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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, JUNE 23, 2004
 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE
 TO BEGIN AT 6:30 P.M.**

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR BOARD MEETING
ON WEDNESDAY, JUNE 23, 2004. TO BEGIN AT APPROXIMATELY 6:30 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 June 23, 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.** Doug Whitmeyer, County of Marin Transportation Planner, will give a brief presentation on the Comprehensive Transportation Management Plan and respond to questions submitted to him by e-mail.
- IV. 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.
- V. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the May 1 through May 31, 2004 period.
- VI. Fire Department, Emergency Disaster Committee:** Chief Sward will update the Board on the Fire Department activities.
- 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. President Hills, Director Ostroff, Secretary Mullin and I meet with one of the firms interested in doing the District's independent audit. However, as the meeting with the remaining two firms is not scheduled until Thursday, June 24, 2004 it is premature to make any determination or recommendation to the Board.
 2. Budget for the next fiscal year. The Budget committee has made some preliminary considerations. The G. M. will prepare a draft budget for the general expenditures, and the Capital Improvements Committee will meet to detail the planned capital improvements. The draft budget will be presented for the Board's consideration during the July meeting.
 3. 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.
 4. Payroll service. I have contacted Paychex and PayCycle to get cost estimates for their services. During the interim, Marin County has indicated that they are willing to discuss a lower fee, by as much as 40%. As of this time this has not been confirmed, but if it is the fee would be reduced to approximately \$2,000. I have not received the final cost estimate from Paychex, but should have in time for the meeting. PayCycle's is an internet service that does all the calculations for payroll and tax filings but requires the District to download and print the checks, etc.. Their service is less than \$50 per month for up to 25 employees. The monthly billing varies from a minimum of \$39.95 (4 employees) to \$49.95 (25 employees) , for a bi-monthly payroll.
 - B. Roads and Easements:** President Hills, Director Shaffer, Harvey and I inspected the areas of Sunset Way marked for repairs. There was general agreement on the need for the repairs on the areas marked, but to decrease the cost by minimizing the work to be done to something that will

last for one to two years versus the original repair standard requiring excavation and base replacement. I contacted the two firms offering the previous proposals W. K. Mc Lellan Co. reduced their price to \$4,504 to place asphalt skin patches 1.5 to 2.5 inches in depth over the existing pavement repair areas. This work is specifically a temporary fix and not guaranteed. Pimentel Paving lowered proposal to \$8,000 to include grinding the existing asphalt areas, then grade and compact the grindings to use as base rock and then cover the areas with 3" of asphalt. Pimentel was not interested in a simple overlay as they did not feel it was adequate.

C. WATER OPERATIONS: In general water operations have been normal and no important repairs have been necessary.

1. Coliform tests taken during May were free of bacteria.
2. Gross water billing for the 04/16/04 through 05/16/04 billing period totaled \$6,762.12 including \$6,722.71 in water service charges, \$37.81 in late payment penalties, and 1.60 in interest charges. The monthly consumption surcharge for this period totaled \$1,700.80

The table below tabulates the water production for the period April 16, 2004 to May 16, 2004.

Total volume of water measured through the master meter =	900,570 gallons
Average daily pumping rate	29,498 gallons
Highest pumping day was on 4/27/04 and volume pumped =	43,850 gallons
Lowest pumping day was on 4/16/04 and volume pumped ¹ =	0 gallons
Total volume billed through service meters =	884,945 gallons
Gross unaccounted for water loss =	15,625 gallons
Estimated un-metered maintenance use	500 gallons
Estimated leak repair losses	5,000 gallons
Net unaccounted for water loss 1.12%)	10,125 gallons
Average daily customer consumption per meter =	107 gallons
Average service billing =	\$43.19

¹ The zero production day resulted from a failure of the pump control to activate the pump.

3. It should be noted that the water consumption increased by almost 4% versus the March - April period. The May water billing included a water conservation alert notice encouraging residents to begin their efforts to minimize unessential water use.

