

**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, APRIL 21, 2004
 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE
 TO BEGIN AT 7:00 P.M.**

DESCRIPTION	PAGES
Agenda for the Regular Meeting	1 - 2
Bills to be Paid Report for 03//01/04 through 03/31/04	4 - 5
District Fiscal Consolidated Balance Sheet as of March 31, 2004	6
Statement of Revenues and Expenditures-Summary for March, 2004	7
Statement of Revenues and Expenditures-Detailed for March, 2004	8 - 10
Revenues and Expenditures Budget Versus Actual Summary July 2003 through March 2004	11
Revenues and Expenditures Budget Versus Actual Detailed July 2003 through March 2004	12 - 16
Draft Minutes of the March 1, 2004 Board Meeting	17 - 20

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR BOARD MEETING AND TWO PUBLIC HEARINGS
ON WEDNESDAY, APRIL 21, 2004. TO BEGIN AT APPROXIMATELY 7:00 PM IN THE
COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA.**

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

- I. **President Hills** will call the general meeting to order.
- II. **Review and consideration of the April 21, 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 March 1 through March 31, 2004.
- V. **Fire Department, Emergency Disaster Committee:** Chief Sward will update the Board on the Fire Department activities.
- 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. As reported during last month's meeting, we have received one proposal for the District's independent audit. However, subsequent to the meeting two additional firms have indicated an interest in submitting proposals. Their requested information has been forwarded to them, but they have requested additional time for submitting their proposals. All proposals should be received in time for the next meeting. One firm that had indicated an interest, Charles Z. Fedak & Co. has withdrawn their interest for the current time period.
 2. Citizen's Advisory Committee for the Comprehensive Transportation Management Plan (C. T. M. P). Director Kamradt will brief the Board on the activities of this committee.
 3. The County has notified us that effective with the next fiscal year, they will begin charging for their payroll services. They estimate their fee to be approximately \$3,454 for fiscal year 2004-2005. Sharon Mullin is considering offering to do this activity, or we can solicit other proposals from other companies that offer these services.
 - B. **Roads and Easements:** There are no specific items for tonight's meeting. Next month, I will submit a list of activities to be completed during the current dry season and items to be continued into the next fiscal year.
 - C. **WATER OPERATIONS:** In general water operations have been normal and no important repairs have been necessary.
 1. Coliform tests taken during March were free of bacteria.
 2. Due to the date of tonight's meeting, the data necessary to prepare the table of water operational production, consumption and billing was not available in time to meet the legal deadline for posting the Agenda. Therefore, this data will be included in next month's meeting packet.

D. Water Capital Improvements:

1. Well volume duration test. During the last meeting this item was discussed, but no decision was made on completing the test. .
2. I have prepared a suggested map for installing the underground electrical wiring, along with the estimated materials needed. An estimate of the material cost will be ready in time for the meeting (with the exception of the wiring costs)

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

1. Playground fence. I was recently informed that the Herwitz property plans to install a fence between their property and the community center. I have relayed a message that the property corners must be available to determine the proper location. As of this date, this has not been confirmed. As this has some bearing on the repair of the playground fence, no work has been done to repair the fence.
2. It is my understanding that the lighting fixtures for the entry lighting of the community center may be received in time for completion of the lighting prior to the meeting.
3. I have received and completed the final papers for obtaining the \$15,000 County grant for the community center's entry stair renovation. The money should be transferred to the District prior to the next Board meeting. As a matter of general information, I suggested that, due to the increased cost of the stairs, that an increase in the grant would be helpful; however, Director Kinsey said it was not possible at this time.
4. Tree removal: It is my understanding that the recommendations of the Garden Club for replacing the trees to be removed from the community center's easterly property side, will be submitted tonight. If the Board agrees to their recommendation, then a motion to permit the tree removal and replacement, with the trees specified, all at the expense of Mr. Woods should be adopted.

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 March 17, 2004.

