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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 30, 2005
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
ON WEDNESDAY, MARCH 30, 2005 TO BEGIN AT APPROXIMATELY 7:00 PM IN THE
COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA.**

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

- I. President Kamradt** will call the general meeting to order.
- II. Review and consideration of the March 30, 2005 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. Fire Department, Emergency Disaster Committee:** Chief Sward will update the Board on the Fire Department activities.
- V. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the February 1 through February 28, 2005 period.
- VI. General Manager's Report:** The General Manager's written report follows. The General Manager will be present to answer questions. 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:** Overall, the District is operating within the general budget parameters. The fiscal year is 58.3% complete with the end of February and the overall expenditures are 70% of the District budget. The overage is essentially the result of extensive repair and maintenance expenditures which are 175% over budget due to extensive water leak repairs.
 - B. Recreation:** The following items require Board consideration:
 1. During the last Board meeting, the Board approved the expenditure of up to \$600 for improvements in the Volley Ball Court. Maintenance Manager Harvey Pearlman will brief the Board on this action.
 2. The Board will continue the discussion of the Grant for the alternative solar power provisions for Recreation Center
 - C. Roads and Easements:** The following items require Board consideration:
 1. Directors Hill and Shaffer will offer their comments on the drainage problem existing on Sunset Way in the location of the community center's pedestrian way to Sunset Way.
 2. The Board will continue consideration of the needed action to mitigate the unauthorized excavation at 296 Sunset Way and take action as deemed necessary.
 3. No action has taken place on Charlotte's Way maintenance, due to the continuing inclement weather. The maintenance will be performed and completed when the contractor's schedule and improved weather permit.
 - D. WATER OPERATIONS:**
 1. Coliform tests taken during February were free of contaminants.
 2. There is a need to review the District's customer relief policy for excessive water consumption resulting from a leak on the customer side of the meter. The current policy, adopted in 1993 provides, "If a leak occurs on the customer side of the meter and results

in more than doubling the normal water bill, the water consumption charge will be recalculated at the lowest water consumption rate, for the total amount of the consumption, providing the leak has been properly repaired. This relief will be applicable once every three (3) years, upon request of the customer.”

3. As may be observed in the water production table below, the District experienced some system leaks during the billing period. The shutoff control for the lower tank failed, resulting in a loss of water from the lower tank overflow. This control system has failed more than once during the last few years and is in need of replacement. The system is a simple mechanical design that has outlived its normal life expectancy and replacement of the system is recommended. In addition, an alarm system, similar to the well house alarm system is recommended to alert the maintenance manager to a control failure. While more sophisticated controls and alarms are available, the simple mechanical and alarm systems now in use are adequate to resolve the problem. The estimated cost of repairs is less than \$1,000. However, the alarm system will involve a low monthly fee telephone line.
4. Water production analysis is tabulated below:

Comparison of current water production to last year

Description	01/16/05 to 02/16/05	01/16/03 to 02/16/04	'04 to '05 % Change
Volume pumped through master meter =	727,284 gallons	812,060 gallons	-10.44%
Average daily pumping rate	20,337 gallons	24,237 gallons	-16.09%
Highest pumping day volume pumped =	46,112 gallons	29,461 gallons	56.52%
Lowest pumping day volume pumped =	15,082 gallons	19,718 gallons	-23.51%
Total volume billed through service meters =	630,432 gallons	751,354 gallons	-16.09%
Gross unaccounted for water loss =	96,852 gallons	60,706 gallons	59.54%
Estimated un-metered maintenance use	250 gallons	20,500 gallons	
Estimated leak repair losses	0 gallons	0 gallons	
Net unaccounted for water loss	96,602 g. 13.28% ¹	42,206 g. 4.95%	128.88%
Average daily consumption per meter =	136 gallons	179 gallons	-24.02%
Average service billing =	\$30.71	\$39.09	-21.44%

¹ The increased unaccounted for water loss is the result of some moderate leaks within the system that have been repaired.