D. Water Capital Improvements:

1. The existing well is declining in production capacity and is currently pumping less than 30's gallons per minute. With consumption of almost 29,000 gallons per day we are very close to not being able to maintain equality without substantially increasing the pumping hours. For this reason, I have suggested that we install a pump (we have one on hand) in the new well (as a temporary measure) along with the piping and electrical work needed to activate the pump using the current methodology. the estimated cost for this is less than \$10,000, which will essentially be offset by avoiding the well duration test, while the piping and electrical service will be used in the final well site improvements. This will enable the existing well to be renovated to increase its production capacity to its normal rate.
2. Detailed capital improvements will be recommended by the committee during the July meeting.

E. Recreation: There are several items for Board consideration

1. As per the Board's desire expressed during the last meeting, letters have been mailed to the residents of lower Starbuck Drive, notifying them of the intent to reinstall the basketball facility on the cull de sac. Also, as per the Board's request, this Agenda item to consider resident input concerning the installation of the basketball facility will serve as the general community notice.
2. As per the Board's approval, Mr. Wood was notified of the approval to remove the seven trees, subject to the condition that he replace them with trees recommended by the Garden Club, following the removal of the trees and their inspection of the area to determine the need for replacement.
3. We have received a formal request to consider the installation of an under sink filter system for the community center's kitchen sink water supply. The estimated cost of a system is approximately \$150 plus the cost for Harvey to install it. Annual maintenance cost is estimated to be less than \$200. Maintenance is essential to avoid filter contaminants from unclean filters.

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 May 26, 2004.

X. Next meeting date: July 28, 2004 is the fourth Wednesday of next month. However, I respectfully request the meeting be delayed until Wednesday, August 4, 2004. My daughter is scheduled for serious surgery on July 22. I will be in S. California during the operation and may not be able to prepare properly for the meeting and the Board information.

ADJOURNMENT OR CONTINUATION

Muir Beach Community Services District
Bills to be Paid
 May 2004

	TOTAL	Admin	Cap Impr	Fire	Rec	Roads	Water
ABC Consultants, Inc.	3,948.00	998.00	725.00	225.00	500.00	500.00	1,000.00
Golden State Lumber - deck roof	2,554.15	0.00	2,554.15	0.00	0.00	0.00	0.00
Mullin, Sharon	1,955.00	1,490.00	0.00	0.00	0.00	0.00	465.00
Pearlman, Harvey	1,732.29	0.00	0.00	0.00	189.46	71.05	1,471.78
Sward, Jes - chipper program	1,362.85	0.00	0.00	1,362.85	0.00	0.00	0.00
Banducci, Amadeo - chipper program	1,233.67	0.00	0.00	1,233.67	0.00	0.00	0.00
Moore, Michael - easement stairs (Jan)	1,177.69	0.00	1,177.69	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	820.52	0.00	0.00	0.00	65.42	0.00	755.10
Rudnick, Jesse - chipper program	798.76	0.00	0.00	798.76	0.00	0.00	0.00
Groneman, Graham - chipper program	727.71	0.00	0.00	727.71	0.00	0.00	0.00
Wang, Emiko - tai chi (4 months)	544.00	0.00	0.00	0.00	544.00	0.00	0.00
PG&E	470.20	0.00	0.00	0.00	58.38	0.00	411.82
Gonzalez, Salvador	390.24	0.00	0.00	0.00	148.03	148.02	94.19
Gonzalez, Juana	387.54	0.00	0.00	0.00	387.54	0.00	0.00
CalPers	306.76	0.00	0.00	0.00	0.00	0.00	306.76
Richmond, Lonna	242.22	0.00	0.00	0.00	242.22	0.00	0.00
Alcala, Jose	220.68	0.00	0.00	220.68	0.00	0.00	0.00
Marin County Treasurer - Tax Collector	220.00	220.00	0.00	0.00	0.00	0.00	0.00
SBC	201.77	106.94	0.00	62.87	0.00	0.00	31.96
Smith Barney - annual fee	150.00	150.00	0.00	0.00	0.00	0.00	0.00
Costco	141.80	141.80	0.00	0.00	0.00	0.00	0.00
Cingular Wireless	90.95	56.51	0.00	0.00	0.00	0.00	34.44
Kinko's	84.18	84.18	0.00	0.00	0.00	0.00	0.00
Public Storage	64.00	0.00	0.00	0.00	0.00	0.00	64.00
SBC 9969	53.88	0.00	0.00	0.00	53.88	0.00	0.00
USPO	49.00	49.00	0.00	0.00	0.00	0.00	0.00
Herb's Pool Service	47.19	0.00	0.00	0.00	0.00	0.00	47.19
America Online	43.80	43.80	0.00	0.00	0.00	0.00	0.00
Knox, Nancy	42.50	0.00	0.00	0.00	42.50	0.00	0.00
Pearlman, Harvey - V	41.80	0.00	0.00	0.00	0.00	41.80	0.00
County of Marin, HHS Public Health Lab	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Goodman Building Supply	18.02	0.00	0.00	0.00	0.00	18.02	0.00
Bell Market	8.45	0.00	0.00	0.00	8.45	0.00	0.00
Woodlands Market	7.20	0.00	0.00	0.00	7.20	0.00	0.00
Whole Foods	3.78	0.00	0.00	0.00	3.78	0.00	0.00
TOTAL	20,170.60	3,340.23	4,456.84	4,631.54	2,250.86	778.89	4,712.24

