

**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 27, 2005  
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE  
TO BEGIN AT 7:00 P.M.**

<b>DESCRIPTION</b>	<b>PAGES</b>
Agenda for the Regular Meeting .....	1 - 3
Bills to be Paid Report for 03/01/05 through 03/31/05 .....	4 - 5
Administrative P&L Budget versus Actual .....	6
Fire P&L Budget versus Actual .....	7
Recreation P&L Budget versus Actual .....	8
Roads & Easements P&L Budget versus Actual .....	9
Water Operations P&L Budget versus Actual .....	10
Capital Improvements .....	11
Resolution 2005-04-01 .....	12
Draft Minutes of the March 30, 2005 Board meeting .....	13 - 17

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR BOARD MEETING  
ON WEDNESDAY, APRIL 27, 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, and turn the meeting over to incoming President Shaffer.
- II. **Review and consideration of the April 27, 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 March 1 through March 31, 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:** The following administrative items require Board consideration
    1. November election of Directors: The current terms of Directors Hill, Kamradt and Rudnick expire with the November 8, 2005 general election. The filing period for the election is July 18 to August 12, 2005. If all incumbent do not file, extension to August 17, 2005 is open for non-incumbents only.
    2. Resolution 2005-04-01 to have the District's election of Directors consolidated with the County General Election needs approval and filing with the County Election Officer.
    3. The final day for filing an Ordinance for voter approval of the Capital improvements special assessment is August 12, 2005. Prior to approving an Ordinance, a properly advertized public hearing must be held at least 7 days prior to the adoption of the Ordinance. If the Ordinance is not properly adopted, it cannot be included in the November election, and the special assessment will expire with the beginning of the 2005 - 2006 fiscal year.
  - B. **Recreation:** The following items require Board consideration:
    - A. During the previous Board meeting, the need for extensive repairs to the Community Center's fire sprinkler system was requested to be placed on the next meeting Agenda. The estimated cost for repair of the valving and piping for the system is approximately \$3,000; however, subsequent to the previous meeting it has been determined that more extensive repair is needed for the piping and may add \$500 to \$1,000 to the cost.
    2. There is a need to discuss repair and/or possible replacement of the fencing around the community center playground area. Actually, the area is somewhat larger than the currently fenced area, having land to the west and south of the existing fence. Full improvement of the entire land area available for the playground is desirable, with appropriate fencing, when funds become available. The southerly boundary corners are known; however, the westerly property line is not well defined at this time.

**C. Roads and Easements:** The following items require Board consideration:

1. The Board will continue consideration of the needed action to mitigate the unauthorized excavation at 296 Sunset Way and take action as deemed necessary. The encroaching wood retaining wall has been removed and Director Hills has corresponded with Mr. Crawford.
2. No action has taken place on Charlotte's Way maintenance as the rains continued. It is anticipated that the work will be scheduled prior to June.

**D. WATER OPERATIONS:**

1. Coliform tests taken during February were free of contaminants.
2. The following options for revising the District's water leak relief policy have been suggested:
  - a. The property owner pays the average of the previous 12 month's water bills, including the surcharge, or
  - b. The property owner pays the highest billed month of the previous 12 month's water bills, including the surcharge.
  - c. In all cases, there will no longer be a limit as to the number of times this can be invoked, but relief is only granted after the leak has been verified as having been repaired.
3. During the discussion of the need to provide a warning system for the controls on the lower storage tank, it was suggested that the LAN might be used for this. Director Hills will offer more information of this possibility.
4. Water production analysis is tabulated below:

Comparison of current water production to last year	
Description	Statistics
Volume pumped through master meter =	660,322 gallons
Average daily pumping rate	18,936 gallons
Highest pumping day volume pumped on 3/13/05 =	47,380 gallons
Lowest pumping day volume pumped on 3/9/05 =	14,510 gallons
Total volume billed through service meters =	530,197 gallons
Gross unaccounted for water loss =	130,125 gallons
Estimated un-metered maintenance use	20,000 gallons
Estimated leak repair losses	20,000 gallons
Net unaccounted for water loss	90,125 g. 13.64% <sup>1</sup>
Average daily consumption per meter =	127 gallons
Average service billing =	\$26.64

<sup>1</sup> The increased unaccounted for water loss indicates that there may be a continued leak in the system.