- E. **Water Capital Improvements:** The Voter Registrar’s office has canceled the June election date. It is important that the Board plan on meetings to consider the need to extend the Special Tax for Capital Improvements if we are to place it on the November election ballot.
- F. **Water Rights:** The next T. A. C. meeting is currently scheduled for Wednesday, March 30, 2005. As Director’s Rudnick and Shaffer will be attending the meeting, they will offer a report to the Board.

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 23, 2004.

- IX. Next meeting date:** The 4th Wednesday in April is the 27th.

ADJOURNMENT OR CONTINUATION

Muir Beach Community Services District
 Bills to be Paid
 February 2005

	TOTAL	Admin	Water Cap Impr	Fire	Rec	Roads	Water
ABC Consultants, Inc.	3,821.28	546.28	1,000.00	225.00	300.00	400.00	1,350.00
Mullin, Sharon (for 2 months)	3,050.00	2,210.00	0.00	0.00	0.00	0.00	840.00
Harvey Pearlman	2,871.29	0.00	627.00	0.00	100.00	869.00	1,275.29
IRS (2004 PR taxes not paid by Paychex)	927.34	927.34	0.00	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	742.19	0.00	0.00	0.00	246.12	48.88	447.19
PG&E	566.48	0.00	0.00	0.00	107.21	0.00	459.27
Pace Supply Corp.	416.35	0.00	0.00	0.00	0.00	0.00	416.35
CalPers	362.26	6.06	0.00	0.00	0.00	0.00	356.20
Salvador Gonzalez	337.50	0.00	156.25	0.00	31.25	150.00	0.00
Juana Gonzalez	288.00	0.00	0.00	0.00	288.00	0.00	0.00
SBC	281.00	216.88	0.00	0.00	0.00	0.00	64.12
Paychex, Inc.	245.26	245.26	0.00	0.00	0.00	0.00	0.00
Payroll taxes	222.49	222.49	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey (mileage allowance)	145.00	0.00	0.00	0.00	0.00	0.00	145.00
Lonna Richmond	135.00	0.00	0.00	0.00	135.00	0.00	0.00
Cingular Wireless	96.10	59.91	0.00	0.00	0.00	0.00	36.19
Wang, Emiko	72.00	0.00	0.00	0.00	72.00	0.00	0.00
Herb's Pool Service	55.64	0.00	0.00	0.00	0.00	0.00	55.64
SBC 9969	54.05	0.00	0.00	0.00	54.05	0.00	0.00
Jose Alcala	50.00	0.00	0.00	0.00	0.00	0.00	50.00
County of Marin, HHS Public Health Lab	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Knox, Nancy	25.00	0.00	0.00	0.00	25.00	0.00	0.00
USPS	16.60	0.00	0.00	0.00	0.00	0.00	16.60
Goodman Building Supply	5.36	0.00	0.00	0.00	0.00	5.36	0.00
Misc Vendor	4.75	0.00	0.00	0.00	4.75	0.00	0.00
Smith Barney	1.95	1.95	0.00	0.00	0.00	0.00	0.00
TOTAL	14,822.89	4,436.17	1,783.25	225.00	1,363.38	1,473.24	5,541.85

Accrual Basis

Muir Beach Community Services District
Bills to be Paid
February 2005

Total paid out of the Water Capital Improvements Fund	1000.00
Total paid out of the General Fund	13,822.89
	<u>14,822.89</u>
Total paid out of the Rental Security Deposit Trust	0.00
Total paid out of the Water Security Deposit Trust	0.00
Total paid out of the Shaffer Medical Trust Fund	371.31
Total checks issues	<u><u>15,194.20</u></u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2005.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Deborah Kamradt, President