Muir Beach Community Services District
Bills to be Paid
 May 2004

Total paid out of the Water Capital Improvements Fund	725.00
Total paid out of the General Fund	19,445.60
	<u>20,170.60</u>
Total paid out of the Rental Security Deposit Trust	0.00
Total paid out of the Water Security Deposit Trust	100.00
Total paid out of the Shaffer Medical Trust Fund	350.95
Total checks issues	<u><u>20,621.55</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 May 31, 2004

Accrual Basis

	<u>May 31, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	19,566
Fund 429, County Investment Fun	
Capital Improvements	262,010
Fire Station Reserve	14,637
General Investments	<u>88,317</u>
Total Fund 429, County Investment Fun	364,964
Cash on Hand	
Smith Barney Citigroup	45
Community Center Deck Roof	8,905
Community Phone Book	831
Firesafe Marin	8,075
General Funds	59,094
Quilters grant receipts	5,000
Rental deposit trust	3,700
Shaffer CalPers Trust	434
Water Security Deposit Trust	6,800
West Marin Funds	<u>4,960</u>
Total Smith Barney Citigroup	97,798
Total Checking/Savings	482,373
Accounts Receivable	
Receivables	<u>15,261</u>
Total Accounts Receivable	15,261
Other Current Assets	
Undeposited Funds	<u>75</u>
Total Other Current Assets	<u>75</u>
Total Current Assets	497,709
Fixed Assets	
A4048, Office Equipment	<u>537</u>
Total Fixed Assets	<u>537</u>
TOTAL ASSETS	<u>498,246</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Payables	<u>5,325</u>
Total Accounts Payable	5,325
Other Current Liabilities	
R9255R, Refundable deposits	3,700
W1506CPSH Shaffer CalPers Trust	434
W9025RD, Water Security deposits	<u>6,800</u>
Total Other Current Liabilities	<u>10,934</u>
Total Current Liabilities	<u>16,259</u>
Total Liabilities	16,259

Muir Beach Community Services District

Balance Sheet

As of May 31, 2004

Accrual Basis

	<u>May 31, 04</u>
Equity	
Opening Bal Equity	6,731
Retained Earnings	391,315
Net Income	<u>83,941</u>
Total Equity	<u>481,987</u>
TOTAL LIABILITIES & EQUITY	<u>498,246</u>

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

Accrual Basis

	<u>May ...</u>
Ordinary Income/Expense	
Income	
Administrative Income	773
Recreational Activities Income	343
Roads & Easements Income	15,000
Water Capital Improvements ...	1,651
Water Operations Income	<u>6,628</u>
Total Income	24,394
Expense	
Administrative Expenses	3,340
Fire Operational Expenses	288
Firesafe Marin Grant Expenses	4,344
Recreational Expenses	4,847
Roads & Easements Expenses	1,915
Water Capital Improve'ts Exp.	725
Water Operating Expenses	<u>4,712</u>
Total Expense	<u>20,171</u>
Net Ordinary Income	4,224
Other Income/Expense	
Other Income	
Interest Income	<u>39</u>
Total Other Income	<u>39</u>
Net Other Income	<u>39</u>
Net Income	<u><u>4,263</u></u>