IX. Next meeting date: May 26, 2004 is the fourth Wednesday of next month.

ADJOURNMENT OR CONTINUATION

Muir Beach Community Services District

Bills to be Paid

March 2004

	<u>Admin</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Cap Impr</u>	<u>Water</u>	<u>TOTAL</u>
ABC Consultants, Inc.	953.00	225.00	500.00	500.00	725.00	1,000.00	3,903.00
Alcala, Jose (wages)	0.00	0.00	0.00	67.29	0.00	40.36	107.65
Bell Market	0.00	0.00	13.75	0.00	0.00	0.00	13.75
Brunner, Paul (CC electrical)	0.00	0.00	0.00	0.00	2,367.71	0.00	2,367.71
CalPers	0.00	0.00	0.00	0.00	0.00	306.76	306.76
Cingular Wireless	56.89	0.00	0.00	0.00	0.00	33.44	90.33
Costco	5.99	0.00	18.24	0.00	0.00	0.00	24.23
County of Marin (lab tests)	0.00	0.00	0.00	0.00	0.00	60.00	60.00
Cousins, Thomas (wages)	0.00	0.00	0.00	168.21	0.00	0.00	168.21
Freebairn-Smith, S (chipper wages)	0.00	133.49	0.00	0.00	0.00	0.00	133.49
Gonzales, Juana (wages)	0.00	0.00	310.04	0.00	0.00	0.00	310.04
Gonzales, Salvador (wages)	0.00	0.00	114.38	53.83	0.00	0.00	168.21
Groneman, Graham (FD supplies)	0.00	1,204.26	0.00	0.00	0.00	0.00	1,204.26
Herb's Pool Service	0.00	0.00	0.00	0.00	0.00	47.19	47.19
Home Depot	0.00	0.00	0.00	74.33	0.00	0.00	74.33
Kinko's	194.56	0.00	0.00	0.00	0.00	17.30	211.86
Knox, Nancy (bistro supplies)	0.00	0.00	30.00	0.00	0.00	0.00	30.00
Martin Bros. Supply	0.00	0.00	0.00	241.48	0.00	0.00	241.48
McPhail's	0.00	0.00	100.68	0.00	0.00	0.00	100.68
Mill Valley Auto Parts	0.00	0.00	0.00	0.00	0.00	3.10	3.10
Moore, Michael (chipper wages)	0.00	3,444.80	0.00	0.00	0.00	0.00	3,444.80
Moore, Michael (chipper rep & fuel)	0.00	1,295.76	0.00	0.00	0.00	0.00	1,295.76
Mullin, Sharon	1,895.00	0.00	0.00	0.00	0.00	708.00	2,603.00
Office Max	14.98	0.00	0.00	0.00	0.00	0.00	14.98
Pearlman, Harvey (wages)	0.00	0.00	47.38	473.66	0.00	1,519.13	2,040.17
Public Storage	0.00	0.00	0.00	0.00	0.00	64.00	64.00
Richmond, Lonna (wages)	0.00	0.00	193.78	0.00	0.00	0.00	193.78
SBC	0.00	0.00	53.88	0.00	0.00	0.00	53.88
Specialty Stone (CC steps)	0.00	0.00	0.00	0.00	3,485.63	0.00	3,485.63
Sward, Jes (chipper wages)	0.00	215.30	0.00	0.00	0.00	0.00	215.30
USPO	30.95	0.00	0.00	0.00	3.85	0.00	34.80
Walgreen's	0.00	0.00	0.00	0.00	0.00	2.00	2.00
Western Water Products	0.00	0.00	0.00	0.00	0.00	219.44	219.44
Whole Foods	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>3,151.37</u>	<u>6,518.61</u>	<u>1,382.13</u>	<u>1,578.80</u>	<u>6,582.19</u>	<u>4,020.72</u>	<u>23,233.82</u>