Donovan Macfarlane, General Manager

Muir Beach Community Services District
Balance Sheet

As of February 28, 2005

Accrual Basis

	Feb 28, 05
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney General Funds	26,894
428 Gen'l Fd	21,612
429 Inv Fd	
Water Capital Improvement Fund	296,621
Fire Station Reserve Fund	14,637
General Investments	87,921
Total 429 Inv Fd	399,179
Petty Cash Fund	109
Total Checking/Savings	447,793
Accounts Receivable	
Receivables	7,621
Total Accounts Receivable	7,621
Other Current Assets	
Undeposited Funds	173
Deposits	1,333
Total Other Current Assets	1,506
Total Current Assets	456,921
Fixed Assets	
Building	16,518
Machinery & Equipment	537
Roads & Easements	
CC Steps	376
Easement Lighting	5,103
Total Roads & Easements	5,479
Water System Improvements	
Water Well	7,049
Total Water System Improvements	7,049
Total Fixed Assets	29,582
TOTAL ASSETS	486,503
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rental Security Deposits	750
Shaffer CalPers Trust	2,585
Water Security Deposits	7,000
West Marin Funds on Deposit	524
Total Other Current Liabilities	10,859
Total Current Liabilities	10,859

Muir Beach Community Services District
Balance Sheet
As of February 28, 2005

Accrual Basis

	<u>Feb 28, 05</u>
TOTAL LIABILITIES & EQUITY	<u><u>486,503</u></u>

3:11 PM
 03/23/05
 Accrual Basis

MBCSD from 7/1/04
P&L Budget vs. Actual
 July 2004 through February 2005

	Jul '04 - Feb 05	Budget	% of Budget
Ordinary Income/Expense			
Income			
Water Operations Income	43,767	73,050	60%
Consumption Surcharge	11,146	18,500	60%
Recreational Activities Income	10,476	13,850	76%
Donations	26,365		
Grant Income	6,541	45,641	14%
Tax Income	46,502	106,843	44%
Other Income	22,575		
Total Income	<u>167,371</u>	<u>257,884</u>	<u>65%</u>
Expense			
Accounting & Bookkeeping	14,435	19,000	76%
Administration Fees	30,000	45,000	67%
Bank Service Charges	52		
Bistro Expenses	431	750	58%
Employee Benefits	2,553	4,380	58%
Event Costs	140	975	14%
Insurance	20,443	28,071	73%
Interest Expense	14		
Legal & Professional	0	13,000	0%
Licenses, Memberships & Fees	1,722	6,220	28%
Meeting Expense	156	1,000	16%
Misc Operating Expenses	-5	4,850	-0%
Office Expense	1,449	1,575	92%
Outside Services	1,736	5,440	32%
Payroll Expenses	43,418	64,232	68%
Postage & Delivery	689	1,250	55%
Printing & Photocopies	68		
Repair & Maintenance	31,404	11,400	275%
Supply	719	500	144%
Telephone	1,962	3,400	58%
Travel Expense	2,269	3,340	68%
Utilities	6,660	7,784	86%
Water Testing & Expense	1,823	8,500	21%
Total Expense	<u>162,139</u>	<u>230,667</u>	<u>70%</u>
Net Ordinary Income	5,232	27,217	19%
Other Income/Expense			
Other Income			
Interest Income	4,655	3,500	133%
Total Other Income	<u>4,655</u>	<u>3,500</u>	<u>133%</u>
Other Expense			
Other Expenses	0	183,000	0%
Total Other Expense	<u>0</u>	<u>183,000</u>	<u>0%</u>
Net Other Income	4,655	-179,500	-3%
Net Income	<u><u>9,888</u></u>	<u><u>-152,283</u></u>	<u><u>-6%</u></u>

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **MINUTES OF THE BOARD OF DIRECTORS' MEETING**
3 **HELD ON WEDNESDAY, FEBRUARY 23, 2005**
4
5
6

7 **CALL TO ORDER**
8

9 Director Shaffer called the regular meeting of the Muir Beach Community Services District
10 Board of Directors to order at 7:15 pm on Wednesday, February 23, 2005
11