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

Accrual Basis

May 2004

	May 04
Ordinary Income/Expense	
Income	
Administrative Income	
A9001, General Tax Income	748
Administrative Income - Other	25
Total Administrative Income	773
Recreational Activities Income	
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	191
R9811TC, Tai Chi Income	135
Total R9811, Rec. Programs Income.	326
R9834, Phone Book Income	17
Total Recreational Activities Income	343
Roads & Easements Income	
E9772, Road & Esm't Income	
E9772 Donations	15,000
Total E9772, Road & Esm't Income	15,000
Total Roads & Easements Income	15,000
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,606
H9031, Non District Surcharge	45
Total H9031, Water Surcharge Income	1,651
Total Water Capital Improvements Inco	1,651
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	2
W9025LP, Late pay penalty	38
W9025, Water Service Income - Other	6,523
Total W9025, Water Service Income	6,563
W9772, Miscellaneous Income	50
Water Operations Income - Other	15
Total Water Operations Income	6,628
Total Income	24,394
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	97
A2117, Consulting Admin. Fees	2,290
A2121, Miscellaneous Expenses	150
A2130, Mailing & Shipping Exp.	49
A2133, Office Supplies	129
A2479, Travel Expenses	198
A2534, Telephone/Communications	207
A2713, Legal fees	220
Total Administrative Expenses	3,340
Fire Operational Expenses	
F2117, Administrative Fees	225
F4827, W. Marin Fund Expenses	63
Total Fire Operational Expenses	288
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	

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

May 2004

Accrual Basis

	May 04
F1073 Chipper Payroll	4,035
F1404 FICA	309
Total F2077-Chipper grant program	4,344
Total Firesafe Marin Grant Expenses	4,344
Recreational Expenses	
R1028, Maint. Mgr. Wages	176
R1073, Janitorial wages	498
R1404, FICA	69
R1701, Work Comp Insurance	65
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	287
R2041TC, Tai Chi Expenses	544
Total R2041, Rec. Program Expenses	831
R2117, Administrative Expenses	500
R2366, Building Supplies	42
R2534, Pay Telephone Expense	54
R2535, Energy Expenses	
R2535E, Electrical Expenses	58
Total R2535, Energy Expenses	58
R4000 Capital Improvements	
R4001, Building Improvements	2,554
Total R4000 Capital Improvements	2,554
Total Recreational Expenses	4,847
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	66
E1073, Extra Hire Wages	138
E1404, FICA	16
E2077, Road & Easement Repairs	18
E2117, Administrative Fees	500
E4000 Capital improvements	
E4011-Easement Stairs	1,094
E1404-FICA	84
Total E4000 Capital improvements	1,178
Total Roads & Easements Expenses	1,915
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	725
Total Water Capital Improve'ts Exp.	725
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,265
W1073, Extra Hire Wages	88
W1404, FICA	103
W1506, Medical benefits	
W1506CPHvy	307
Total W1506, Medical benefits	307
W1701, Work. Comp. Insurance	755
W2115, Chemicals I Testing	
W2115C, Chemical Supplies	47
W2115T, Water Quality Tests	30
Total W2115, Chemicals I Testing	77
W2117, Adminsitrative Fees	1,465
W2121, Miscellaneous Expenses	64
W2479, Travel allowance	110

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

May 2004

Accrual Basis

	May 04
W2534, Telephone Relay Expense	66
W2535, Electrical Service	412
Total Water Operating Expenses	4,712
Total Expense	20,171
Net Ordinary Income	4,224
Other Income/Expense	
Other Income	
Interest Income	39
Total Other Income	39
Net Other Income	39
Net Income	4,263

