel allowance	1,000	1,200	-200	83%
W2534, Telephone Relay Expense	595	500	95	119%
W2535, Electrical Service	3,995	6,500	-2,505	61%
Total Water Operating Expenses	47,829	80,174	-32,345	60%
Total Expense	128,600	396,908	-268,308	32%
Net Ordinary Income	23,872	-157,995	181,867	-15%
Other Income/Expense				
Other Income				
Interest Income	272			
Total Other Income	272			
Net Other Income	272	0	272	100%
Net Income	24,144	-157,995	182,139	-15%

RESOLUTION 2004-03-17-1

A resolution by the Board of Directors of the Muir Beach Community Services District Establishing a Policy for the Management of the Trees, Shrubs and other Vegetation on District Fee Simple and Right of Way Properties.

WHEREAS: The District has the responsibility to manage and preserve the District's lands owned in fee simple and by dedication as roadways and pedestrian ways, for the benefit, safety and welfare of the District residents and as applicable to the general public, and

WHEREAS: The residents have requested the District to preserve the scenic beauty, scenic views, and community ambiance while maintaining, as much as possible, the natural environment, and

WHEREAS: The District receives requests from residents for the pruning, removal or other acceptable horticultural methods, the alteration of existing trees, shrubbery, and vegetation that has grown to such an extent that it blocks, diminishes and/or otherwise detracts from the view, air circulation, and/or sunlight corridor normally existing and enjoyed from their properties, and

WHEREAS: WHEREAS, it is the determination of the District Board of Directors that it is to the benefit of the District, its residents, and the general public to have a reasonable, specific and consistent policy for the management of the trees, shrubs and other vegetation on district fee simple and right of way properties.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Muir Beach Community Services District as follows:

Section 1: No tree, shrub or other vegetation on District property shall be pruned, removed or otherwise changed from its natural and existing condition without District permission.

Section 2: If a resident desires to have existing plant life, on District property, modified by pruning, cutting, removal, etc. the resident must submit a formal request to the Board to have the request considered during the next available regular meeting of the Board. to be considered, the request must be submitted in writing and include the following:

- a. A general sketch or map illustrating the location and description of specific plant life to be considered by the Board.
- b. All trees, shrubs, etc. should be clearly marked by flagging (such as yellow plastic ribbon flagging), no less than seven days prior to the scheduled meeting date.
- c. If there is some doubt as to the location of the plant life being on District property, the requesting party must furnish the Board with a map of survey prepared by a registered engineer or land surveyor, designating the location of the Districts property and the subject plant life.

- d. A report, prepared by a licensed arborist, indicating the suitability of the requested action with respect to the health and structural condition of the subject plant life.

Section 3: Should the Board approve the resident's request, the following minimum conditions shall be applicable:

- a. All work required to complete the resident's request will be performed by properly qualified, licensed and insured individual or company, and provide the District with a copy of insurance that specifically indemnifies the District from any possible damages that may result from the subject action.
- b. The resident shall provide the District with a binding indemnification agreement insuring the District that any damages resulting from the action, within a three (3) year period following the action, including but not limited to:
 - i. The replacement of plant life that dies as a result of the action or deteriorates to an unstable condition of the action. The replacement plant life will be of a size and species recommended by the Muir Beach Garden Club, such as suitable trees or suitable native shrubs of a reasonable height to preserve the intended purpose.
 - ii. The mitigation of land movement, such as erosion, slide, etc. in accord with approved mitigation methodology.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the Muir Beach Community Services District on Wednesday, March 17, 2004

Ayes:

Noes:

Absent:

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **MINUTES OF THE BOARD OF DIRECTORS' MEETING**
3 **HELD ON WEDNESDAY, FEBRUARY 25, 2004**
4
5
6

7 **CALL TO ORDER**
8

9 President Ostroff called the regular meeting of the Muir Beach Community Services District
10 Board of Directors to order at 7:14 pm on Wednesday, February 25, 2004.
11

12 **ROLL CALL**
13

14 PRESENT: DIRECTORS: Ostroff, Hills, Shaffer, Kamradt, Rudnick
15 PRESENT: OFFICIALS: General Manager Macfarlane, Secretary/Treasurer Mullin
16