- E. **Water Capital Improvements:** The Board is reminded that if the special assessment is to be continued, it is necessary to schedule a public hearing prior to August 5 (7 days prior to the election submission deadline) and a meeting to adopt the Ordinance no less than 7 days after the public hearing.
- F. **Water Rights:** The next T. A. C. meeting was a successful meeting and a few minor modifications of the wording in the Adaptive Management Plan have been completed.

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 4<sup>th</sup> Wednesday in April is the 27<sup>th</sup>.

#### ADJOURNMENT OR CONTINUATION

Muir Beach Community Services District  
 Bills to be Paid  
 March 2005

	TOTAL	Admn	Water Cap Impr	Fire	Rec	Roads	Water
ABC Consultants, Inc.	3,892.50	1,017.56	600.00	225.00	300.00	400.00	1,350.00
Harvey Pearlman (*cap impr, leak repair)	3,124.00	0.00	836.00	0.00	165.00	11.00	2,112.00
PG&E (2 months)	845.75	0.00	0.00	0.00	138.91	0.00	706.88
Jose Alcala (some Firesafe reimb)	712.50	0.00	512.50	200.00	0.00	0.00	0.00
CalPers (2 months)	712.40	0.00	0.00	0.00	0.00	0.00	712.40
State Compensation Insurance Fund	518.80	0.00	110.90	0.00	76.00	144.29	187.61
Brielje & Race Laboratories, Inc.	515.00	0.00	0.00	0.00	0.00	0.00	515.00
Salvador Gonzalez	512.50	0.00	106.25	0.00	168.75	100.00	137.50
Michael Moore (Firesafe reimb)	500.00	0.00	0.00	500.00	0.00	0.00	0.00
Payroll taxes	443.05	443.05	0.00	0.00	0.00	0.00	0.00
Juana Gonzalez	432.00	0.00	0.00	0.00	432.00	0.00	0.00
Macfanane (exp reimb - 2 months)	307.60	307.60	0.00	0.00	0.00	0.00	0.00
Lonna Richmond	270.00	0.00	0.00	0.00	270.00	0.00	0.00
Jes Sward (Firesafe reimb)	240.00	0.00	0.00	240.00	0.00	0.00	0.00
Paychex, Inc	210.64	210.64	0.00	0.00	0.00	0.00	0.00
SBC	137.42	105.39	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey (mileage)	135.00	0.00	0.00	0.00	0.00	0.00	32.03
Wang, Emiko	125.60	0.00	0.00	0.00	125.60	0.00	0.00
Home Depot	97.53	0.00	0.00	0.00	97.53	0.00	0.00
Mill Valley Lumber	96.81	0.00	0.00	0.00	0.00	0.00	96.81
Cingular Wireless	93.24	58.47	0.00	0.00	0.00	0.00	34.77
USPS	74.00	0.00	0.00	0.00	0.00	0.00	74.00
Fire Master	56.00	0.00	0.00	0.00	56.00	0.00	0.00
SBC 9969	54.05	0.00	0.00	0.00	54.05	0.00	0.00
Goodman Building Supply	51.07	0.00	0.00	0.00	0.00	0.00	51.07
Knox, Nancy	35.00	0.00	0.00	0.00	35.00	0.00	0.00
Mullin, Sharon	23.16	23.16	0.00	0.00	0.00	0.00	0.00
Misc Vendor (bistro exp)	11.45	0.00	0.00	0.00	11.45	0.00	0.00
<b>TOTAL</b>	<b>14,227.23</b>	<b>2,165.87</b>	<b>2,165.65</b>	<b>1,165.00</b>	<b>1,930.29</b>	<b>655.29</b>	<b>6,145.13</b>