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

July 2003 through April 2004

Accrual Basis

	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Administrative Income	62,808	46,600	16,208	135%
Fire Operations Income	14,333	14,233	100	101%
Firesafe Marin Grant Income	13,860	15,000	-1,140	92%
Recreational Activities Income	27,652	11,500	16,152	240%
Water Capital Improvements Inco	69,541	78,140	-8,599	89%
Water Operations Income	59,060	73,440	-14,380	80%
Total Income	247,254	238,913	8,341	103%
Expense				
Administrative Expenses	20,262	18,550	1,712	109%
Fire Operational Expenses	10,712	14,233	-3,521	75%
Firesafe Marin Grant Expenses	13,902	6,400	7,502	217%
Recreational Expenses	34,402	27,206	7,196	126%
Roads & Easements Expenses	26,235	20,823	5,412	126%
Water Capital Improve'ts Exp.	4,356	229,522	-225,166	2%
Water Operating Expenses	58,038	80,174	-22,136	72%
Total Expense	167,906	396,908	-229,002	42%
Net Ordinary Income	79,348	-157,995	237,343	-50%
Other Income/Expense				
Other Income				
Interest Income	330			
Total Other Income	330			
Net Other Income	330	0	330	100%
Net Income	79,678	-157,995	237,673	-50%

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

	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Administrative Income				
A9001, General Tax Income	62,808	46,200	16,608	136%
A9203, Non Tax Income	0	400	-400	0%
Total Administrative Income	62,808	46,600	16,208	135%
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	13,860	15,000	-1,140	92%
Total Firesafe Marin Grant Income	13,860	15,000	-1,140	92%
Recreational Activities Income				
R9255, CC Rental Income	8,453	9,000	-548	94%
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	1,650	1,300	350	127%
R9811CD, Com. Din. Income	400			
R9811CP, Child's Prog. Income	151	200	-49	76%
R9811TC, Tai Chi Income	1,468	1,000	468	147%
Total R9811, Rec. Programs Income.	3,669	2,500	1,169	147%
R9834, Phone Book Income	1,100			
Total Recreational Activities Income	27,652	11,500	16,152	240%
Water Capital Improvements Inco				
H9001, special Assessment Tax	49,543	55,900	-6,358	89%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	14,550	17,800	-3,250	82%
H9031, Non District Surcharge	630	540	90	117%
H9031, Water Surcharge Income - Other	0	0	0	0%
Total H9031, Water Surcharge Income	15,180	18,340	-3,160	83%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	2,752	3,000	-248	92%
H9377G, Gen. Inv. Interest	2,067	900	1,167	230%
Total H9377, Interest Earnings	4,819	3,900	919	124%
Total Water Capital Improvements Inco	69,541	78,140	-8,599	89%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill interst	30	40	-10	75%
W9025LP, Late pay penalty	912	900	12	101%
W9025, Water Service Income - Other	58,118			
Total W9025, Water Service Income	59,060	940	58,120	6,283%
W9772, Miscellaneous Income	0	72,500	-72,500	0%
Total Water Operations Income	59,060	73,440	-14,380	80%
Total Income	247,254	238,913	8,341	103%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	725	750	-25	97%
A2059, P & L Insurance	895	895	0	100%
A2117, Consulting Admin. Fees	12,415	7,500	4,915	166%
A2118, Independent Audit	0	1,200	-1,200	0%
A2121, Miscellaneous Expenses	325	350	-26	93%
A2129, Gen'l Election Expenses	250	455	-205	55%
A2130, Mailing & Shipping Exp.	183	100	83	183%
A2133, Office Supplies	212	650	-438	33%