Muir Beach Community Services District
Bills to be Paid
March 2004

Total paid out of the Water Capital Improvements Fund	725.00
Total paid out of the General Fund	<u>22,508.82</u>
	23,233.82
Total paid out of the Rental Security Deposit Trust	250.00
Total paid out of the Water Security Deposit Trust	0
Total paid out of the Shaffer Medical Trust Fund	<u>350.95</u>
Total checks issues	<u><u>23,834.77</u></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

Leighton Hills, President

Donovan Macfarlane, General Manager

Muir Beach Community Services District

Balance Sheet

As of March 31, 2004

Accrual Basis

	<u>Mar 31, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	18,433
Fund 429, County Investment Fun	
Capital Improvements	258,848
Fire Station Reserve	14,637
General Investments	68,834
Total Fund 429, County Investment Fun	<u>342,319</u>
Smith Barney Citigroup	
Community Center Deck Roof	8,905
Community Phone Book	825
Firesafe Marin	18,031
General Funds	39,725
Quilters grant receipts	5,000
Rental deposit trust	3,000
Shaffer CalPers Trust	1,136
Water Security Deposit Trust	6,700
West Marin Funds	4,960
Total Smith Barney Citigroup	<u>88,282</u>
Total Checking/Savings	449,034
Accounts Receivable	
Receivables	11,880
Total Accounts Receivable	<u>11,880</u>
Total Current Assets	460,915
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	<u>537</u>
TOTAL ASSETS	<u><u>461,451</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Payables	3,073
Total Accounts Payable	<u>3,073</u>
Other Current Liabilities	
R9255R, Refundable deposits	3,000
W1506CPSH Shaffer CalPers Trust	1,136
W9025RD, Security deposits	6,700
Total Other Current Liabilities	<u>10,836</u>
Total Current Liabilities	<u>13,909</u>
Total Liabilities	13,909
Equity	
Opening Bal Equity	8,871
Retained Earnings	391,324
Net Income	47,347
Total Equity	<u>447,542</u>
TOTAL LIABILITIES & EQUITY	<u><u>461,451</u></u>

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

Accrual Basis

	<u>Mar 04</u>
Ordinary Income/Expense	
Income	
Administrative Income	16,084
Fire Operations Income	8,400
Recreational Activities Income	2,064
Water Capital Improvements ...	1,158
Water Operations Income	<u>4,537</u>
Total Income	32,244
Expense	
Administrative Expenses	3,151
Fire Operational Expenses	1,429
Firesafe Marin Grant Expenses	5,089
Recreational Expenses	4,778
Roads & Easements Expenses	3,947
Water Capital Improve'ts Exp.	729
Water Operating Expenses	<u>3,499</u>
Total Expense	<u>22,622</u>
Net Ordinary Income	<u>9,621</u>
Net Income	<u><u>9,621</u></u>

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

Accrual Basis

March 2004

	Mar 04
Ordinary Income/Expense	
Income	
Administrative Income	
A9001, General Tax Income	16,084
Total Administrative Income	16,084
Fire Operations Income	
F9377, West Marin Funds	8,400
Total Fire Operations Income	8,400
Recreational Activities Income	
R9255, CC Rental Income	640
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	167
R9811TC, Tai Chi Income	178
R9811, Rec. Programs Income. - Other	55
Total R9811, Rec. Programs Income.	399
R9834, Phone Book Income	1,025
Total Recreational Activities Income	2,064
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,113
H9031, Water Surcharge Income - Other	45
Total H9031, Water Surcharge Income	1,158
Total Water Capital Improvements Inco	1,158
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	4
W9025LP, Late pay penalty	80
W9025, Water Service Income - Other	4,453
Total W9025, Water Service Income	4,537
Total Water Operations Income	4,537
Total Income	32,244
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	201
A2117, Consulting Admin. Fees	2,695
A2130, Mailing & Shipping Exp.	31
A2133, Office Supplies	15
A2479, Travel Expenses	153
A2534, Telephone/Communications	57
Total Administrative Expenses	3,151
Fire Operational Expenses	
F2117, Administrative Fees	225
F4827, W. Marin Fund Expenses	1,204
Total Fire Operational Expenses	1,429
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 Chipper Payroll	3,524
F1404 FICA	270
F2077 Misc. Expenses	1,296
Total F2077-Chipper grant program	5,089