Muir Beach Community Services District  
 Bills to be Paid  
 March 2005

Total paid out of the Water Capital Improvements Fund	2465.65
Total paid out of the General Fund	11,761.58
	<u>14,227.23</u>
Total paid out of the Rental Security Deposit Trust	250.00
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>14,848.54</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

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

Accrual Basis

	Jul '04 - Mar 05	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Donations</b>			
Deck Roof Donations	100		
<b>Total Donations</b>	100		
<b>Tax Income</b>			
General Tax Income	17,809	57,300	31%
Special Assessment Tax	29,013		
<b>Total Tax Income</b>	46,821	57,300	82%
Other Income	22,550		
<b>Total Income</b>	69,471	57,300	121%
<b>Expense</b>			
<b>Accounting &amp; Bookkeeping</b>	10,435	10,000	104%
<b>Administration Fees</b>	5,750	9,600	60%
<b>Bank Service Charges</b>	27		
<b>Insurance</b>			
P & L Insurance	1,019	1,119	91%
Workers Comp	37		
<b>Total Insurance</b>	1,056	1,119	94%
Interest Expense	14		
<b>Legal &amp; Professional</b>			
Audit Expense	0	10,000	0%
Legal Fees	0	1,500	0%
<b>Total Legal &amp; Professional</b>	0	11,500	0%
<b>Licenses, Memberships &amp; Fees</b>	490	1,250	39%
<b>Meeting Expense</b>	237	1,000	24%
<b>Misc Operating Expenses</b>	0	500	0%
<b>Office Expense</b>	884	575	154%
<b>Outside Services</b>	1,088		
<b>Payroll Expenses</b>			
Emp'r PR Taxes	2,186		
<b>Total Payroll Expenses</b>	2,186		
<b>Postage &amp; Delivery</b>	191	250	76%
<b>Repair &amp; Maintenance</b>	0	400	0%
<b>Telephone</b>	1,536	2,500	61%
<b>Travel Expense</b>	1,430	1,900	75%
<b>Total Expense</b>	25,325	40,594	62%
<b>Net Ordinary Income</b>	44,146	16,706	264%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Income	4,703	1,500	314%
<b>Total Other Income</b>	4,703	1,500	314%
<b>Net Other Income</b>	4,703	1,500	314%
<b>Net Income</b>	<u>48,849</u>	<u>18,206</u>	<u>268%</u>

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

Accrual Basis

	Jul '04 - Mar 05	Budget	% of Budget
Ordinary Income/Expense			
Income			
Grant Income			
Firesafe Marin Grant	35,301	20,500	172%
MBVFA Donation	6,541	6,741	97%
West Marin Funds	0	8,400	0%
Total Grant Income	41,842	35,641	117%
Total Income	41,842	35,641	117%
Expense			
Administration Fees	2,025	2,700	75%
Insurance			
Vehicle Insurance	2,241	2,241	100%
P & L Insurance	1,600	1,800	89%
Workers Comp	165	6,400	3%
Total Insurance	4,006	10,441	38%
Misc Operating Expenses	0	2,500	0%
Payroll Expenses			
Emp'r PR Taxes	23	842	3%
Wages	1,240	11,000	11%
Total Payroll Expenses	1,263	11,842	11%
Total Expense	7,294	27,483	27%
Net Ordinary Income	34,548	8,158	423%
Net Income	<u>34,548</u>	<u>8,158</u>	<u>423%</u>