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

	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
A2137, Copier Maint. Expenses	197	0	197	100%
A2352, County Fees	868	1,200	-332	72%
A2479, Travel Expenses	1,439	2,100	-661	69%
A2534, Telephone/Communications	1,900	2,850	-950	67%
A2713, Legal fees	853	500	353	171%
Total Administrative Expenses	20,262	18,550	1,712	109%
Fire Operational Expenses				
F2059, P & L Insurance	3,233	3,233	0	100%
F2117, Administrative Fees	2,250	2,700	-450	83%
F4048, Fire Station Improvement	0	0	0	0%
F4827, W. Marin Fund Expenses	5,229	8,300	-3,071	63%
Total Fire Operational Expenses	10,712	14,233	-3,521	75%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 Chipper Payroll	11,832	5,000	6,832	237%
F1404 FICA	773	400	373	193%
F2077 Misc. Expenses	1,296	1,000	296	130%
Total F2077-Chipper grant program	13,902	6,400	7,502	217%
Total Firesafe Marin Grant Expenses	13,902	6,400	7,502	217%
Recreational Expenses				
R1028, Maint. Mgr. Wages	2,480	500	1,980	496%
R1073, Janitorial wages	4,877	4,600	277	106%
R1404, FICA	666	352	314	189%
R1701, Work Comp Insurance	865	1,000	-135	86%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	2,438	2,800	-362	87%
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	4,019	3,900	119	103%
R2059, P & L Insurance	903	974	-71	93%
R2077, Routine Repairs	227	1,000	-773	23%
R2097, CC Ground Maintenance	0	1,000	-1,000	0%
R2117, Administrative Expenses	5,000	6,200	-1,200	81%
R2121, Miscellaneous Expenses	0	100	-100	0%
R2133, Office Supplies & Stamps	29			
R2259, Refuse Removal	484	480	4	101%
R2366, Building Supplies	414	200	214	207%
R2534, Pay Telephone Expense	533	700	-167	76%
R2535, Energy Expenses				
R2535E, Electrical Expenses	994	900	94	110%
R2535G, Butane Gas Expenses	484	300	184	161%
Total R2535, Energy Expenses	1,478	1,200	278	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	34,402	27,206	7,196	126%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	2,961	1,500	1,461	197%
E1073, Extra Hire Wages	2,050	2,000	50	103%
E1404, FICA	383	300	83	128%
E1701, Work's. Comp. Insurance	0	400	-400	0%
E2059, P & L Insurance	423	423	0	100%
E2077, Road & Easement Repairs	4,776	10,000	-5,224	48%
E2117, Administrative Fees	5,000	6,200	-1,200	81%
E4000 Capital improvements				
E4001-Easement Lighting	7,793			
E4011-Easement Stairs	2,646			
E1404-FICA	202			
Total E4000 Capital improvements	10,641			

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

	Jul '03 - Apr 04	Budget	\$ Over Budget	% of Budget
Total Roads & Easements Expenses	26,235	20,823	5,412	126%
Water Capital Improve'ts Exp.				
H2059, P & L Insurance	322	322	0	100%
H2117, Administrative Fees	3,600	3,500	100	103%
H2133	114			
H2352, County fees	320	700	-380	46%
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.	4,356	229,522	-225,166	2%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	14,424	18,000	-3,576	80%
W1073, Extra Hire Wages	506	2,000	-1,494	25%
W1404, FICA	1,158	1,600	-442	72%
W1506, Medical benefits				
W1506CPHvy	2,844	3,000	-156	95%
W1506, Medical benefits - Other	0	0	0	0%
Total W1506, Medical benefits	2,844	3,000	-156	95%
W1701, Work. Comp. Insurance	7,242	2,000	5,242	362%
W2049, Conferences & Training	200	300	-100	67%
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	837			
W2115T, Water Quality Tests	360			
W2115, Chemicals I Testing - Other	0	3,000	-3,000	0%
Total W2115, Chemicals I Testing	1,197	3,000	-1,803	40%
W2117, Administrative Fees				
W2117A, Administrative Fees	9,650	10,800	-1,150	89%
W2117C, Clerical Fees	7,370	10,800	-3,430	68%
Total W2117, Administrative Fees	17,020	21,600	-4,580	79%
W2121, Miscellaneous Expenses	1,295	500	795	259%
W2130, Postage & Shipping	836	800	36	105%
W2133, Office Supplies	791	750	41	105%
W2325, Contract Services	0	10,000	-10,000	0%
W2479, Travel allowance	1,220	1,200	20	102%
W2534, Telephone Relay Expense	759	500	259	152%
W2535, Electrical Service	4,189	6,500	-2,311	64%
Total Water Operating Expenses	58,038	80,174	-22,136	72%
Total Expense	167,906	396,908	-229,002	42%
Net Ordinary Income	79,348	-157,995	237,343	-50%
Other Income/Expense				
Other Income				
Interest Income	330			
Total Other Income	330			
Net Other Income	330	0	330	100%
Net Income	79,678	-157,995	237,673	-50%

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **MINUTES OF THE BOARD OF DIRECTORS' MEETING**
3 **HELD ON WEDNESDAY, MAY 26, 2004**
4
5
6

7 **CALL TO ORDER**
8

9 President Hills called the regular meeting of the Muir Beach Community Services District
10 Board of Directors to order at 7:10 pm on Wednesday, May 26, 2004.
11