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

March 2004

Accrual Basis

	Mar 04
Total Firesafe Marin Grant Expenses	5,089
Recreational Expenses	
R1028, Maint. Mgr. Wages	44
R1073, Janitorial wages	394
R1404, FICA	47
R1701, Work Comp Insurance	-92
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	225
Total R2041, Rec. Program Expenses	225
R2117, Administrative Expenses	500
R2133, Office Supplies & Stamps	18
R2534, Pay Telephone Expense	54
R2535, Energy Expenses	
R2535G, Butane Gas Expenses	101
Total R2535, Energy Expenses	101
R4000 Capital Improvements	
R4001, Building Improvements	3,486
Total R4000 Capital Improvements	3,486
Total Recreational Expenses	4,778
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	440
E1073, Extra Hire Wages	269
E1404, FICA	54
E2077, Road & Easement Repairs	316
E2117, Administrative Fees	500
E4000 Capital improvements	
E4001-Easement Lighting	2,368
Total E4000 Capital improvements	2,368
Total Roads & Easements Expenses	3,947
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	725
H2133	4
Total Water Capital Improve'ts Exp.	729
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,309
W1073, Extra Hire Wages	38
W1404, FICA	103
W1506, Medical benefits	
W1506CPHvy	307
Total W1506, Medical benefits	307
W1701, Work. Comp. Insurance	-522
W2077, Routine Repairs	3
W2115, Chemicals I Testing	
W2115C, Chemical Supplies	47
W2115T, Water Quality Tests	60
W2115, Chemicals I Testing - Other	219
Total W2115, Chemicals I Testing	327
W2117, Adminsitratve Fees	1,585
W2121, Miscellaneous Expenses	64
W2130, Postage & Shipping	123
W2133, Office Supplies	19
W2479, Travel allowance	110
W2534, Telephone Relay Expense	33

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

March 2004

Accrual Basis

	<u>Mar 04</u>
Total Water Operating Expenses	3,499
Total Expense	<u>22,622</u>
Net Ordinary Income	<u>9,621</u>
Net Income	<u><u>9,621</u></u>

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

July 2003 through March 2004

Accrual Basis

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Administrative Income	44,086	46,600	-2,514	95%
Fire Operations Income	14,333	14,233	100	101%
Firesafe Marin Grant Income	13,860	15,000	-1,140	92%
Recreational Activities Income	27,107	11,500	15,607	236%
Water Capital Improvements Inco	46,021	78,140	-32,119	59%
Water Operations Income	53,169	73,440	-20,271	72%
Total Income	198,575	238,913	-40,338	83%
Expense				
Administrative Expenses	16,721	18,550	-1,829	90%
Fire Operational Expenses	10,361	14,233	-3,872	73%
Firesafe Marin Grant Expenses	12,082	6,400	5,682	189%
Recreational Expenses	32,686	27,206	5,480	120%
Roads & Easements Expenses	24,667	20,823	3,844	118%
Water Capital Improve'ts Exp.	3,551	229,522	-225,971	2%
Water Operating Expenses	51,434	80,174	-28,740	64%
Total Expense	151,501	396,908	-245,407	38%
Net Ordinary Income	47,075	-157,995	205,070	-30%
Other Income/Expense				
Other Income				
Interest Income	272			
Total Other Income	272			
Net Other Income	272	0	272	100%
Net Income	47,347	-157,995	205,342	-30%