17 **REGULAR AGENDA**
18

19 **I. Review and consideration of the February 25, 2004 Agenda:**
20

21 MOTION: To approve the Agenda as submitted.
22 Moved: Kamradt, seconded by Shaffer
23 Vote: AYES: Unanimous
24

25 **II. National Park Service:** Jennifer Vick could not attend; Paul Bignardi reported on the
26 Big Lagoon project on her behalf. The next meeting is scheduled for March 18. The
27 feasibility report will be available on the NPS website the week of March 1, as well as
28 the design review group's final comments letter to the draft feasibility committee.
29 Reports of public comments from the September and October public workshops will
30 also appear with various survey results. Jennifer Vick will be leaving the Park Service
31 on March 19, 2004; however, she will continue to be involved in the Big Lagoon
32 project. With regards to the CTMP, the National Park Service, County of Marin,
33 Caltrans, and California State Parks are working together to see how the needs of the
34 different agencies can be met. Currently, they are working to get a process in place;
35 little progress has been made on the plan itself. The County and the Park Service are
36 engaged on a broader level. They are working on ways to get information to the public
37 to let them know the area is congested. Director Rudnick asked if limiting visitors is
38 complicated. Paul responded that it is, and discussed different ways that it is
39 accomplished in other locales. The General Manager expressed the need to get the
40 Sheriff's Department involved. One member of the audience expressed frustration in
41 that input is received from visitors that come to the area once in their lifetime but there
42 are no representatives from the community on the decision-making committee. Paul
43 informed us that the County decides who sits on the Citizens Advisory Committee.

1
2 **III. Bills to be paid:**
3

4 MOTION: To approve the report as submitted including a total of \$11,258.87 in general
5 fund expenditures, \$175.00 in water capital improvement expenditures, and
6 \$450.86 in checks issued from the trust funds, for a total of \$11,884.73 in
7 warrants issued.

8 Moved: Shaffer, seconded by Kamradt

9 Vote: AYES: Unanimous
10

11 **IV. Fire Department, Emergency Disaster Committee:** Chief Sward reported that new
12 grants are being sought. The department has been working more with Steve Kinsey to
13 resolve the use of the dairy buildings for fire department purposes. They are also
14 looking into purchasing training equipment so that drills can be held at the Community
15 Center.
16

17 **V. General Manager's Report:**
18

19 **A. Administration:**
20

- 21 1. The General Manager has gotten a response from only one accounting firm
22 contacted. That firm is interested in submitting a proposal but will have to do
23 so at a later date. The General Manager informed the Board that two of the
24 companies contacted have discontinued their audit departments.
25
26 2. The General Manager drafted a letter to the Sausalito Postmaster requesting a
27 new USPS mailbox on Highway 1 opposite the Pelican Inn.
28

29 MOTION: To send the letter as drafted to the Postmaster.

30 Moved: Shaffer, seconded by Kamradt

31 Vote: AYES: Unanimous
32

- 33 3. The General Manager reported that the District's two mailboxes are in need of
34 replacement. Both boxes are deficient in the areas of security and/or weather
35 protection.
36

37 MOTION: To approve an expenditure of up to \$400 to replace the District's mailboxes.

38 Moved: Shaffer, seconded by Kamradt

39 Vote: AYES: Unanimous

1
2 **B. Roads and easements:**
3

- 4 1. Director Rudnick met with Moritz Arboricultural Consulting regarding the
5 seven trees that resident Peter Wood would like to remove. The arborist's
6 report recommended the removal of all of the subject trees. There was a brief
7 discussion on the District's policy with regard to trees. Generally, the Board
8 will select the arborist to issue the report. That arborist will not be given the
9 contract for the actual work. The resident pays all costs related to the project.
10 The Board acknowledged that any policy adopted would relate only to
11 District-owned trees, not to trees on private property.
12

13 MOTION: To approve the removal and replacement of the seven marked trees by Peter
14 Wood. Replacement shall be with suitably sized trees as recommended by the
15 Muir Beach Garden Club.

16 Moved: Kamradt, seconded by Shaffer

17 Vote: AYES: Unanimous
18

- 19 2. Resident Scott Bender has requested permission to prune two Monterey pines
20 located near the Community Center walkway. Director Rudnick suggested
21 that Scott use Ray Moritz to make a recommendation on the trees. Scott has
22 flagged the trees so that the Board and the community may observe them.
23 The Board agreed to make a decision at the next Board of Directors meeting if
24 the arborist's report has been issued. Director Hills inquired as to whether any
25 of Scott's neighbors would be affected by the proposed pruning and informed
26 Scott that he must notify them if they are. Scott responded that he has already
27 spoken with all of his neighbors who are impacted and none of them are in
28 opposition to his plans. General Manager Macfarlane asked that the arborist's
29 report note any effect the pruning will have on the remaining trees.
30

- 31 3. The General Manager reported on a special policy for trees for the Strawberry
32 Community of unincorporated Mill Valley that the County of Marin is
33 considering adopting. There was discussion as to whether the proposed policy
34 would be appropriate for the District. It was noted that the Board is obliged to
35 follow any ordinances that the County of Marin passes but that the Board is
36 not interested in expanding its powers. The General Manager has drafted a
37 policy that would apply to District property and suggested that the Board
38 formally adopt it.
39

40 MOTION: To approve the wording of the policy, with the exception of deleting the
41 reference to tree height in paragraph c(2)(a), as a resolution to be adopted at the
42 next regular meeting of the Board of Directors.