12 **ROLL CALL**
13

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

15 PRESENT: OFFICIALS: General Manager Macfarlane, Secretary/Treasurer Mullin
16

17 **ANNOUNCEMENT OF DECISIONS MADE IN CLOSED SESSION**
18

19 President Hills announced the results of the closed personnel meeting held on May 5, 2004.
20 The Board decided to continue employment of Sharon Mullin as Secretary/Treasurer. The
21 meeting included a discussion of the merits of using Dan Stevens to oversee the community's
22 water system and it was decided to pursue the matter further.
23

24 **REGULAR AGENDA**
25

26 **I. Review and consideration of the May 26, 2004 Agenda:**
27

28 MOTION: To approve the Agenda as submitted.

29 Moved: Shaffer, seconded by Kamradt

30 Vote: AYES: Unanimous
31

32 **II. National Park Service:**
33

34 Paul Bignardi reported. The first workshop of the Comprehensive Transportation
35 Management Plan was held on Saturday, May 22. Approximately 40 members of the public
36 attended. The NPS received input on desired future conditions. The next workshop will be
37 held on June 26 with details to appear on the website a week prior to the meeting. The
38 County Community Advisory Committee has been renamed the Marin Advisory Committee
39 (MAC) with the next meeting to be held on June 9.
40

41 Carolyn Shoulders has suggested that those with concerns about the impact the Big Lagoon
42 project will have on the Muir Beach water table contact her directly or come to the next
43 meeting.

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

4 It was agreed by the Board that the “Bills to be paid” section of the agenda will appear after
5 the “General Manager’s Report” in future agendas.
6

7 MOTION: To approve the March report as submitted including a total of \$22,508.82 in
8 General Fund expenditures, \$725.00 in Water Capital Improvement Fund
9 expenditures, and \$600.95 in checks issued from the trust funds, for a total of
10 \$23,834.77 in warrants issued, *and*
11 To approve the April report as submitted including a total of \$15,614.06 in
12 General Fund expenditures, \$725.00 in Water Capital Improvement Fund
13 expenditures, and \$350.95 in checks issued from the trust funds, for a total of
14 \$16,690.01 in warrants issued.

15 Moved: Shaffer, seconded by Kamradt

16 Vote: AYES: Unanimous
17

18 **IV. Fire Department, Emergency Disaster Committee:**
19

20 Chief Sward reported that the Fire Department has received special training and equipment
21 relating to weapons of mass destruction. He is awaiting reports on grants recently applied
22 for. MBVFD sent a truck for structural protection to the recent Three Corners fire. It also
23 assisted with traffic control at that fire.
24

25 **V. General Manager’s Report:**
26

27 **A. Administration:**
28

- 29 1. Per the General Manager’s recommendation, a committee was formed that
30 includes Directors Ostroff and Hills, General Manager Macfarlane and
31 Secretary/Treasurer Mullin to interview the three accounting firms that have
32 expressed an interest and select one for the District audit.
33

34 MOTION: To authorize the committee to negotiate a pre-audit engagement at a cost of
35 approximately \$1,000 with a firm of the committee’s choosing.

36 Moved: Shaffer, seconded by Kamradt

37 Vote: AYES: Unanimous
38

- 39 2. The General Manager reported on two areas that should be considered for this
40 year’s budget: capital improvements and the condition of the Community
41 Center. It was decided that the Budget Committee would consist of the same
42 members as the committee above.

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3. Director Kamradt reported on the activities of the Marin Advisory Committee. Director Hills attended the most recent meeting on May 19 as Director Kamradt's alternate. As a result of the presentation Director Hills made at that meeting, Muir Beach is now represented on the Parklands Task Force. Although MAC has been primarily addressing issues regarding process, it has met with Doug Widmeyer, the main transportation planner for the County of Marin. Doug has volunteered to attend a public meeting. It was decided that a presentation by Doug will be incorporated into the regular MBCSD Board of Directors' meeting on June 23 and will begin at 6:30. Bob Jacobs has offered to forward questions to Doug in advance, to be answered at the meeting. Questions should be emailed to Bob.