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

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Administrative Income				
A9001, General Tax Income	44,086	46,200	-2,114	95%
A9203, Non Tax Income	0	400	-400	0%
Total Administrative Income	44,086	46,600	-2,514	95%
Fire Operations Income				
F9377, West Marin Funds	8,400	8,300	100	101%
F9763, Fire Assoc. Donations	5,933	5,933	0	100%
Total Fire Operations Income	14,333	14,233	100	101%
Firesafe Marin Grant Income				
F9811FM, Grant income	0	15,000	-15,000	0%
Firesafe Marin Grant Income - Other	13,860			
Total Firesafe Marin Grant Income	13,860	15,000	-1,140	92%
Recreational Activities Income				
R9255, CC Rental Income	8,283	9,000	-718	92%
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	1,450	1,300	150	112%
R9811CD, Com. Din. Income	400			
R9811CP, Child's Prog. Income	151	200	-49	76%
R9811TC, Tai Chi Income	1,238	1,000	238	124%
R9811, Rec. Programs Income. - Other	55			
Total R9811, Rec. Programs Income.	3,294	2,500	794	132%
R9834, Phone Book Income	1,100			
Total Recreational Activities Income	27,107	11,500	15,607	236%
Water Capital Improvements Inco				
H9001, special Assessment Tax	28,683	55,900	-27,218	51%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	13,074	17,800	-4,726	73%
H9031, Non District Surcharge	0	540	-540	0%
H9031, Water Surcharge Income - Other	585	0	585	100%
Total H9031, Water Surcharge Income	13,659	18,340	-4,681	74%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	1,612	3,000	-1,388	54%
H9377G, Gen. Inv. Interest	2,067	900	1,167	230%

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

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
Total H9377, Interest Earnings	3,679	3,900	-221	94%
Total Water Capital Improvements Inco	46,021	78,140	-32,119	59%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill interst	26	40	-14	66%
W9025LP, Late pay penalty	826	900	-74	92%
W9025, Water Service Income - Other	52,317			
Total W9025, Water Service Income	53,169	940	52,229	5,656%
W9772, Miscellaneous Income	0	72,500	-72,500	0%
Total Water Operations Income	53,169	73,440	-20,271	72%
Total Income	198,575	238,913	-40,338	83%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	719	750	-31	96%
A2059, P & L Insurance	895	895	0	100%
A2117, Consulting Admin. Fees	9,670	7,500	2,170	129%
A2118, Independent Audit	0	1,200	-1,200	0%
A2121, Miscellaneous Expenses	299	350	-51	85%
A2129, Gen'l Election Expenses	250	455	-205	55%
A2130, Mailing & Shipping Exp.	183	100	83	183%
A2133, Office Supplies	212	650	-438	33%
A2137, Copier Maint. Expenses	197	0	197	100%
A2352, County Fees	518	1,200	-683	43%
A2479, Travel Expenses	1,301	2,100	-799	62%
A2534, Telephone/Communications	1,624	2,850	-1,226	57%
A2713, Legal fees	853	500	353	171%
Total Administrative Expenses	16,721	18,550	-1,829	90%
Fire Operational Expenses				
F2059, P & L Insurance	3,233	3,233	0	100%
F2117, Administrative Fees	2,025	2,700	-675	75%
F4048, Fire Station Improvement	0	0	0	0%
F4827, W. Marin Fund Expenses	5,103	8,300	-3,197	61%
Total Fire Operational Expenses	10,361	14,233	-3,872	73%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 Chipper Payroll	10,142	5,000	5,142	203%
F1404 FICA	644	400	244	161%
F2077 Misc. Expenses	1,296	1,000	296	130%