12 **ROLL CALL**
13

14 PRESENT: DIRECTORS: Hills, Rudnick, and Shaffer
15 PRESENT: OFFICIALS: General Manager Macfarlane
16

17 **REGULAR AGENDA**
18

19 **I. Review and consideration of the February 23, 2005 Agenda:**
20

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

25 **II. National Park Service**
26

27 There were no representatives from the Park Service present and no information was offered.
28

29 **III. Fire Department, Emergency Disaster Committee:**
30

31 Chief Sward thanked Director Shaffer for assisting in preserving the grant funds for the
32 Chipper Program, and then went on to discuss the ongoing negotiations with the Park Service
33 concerning the Fire Station use. Resident Gerald Pearlman is working with the Fire
34 Department reviewing the legal considerations and negotiations. Director Shaffer asked if the
35 Park Service attorneys were present during the negotiations. Mr. Pearlman responded , No.
36 Director Shaffer then cautioned Chief Sward that the previous failure to complete the
37 negotiations had resulted from the legal requirements of the Park Service attorneys.
38

39 **IV. Bills to be paid:**
40

41 MOTION: To approve the January report as submitted including a total of \$8,103.12 in
42 General Fund expenditures, \$1,760.00 in Water Capital Improvement Fund
43 expenditures, and \$1,121.31 in checks issued from the trust funds, for a total of
44 \$10,984.31 in warrants issued.
45 Moved: Hills, seconded by Rudnick
46 Vote: AYES: Unanimous

1
2 **V. General Manager's Report:**
3

4 **A. Administration:**
5

6 Due to the absence of the Board President Kamradt and Director Ostroff, a discussion
7 on changing the meeting schedule was tabled for future consideration.
8

9 **B. Recreation:**
10

11 A request to provide funding assistance to improve the Volley Ball lighting and
12 additional sand was discussed.
13

14 **MOTION:** To augment the volunteers efforts with an amount not to exceed \$600 for the
15 provision of additional sand and improved lighting for the Volley Ball Court
16 adjacent to the District's well site.
17

18 **Moved:** Hills, seconded by Rudnick

19 **Vote:** AYES: Unanimous
20

21 Gerald Pearlman and Arron Collier offered an update on the grant application to
22 provide solar electrical power for the community center. This subject was requested
23 to be further considered during the next Board meeting.
24

25 **C. Roads and Easementss:**
26

27 General Manager Macfarlane briefly described a drainage problem that exists on sunset
28 Way at the bottom of the pedestrian trail from the community center. Following a brief
29 discussion it was decided that Directors Hills and Shaffer would examine the location
30 and report to the Board at the next meeting..
31

32 General Manager Macfarlane briefed the Board on the need for maintenance along
33 Charlotte's Way, noting that no major maintenance has been performed since 1998.
34

35 **MOTION:** To authorize the General Manager to seek a qualified contractor to add
36 additional road base and grade the areas along Charlotte's Way that aare in need
37 of repair, with an expenditure not to exceed \$5,000.
38

39 **Moved:** Hills, seconded by Rudnick

40 **Vote:** AYES: Unanimous
41

42 **D. Water Rights:**
43

44 The Board requested that the next Technical Advisory Committee meeting be
45 rescheduled from the current scheduled date of Wednesday, March 9, 2005 to a date
46 that will enable Directors Rudnick and Shaffer to attend the meeting.

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VI. Public open time:

No items were requested to be placed on the next Board meeting Agenda

VII. Review of minutes:

MOTION: To approve the draft minutes of the January 27, 2005 Board of Directors meeting as submitted.

Moved: Hills, seconded by Rudnick

Vote: AYES: Unanimous

VIII. Next meeting date: The next meeting date is scheduled for Wednesday, March 30, 2005.

The meeting was adjourned at 8:22 pm.

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

Leighton Hills, Board President

Sharon Mullin, Secretary