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The Technical Advisory Committee has finalized the wording of the Adaptive Management Plan. The language and requirements that the Board wanted have been incorporated with the exception of who will perform the monitoring. The National Park Service, who initially offered to perform the monitoring and provide pisometers, has been provided a sample agreement from Dick Butler of the National Marine Fisheries Service to use as a model in crafting an agreement with Muir Beach. Although NPS agreed that the Adaptive Management Plan should not be presented to the Board until the monitoring agreement was in place, they have since decided that they want the AMP in place now but will not have a monitoring agreement drafted for 4 or 5 months. After much discussion it was agreed by the Board that since the monitoring agreement is an integral part of the Adaptive Management Plan, the plan will not be presented to the Board without it.

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4. The General Manager reported that he has researched three payroll services. All three are similar in price. It was decided that that same committee created to address the audit and budget issues will select a payroll service when it meets. The General Manager will compile the data on the above three companies for the committee to consider when it meets.

34
35

B. Roads and easements:

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The General Manager has received two proposals for the extensive repairs needed on Sunset Way. Pimentel Paving submitted a proposal that included cutting through the existing pavement and adding a 4" base with 3" asphalt for \$11,200; WK McLellan Company's proposal was similar but included 4" asphalt for just over \$8,000. Ghilotti is expected to provide a proposal as well. An extensive discussion ensued covering both the repairs needed and the eventual repaving of Sunset Way. Because any cost for repairs will only provide benefit until Sunset Way is repaved, it was decided that Directors Hills and Shaffer would examine the road before a decision is made.

1
2 **C. Water operations:**
3

4 General Manager Macfarlane reported on water operations.
5

6 **D. Capital Improvements:**
7

- 8 1. With regards to the well volume duration test, the Board will follow the
9 recommendation of the established committee.
10
11 2. There was a brief discussion regarding the need for new underground electric
12 at the BBQ grounds. It was decided that this item should be considered for
13 the next fiscal years budget.
14

15 **E. Recreation:**
16

- 17 1. Repairs have been scheduled for the failing playground fence. The vegetation
18 that caused the collapse will be removed at the same time.
19
20 2. The new Community Center lighting fixtures have been installed.
21
22 3. We have received the \$15,000 grant funds from Marin County for the
23 improvement of the Community Center stairs.
24
25 4. The General Manager will notify residents at the end of Starbuck that the
26 Board may replace the basketball facility in the Starbuck cul de sac. This will
27 provide time for comments prior to the next meeting at which time the Board
28 will vote on the item. The agenda for the June 23 Board meeting will serve as
29 notice to greater Muir Beach.
30
31 5. General Manager Macfarlane reported that several people have requested
32 installation of a horseshoe pit at the Community Center. Concern was
33 expressed at having a horseshoe pit next to the children's play area. A
34 decision was postponed until the next Board meeting.
35
36 6. Erin Pinto reported that the Muir Beach Garden Club must wait for the
37 existing trees next to the Community Center to be removed before they can
38 evaluate sunlight, exposure, etc. and make a recommendation for replacement.
39 The General Manager will notify Mr. Woods that he has permission to remove
40 the trees and will remind him that he will be responsible for the cost of the
41 replacement trees and shrubs to be chosen by the Garden Club.

- 1
2 7. Mike Moore reported on the progress of the new Community Center deck roof
3 and repairs to the existing Community Center roof. It was decided that Mike
4 may choose the product and color for the roof. The work is being accounted
5 for as separate projects with MBCSD paying for the existing roof repairs and
6 the MB Quilters paying for the new deck roof.
7

8 **Public open time:** Director Kamradt made a case for the establishment of guidelines
9 of conduct at the public meetings, a community agreement versus an enforcement, that
10 would be printed at the beginning of each meeting agenda. She would like something
11 in place when Doug Widmeyer comes to speak.
12

13 **VI. Review of minutes:**

14
15 **MOTION:** To approve the draft minutes of the March 17, 2004 Board of Directors meeting
16 as submitted.

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

18 **Vote:** AYES: Unanimous
19

20 **VII. Next meeting date:** The next meeting date is confirmed for Wednesday, June 23, 2004
21 and will begin at 6:30.
22

23 The meeting was adjourned at 9:20 pm.
24

25 These minutes were approved by the Muir Beach Community Services District Board of
26 Directors, during their meeting on _____.
27

28
29
30
31 _____
Leighton Hills, Board President

Sharon Mullin, Secretary