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

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
Total F2077-Chipper grant program	12,082	6,400	5,682	189%
Total Firesafe Marin Grant Expenses	12,082	6,400	5,682	189%
Recreational Expenses				
R1028, Maint. Mgr. Wages	2,414	500	1,914	483%
R1073, Janitorial wages	4,499	4,600	-101	98%
R1404, FICA	615	352	263	175%
R1701, Work Comp Insurance	674	1,000	-326	67%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	2,159	2,800	-641	77%
R2041CD, Com. Dinner Expenses	752	0	752	100%
R2041CP, Child's Program Exp.	0	200	-200	0%
R2041TC, Tai Chi Expenses	828	900	-72	92%
Total R2041, Rec. Program Expenses	3,739	3,900	-161	96%
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	4,500	6,200	-1,700	73%
R2121, Miscellaneous Expenses	0	100	-100	0%
R2133, Office Supplies & Stamps	29			
R2259, Refuse Removal	363	480	-117	76%
R2366, Building Supplies	414	200	214	207%
R2534, Pay Telephone Expense	479	700	-221	68%
R2535, Energy Expenses				
R2535E, Electrical Expenses	0	900	-900	0%
R2535G, Butane Gas Expenses	484	300	184	161%
R2535, Energy Expenses - Other	992			
Total R2535, Energy Expenses	1,475	1,200	275	123%
R4000 Capital Improvements				
R4001, Building Improvements	12,428	5,000	7,428	249%
Total R4000 Capital Improvements	12,428	5,000	7,428	249%
Total Recreational Expenses	32,686	27,206	5,480	120%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	2,752	1,500	1,252	183%
E1073, Extra Hire Wages	1,863	2,000	-138	93%
E1404, FICA	353	300	53	118%
E1701, Work's. Comp. Insurance	0	400	-400	0%
E2059, P & L Insurance	423	423	0	100%
E2077, Road & Easement Repairs	4,701	10,000	-5,299	47%
E2117, Administrative Fees	4,500	6,200	-1,700	73%
E4000 Capital improvements				

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

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
E4001-Easement Lighting	7,793			
E4011-Easement Stairs	2,120			
E1404-FICA	162			
Total E4000 Capital improvements	10,075			
Total Roads & Easements Expenses	24,667	20,823	3,844	118%
Water Capital Improve'ts Exp.				
H2059, P & L Insurance	322	322	0	100%
H2117, Administrative Fees	2,875	3,500	-625	82%
H2133	114			
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.	3,551	229,522	-225,971	2%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	13,159	18,000	-4,841	73%
W1073, Extra Hire Wages	506	2,000	-1,494	25%
W1404, FICA	1,061	1,600	-539	66%
W1506, Medical benefits				
W1506CPHvy	2,537	3,000	-463	85%
W1506, Medical benefits - Other	0	0	0	0%
Total W1506, Medical benefits	2,537	3,000	-463	85%
W1701, Work. Comp. Insurance	4,050	2,000	2,050	203%
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	933	5,000	-4,067	19%
W2115, Chemicals I Testing				
W2115C, Chemical Supplies	47			
W2115T, Water Quality Tests	60			
W2115, Chemicals I Testing - Other	1,060	3,000	-1,940	35%
Total W2115, Chemicals I Testing	1,167	3,000	-1,833	39%
W2117, Adminsitrative Fees				
W2117A. Administrative Fees	0	10,800	-10,800	0%
W2117C. Clerical Fees	0	10,800	-10,800	0%

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

	Jul '03 - Mar 04	Budget	\$ Over Budget	% of Budget
W2117, Administrative Fees - Other	15,660			
Total W2117, Administrative Fees	15,660	21,600	-5,940	73%
W2121, Miscellaneous Expenses	1,218	500	718	244%
W2130, Postage & Shipping	762	800	-38	95%
W2133, Office Supplies	791	750	41	105%
W2325, Contract Services	0	10,000	-10,000	0%
W2479, Travel allowance	1,110	1,200	-90	93%
W2534, Telephone Relay Expense	660	500	160	132%
W2535, Electrical Service	3,995	6,500	-2,505	61%
Total Water Operating Expenses	51,434	80,174	-28,740	64%
Total Expense	151,501	396,908	-245,407	38%
Net Ordinary Income	47,075	-157,995	205,070	-30%
Other Income/Expense				
Other Income				
Interest Income	272			
Total Other Income	272			
Net Other Income	272	0	272	100%
Net Income	47,347	-157,995	205,342	-30%

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **MINUTES OF THE BOARD OF DIRECTORS' MEETING**
3 **HELD ON WEDNESDAY, MARCH 17, 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 7:10 pm on Wednesday, March 17, 2004 and then turned the
11 meeting over to incoming President Hills.
12