43 Moved: Shaffer, seconded by Hills

44 Vote: AYES: Unanimous

- 1 4. John Sward reported that the stone for the new Community Center steps has
2 been ordered. The General Manager has made a formal request to Supervisor
3 Kinsey's office for the documents required to secure the County grant that
4 was offered.
5
6 5. The General Manager reported that work is proceeding on the improvements
7 to, and stabilization of, the steeper pedestrian paths. Director Shaffer
8 informed him that the path that runs by the Nygren residence is in need of
9 more gravel.

10
11
12 **C. Water operations:** The General Manager reported that two leaks have been
13 repaired. The unaccounted for water loss last month was very high at 21%. One of
14 the leaks was in the line running from the well to the well house and was very
15 difficult to locate. The other was at the pressure control station.
16

17 **D. Technical Advisory Committee:** Director Kamradt reported that Dick Butler, the
18 western regional manager of the National Marine Fisheries Service, has suggested
19 wording for our adaptive management plan regarding inadvertent fish take. The
20 draft will be looked at by the Technical Advisory Committee and then will come to
21 the Board for approval. As the National Marine Fisheries Service has overriding
22 authority over the National Park Service and the Department of Fish and Game, Mr.
23 Butler's involvement will make it very difficult for our protestants to take issue
24 with the adaptive management plan. The next TAC meeting is scheduled for
25 April 6.
26

27 **E. Capital Improvements:** Stanley Arciairic of T-Graphic, Inc. reported on a reactor
28 system for water treatment that would reduce chemical content and improve the
29 removal of precipitates while lowering the costs of treatment. It can reduce
30 carcinogens in water by up to 50% and would eliminate the need to buy chemicals.
31 The Board posed several questions which generated the following additional
32 information: An analysis of the water is obtained to determine how clean it is. If
33 the water is clean, no filtering will be required. This is usually the case. The life of
34 the machine should be 10-12 years and parts are replaceable. The scaled-back cost
35 to run is approximately \$320 per month. He will get back to us as to whether the
36 cost includes a maintenance contract. Their list of references of municipalities
37 includes only one site: Lewisville, CO. He did not know the population of
38 Lewisville. This system replaces the need for an oxygen generator and the cost of
39 operation is considerably less. It eliminates chlorine residue and has no waste
40 byproducts.
41

42 **F. Recreation:**

- 43
44 1. The piano donated by Pam Barlow is now in the Community Center. It was
45 decided that no tuning is needed at this time.
46
47

1 2. The work on the lighting for the Community Center entrance path has been
2 delayed slightly due to inclement weather.
3

4 **VII. Public open time:** Judith Yamamoto reported that the Greater Muir Beach Neighbors
5 are trying to get a seat on the Citizens Community Advisory Committee. They
6 obtained 157 signatures on a petition and met with Steve Kinsey. In addition they are
7 attempting to have a Board member named to the Parklands Taskforce. The Board has
8 one seat on the CCAC but has not named its member. The CCAC information will be
9 posted to the District's website as soon as it becomes available.
10

11 Lisa Eigsti would like to look at using the childrens room for a Montessori program.
12 The last time she explored this, there was an insurance issue. The Board acknowledged
13 that since insurance was the only obstacle before, they are fine with allowing her to use
14 the Community Center for that purpose if she can obtain appropriate insurance. The
15 General Manager informed us that the state legislature has passed a law requiring all
16 municipalities to have specific coverage in the event of a terrorist attack and that the
17 policy she obtains must include that coverage.
18

19 Director Kamradt reported that at the last Big Lagoon meeting she attended, there was a
20 discussion about trucking the excavated dirt to Santos Field versus to a site over the hill
21 as had been previously discussed. Usually dirt taken from the vicinity of parking lots is
22 considered toxic. She wanted to inform the community of what was being considered.
23

24 **VIII. Review of minutes:**

25
26 **MOTION:** To approve the draft minutes of the January 28, 2004 Board of Directors
27 meeting as amended.

28 **Moved:** Shaffer, seconded by Hills

29 **Vote:** AYES: Unanimous
30

31 **IX. Next meeting date:** The next meeting date is confirmed for Wednesday, March 17,
32 2004.
33

34 The meeting was adjourned at 9:17 pm.
35

36 These minutes were approved by the Muir Beach Community Services District Board of
37 Directors, during their meeting on _____.
38

39
40
41 _____
42 Maury Ostroff, Board President

Sharon Mullin, Secretary