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

Accrual Basis

	Jul '04 - Mar 05	Budget	% of Budget
Ordinary Income/Expense			
Income			
Recreational Activities Income			
Bistro Income	1,430	2,000	72%
Children's Income	87	150	58%
Dinner Income	0	400	0%
Phone Book Income	2		
Rental Income	8,570	9,500	90%
Tai Chi Income	1,230	1,800	68%
Yoga Income	69		
<b>Total Recreational Activities Income</b>	<b>11,387</b>	<b>13,850</b>	<b>82%</b>
Donations	65		
<b>Total Income</b>	<b>11,452</b>	<b>13,850</b>	<b>83%</b>
Expense			
Administration Fees	3,300	6,000	55%
Bistro Expenses	478	750	64%
Event Costs	140	975	14%
Insurance			
P & L Insurance	1,029	1,129	91%
Workers Comp	1,333	990	135%
<b>Total Insurance</b>	<b>2,362</b>	<b>2,119</b>	<b>111%</b>
Misc Operating Expenses	0	100	0%
Outside Services	1,040	1,440	72%
Payroll Expenses			
Emp'r PR Taxes	23	924	2%
Wages	8,098	12,078	67%
<b>Total Payroll Expenses</b>	<b>8,121</b>	<b>13,002</b>	<b>62%</b>
Printing & Photocopies	51		
Repair & Maintenance	380		
Supply	711	500	142%
Telephone	54		
Utilities			
Electric	651	1,200	54%
Pay Phone Expense	432	600	72%
Propane	291	500	58%
Refuse Service	366	484	75%
<b>Total Utilities</b>	<b>1,740</b>	<b>2,784</b>	<b>62%</b>
<b>Total Expense</b>	<b>18,376</b>	<b>27,670</b>	<b>66%</b>
<b>Net Ordinary Income</b>	<b>-6,924</b>	<b>-13,820</b>	<b>50%</b>
<b>Net Income</b>	<b>-6,924</b>	<b>-13,820</b>	<b>50%</b>

**MBCSD from 7/1/04**  
**R&E P&L Budget vs. Actual**  
**July 2004 through March 2005**

Accrual Basis

	Jul '04 - Mar 05	Budget	% of Budget
Ordinary Income/Expense			
Income			
Grant Income			
Other Grants	0	10,000	0%
Total Grant Income	0	10,000	0%
Total Income	0	10,000	0%
Expense			
Administration Fees	3,800	6,000	63%
Bank Service Charges	25		
Insurance			
P & L Insurance	514	529	97%
Workers Comp	376	499	75%
Total Insurance	890	1,028	87%
Payroll Expenses			
Emp'r PR Taxes	15	436	3%
Wages	2,358	5,700	41%
Total Payroll Expenses	2,372	6,136	39%
Repair & Maintenance	8,205	10,000	82%
Total Expense	15,292	23,164	66%
Net Ordinary Income	-15,292	-13,164	116%
Net Income	<u>-15,292</u>	<u>-13,164</u>	<u>116%</u>

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

Accrual Basis

	Jul '04 - Mar 05	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Water Operations Income</b>			
Water Service Income	47,237	72,000	66%
Late Payment Penalty	663	1,000	66%
Overdue Bill Interest	21	50	43%
Misc Water Income	15	---	
<b>Total Water Operations Income</b>	47,936	73,050	66%
<b>Consumption Surcharge</b>			
Non District Surcharge	270	---	
Consumption Surcharge - Other	6,864	---	
<b>Total Consumption Surcharge</b>	7,134	---	
Other Income	25	---	
<b>Total Income</b>	55,095	73,050	75%
<b>Expense</b>			
Accounting & Bookkeeping	4,000	9,000	44%
Administration Fees	10,400	12,000	87%
Employee Benefits			
Harvey Benefits	1,534	4,380	35%
Employee Benefits - Other	1,732	---	
<b>Total Employee Benefits</b>	3,265	4,380	75%
Insurance			
P & L Insurance	1,744	1,944	90%
Workers Comp	3,924	8,267	47%
<b>Total Insurance</b>	5,668	10,211	56%
Licenses, Memberships & Fees	472	4,650	10%
Misc Operating Expenses	-5	1,500	-0%
Office Expense	710	1,000	71%
Outside Services	0	4,000	0%
Payroll Expenses			
Emp'r PR Taxes	51	2,046	3%
Wages	15,848	17,750	89%
<b>Total Payroll Expenses</b>	15,899	19,796	80%
Postage & Delivery	678	1,000	68%
Printing & Photocopies	19	---	
Repair & Maintenance	23,065	1,000	2,306%
Supply	9	---	
Telephone	602	900	67%
Travel Expense	1,117	1,440	78%
Utilities			
Electric	5,820	5,000	116%
<b>Total Utilities</b>	5,820	5,000	116%
Water Testing & Expense	2,338	8,500	28%
<b>Total Expense</b>	74,054	84,377	88%
<b>Net Ordinary Income</b>	-18,959	-11,327	167%
<b>Net Income</b>	<u>-18,959</u>	<u>-11,327</u>	<u>167%</u>