13 **ROLL CALL**
14

15 PRESENT: DIRECTORS: Ostroff, Hills, Shaffer, Kamradt

16 ABSENT: DIRECTORS: Rudnick
17

18 PRESENT: OFFICIALS: General Manager Macfarlane, Secretary/Treasurer Mullin
19

20 **REGULAR AGENDA**
21

22 **I. Review and consideration of the March 17, 2004 Agenda:**
23

24 MOTION: To approve the Agenda with the following changes: 1) move the NPS
25 presentation to a later spot, and 2) accept a report by Chief Sward.

26 Moved: Kamradt, seconded by Hills and Shaffer.

27 Vote: AYES: Unanimous
28

29 **II. Bills to be paid:**
30

31 MOTION: To approve the report as submitted including a total of \$34,548.28 in General
32 Fund expenditures, \$925.00 in Water Capital Improvement Fund expenditures,
33 and \$1,550.95 in checks issued from the trust funds, for a total of \$37,024.23 in
34 warrants issued.

35 Moved: Ostroff, seconded by Kamradt

36 Vote: AYES: Unanimous
37

38 **III. Fire Department, Emergency Disaster Committee:** Chief Sward reported that he and
39 Mike Moore met with several NPS representatives including Brian O'Neil, Alex Naar
40 and Mia Monroe and that the outcome was very positive. They are working on the
41 details of a new agreement to use the dairy facilities. The fire department is continuing
42 to work on obtaining new grants including a federal grant for the purchase of a 5-seat
43 truck which would enable more crew members to be transported to the scene.
44 Currently, many fire crew members must respond in private vehicles.

1
2 A discussion regarding the dairy property ensued in which the following points were
3 made: 1) There are grants available specifically for fire stations if we are allowed use
4 of the property; 2) The NPS has money for a new foundation for the main building. We
5 will have input as to how the foundation is constructed in order to provide storage
6 and/or meeting space under the building; 3) The facilities will be multi-purpose for use
7 by the Ocean Riders, the NPS, the fire department and possibly a visitors center.
8

9 **IV. National Park Service:** Paul Bignardi reported. There is a Big Lagoon meeting March
10 18 at the Bay Model. Jennifer Vick and Carolyn Shoulders will attend. Jen will be
11 leaving her position on March 19. Her initial replacement will be Steve Ortega from
12 Channel Islands National Park. Director Kamradt informed Paul that she read entire
13 feasibility analysis report. She quoted the letter of review which accompanied the
14 feasibility report which read, "It is expected that the Big Lagoon Project will result in
15 lowering the ground water for the community of Muir Beach." She related to Paul that
16 this has never been mentioned before and wants to make sure that the Muir Beach water
17 rights are not affected by any of the alternatives for Big Lagoon. General Manager
18 Macfarlane stressed the importance of the water table issue. There is no room to lower
19 the water table. During summer months, a lower water table will result in endangered
20 species being killed and could subject the MBCSD to \$50,000 per day fines.
21

22 Regarding the CTMP: The County is having internal meetings with the Park Service as
23 well as Caltrans and State Parks. They are trading offers at this point. There is a
24 Parklands Transportation Taskforce meeting next week at the Marin County Civic
25 Center which is open to the public. There will be one meeting a month through May on
26 the 4th Thursday. Steve Kinsey will be organizing a CCAC meeting soon. Work is
27 continuing on the Intelligent Transportation System (ITS). The goal is to get
28 changeable signs or radios in place for the summer.
29

30 **V. General Manager's Report:**

31 **A. Administration:**

- 32
- 33 1. We have received an audit proposal from one accounting firm. Another is
34 pending. The General Manager suggested that the Board appoint two
35 members to work with Treasurer Mullin to select a firm.
36
 - 37 2. Supervisor Kinsey has requested the name of the director the Board is
38 appointing to represent the District on the Citizen's Advisory Committee for
39 the Comprehensive Transportation Management Plan.
40
- 41

42 **MOTION:** To name Director Kamradt as the Board's representative with Director Hills as
43 first alternate and Director Shaffer as second alternate.

44 **Moved:** Shaffer, seconded by Ostroff

45 **Vote:** AYES: Unanimous
46

- 1 3. The General Manager reported that a new mailbox has been ordered and
2 delivery is expected prior to the end of the month.

3
4 **B. Roads and easements:**

- 5
6 1. New resident Tom Crawford of 296 Sunset Way requested permission to
7 excavate the area between the road pavement and his property line so he may
8 construct a retaining wall and improve the potential for off-street parking. He
9 began excavation of District property prior to obtaining Board approval. After
10 a lengthy discussion which revealed that the leach field for the property is
11 very close to the area excavated, the Board decided the following: Mr.
12 Crawford must obtain a survey to ensure that the retaining wall will be located
13 entirely on private property; the retaining wall will need a protective barrier to
14 protect against leach field seepage onto the street or into the District's
15 drainage system; this will most likely require a permit from Marin County
16 Environmental Health; the District will retain control of the right-of-way and
17 any parking created will be public parking; the new parking created will not
18 be treated as off-street parking in any further request for approval; he cannot
19 block the driveway to Spindrift Point. At this point Mr. Crawford stated that
20 he was inclined to abandon the project and correct any problems he may have
21 created. He agreed to work with General Manager Macfarlane to determine
22 how best to restore the property to District standards.
23
24 2. After a brief discussion, the Board amended Section 3(b)(i) of District
25 Resolution 03-17-07-1 formalizing the District policies for the planting,
26 trimming, removal, etc. of trees, shrubs and other vegetation on District fee
27 simple and right-of-way properties to read, "...a size and species as
28 recommended by the Muir Beach Community Services District Board of
29 Directors."
30

31 **MOTION:** To approve District Resolution 03-17-07-1 as amended.
32 **Moved:** Kamradt, seconded by Shaffer
33 **Vote:** AYES: Unanimous
34

35 **C. Water operations:** General Manager Macfarlane reported on water operations.
36

37 **D. Capital Improvements:**

- 38
39 1. Due to County requirements and the delay in sealing the old abandoned State
40 Park well, the final durable flow testing of the new well was not performed. It
41 was decided that Directors Ostroff and Hills would head up a capital
42 improvements task force to work with the General Manager to move some of
43 these capital improvements forward. The task force will also work on the
44 electrical issues at the well site.

- 1
2 2. Director Shaffer spoke with Dave Elliot of the Muir Beach Volunteer
3 Fireman's Association. The bridge at the BBQ grounds is in very bad
4 condition. It was decided that if it is not repaired, it will not be used for the
5 May 30 BBQ fundraiser. It was further decided that there would be a single
6 item meeting between Directors Ostroff and Hills, General Manager
7 Macfarlane, Sharon Mullin and John Sward to decide what needs to be done
8 and how best to accomplish it.
9

10 **E. Recreation:**

- 11
12 1. The lighting for the Community Center entrance path is almost complete.
13
14 2. Parts of the playground fence have come down. The Board expressed interest
15 in repairing it and possibly moving it closer to the property line. Directors
16 Hills and Shaffer will look at the fence and make a determination.
17

18 **VI. Public open time:** Karla Andersdatter reported on an email she received from Herb Case
19 requesting Monterey cypress, mycopsis, native plum, and/or ceanothus be used to
20 replace the trees cut across from the Community Center.
21

22 Nina White thanked the Board for their part in her negotiations to name White Way.
23

24 **VII. Review of minutes:**

25
26 **MOTION:** To approve the draft minutes of the February 25, 2004 Board of Directors
27 meeting as submitted.

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

29 **Vote:** AYES: Unanimous
30

31 **VIII. Next meeting date:** The next meeting date is confirmed for Wednesday, April 21,
32 2004.
33

34 The meeting was adjourned at 9:06 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 Leighton Hills, Board President

Sharon Mullin, Secretary