**MBCSD from 7/1/04**  
**Cap Impr P&L Budget vs. Actual**  
**July 2004 through March 2005**

Accrual Basis

	Jul '04 - Mar 05	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Consumption Surcharge			
Non District Surcharge	135		
Consumption Surcharge - Other	4,947	18,500	27%
<b>Total Consumption Surcharge</b>	<b>5,082</b>	<b>18,500</b>	<b>27%</b>
Donations			
Deck Roof Donations	26,200		
<b>Total Donations</b>	<b>26,200</b>		
Tax Income			
Special Assessment Tax	0	49,543	0%
<b>Total Tax Income</b>	<b>0</b>	<b>49,543</b>	<b>0%</b>
<b>Total Income</b>	<b>31,282</b>	<b>68,043</b>	<b>46%</b>
<b>Expense</b>			
Administration Fees	8,475	8,700	97%
Insurance			
P & L Insurance	403	403	100%
Workers Comp	6,577	2,750	239%
<b>Total Insurance</b>	<b>6,980</b>	<b>3,153</b>	<b>221%</b>
Legal & Professional			
Legal Fees	0	1,500	0%
<b>Total Legal &amp; Professional</b>	<b>0</b>	<b>1,500</b>	<b>0%</b>
Licenses, Memberships & Fees	760	320	238%
Misc Operating Expenses	0	250	0%
Payroll Expenses			
Emp'r PR Taxes	1,150	956	120%
Wages	18,661	12,500	149%
<b>Total Payroll Expenses</b>	<b>19,811</b>	<b>13,456</b>	<b>147%</b>
<b>Total Expense</b>	<b>36,025</b>	<b>27,379</b>	<b>132%</b>
<b>Net Ordinary Income</b>	<b>-4,743</b>	<b>40,664</b>	<b>-12%</b>
<b>Other Income/Expense</b>			
Other Income			
Interest Income	0	2,000	0%
<b>Total Other Income</b>	<b>0</b>	<b>2,000</b>	<b>0%</b>
Other Expense			
Other Expenses	0	183,000	0%
<b>Total Other Expense</b>	<b>0</b>	<b>183,000</b>	<b>0%</b>
<b>Net Other Income</b>	<b>0</b>	<b>-181,000</b>	<b>0%</b>
<b>Net Income</b>	<b>-4,743</b>	<b>-140,336</b>	<b>3%</b>

**RESOLUTION 2005-04-01**

**A resolution of the Board of Directors of the Muir Beach Community Services District Proposing an election be held in its jurisdiction; requesting the Board of Supervisors of Marin County to consolidate with any other election conducted on said date, and requesting election services by the County Clerk.**

---

**Whereas**, it is the determination of said Board of Directors that a Consolidated General Election be held on the 8<sup>th</sup> day of November, 2005, at which election the issue to be presented to the voters shall be:

To elect members of the Board to three (3) Regular Term Positions

**BE IT FURTHER RESOLVED** that the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day.
- 2) Authorize and direct the County Clerk, at District expense, to provide all necessary election services and to canvass the results of said election.

Passed and adopted this 27<sup>th</sup> day of April 2005 by the following vote, to wit:

Ayes:

Noes:

Absent:

\_\_\_\_\_  
President of the Board

Attest: \_\_\_\_\_

Secretary for the Board



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

4 MOTION: To approve the February report as submitted including a total of \$13,822.89 in  
5 General Fund expenditures, \$1,000.00 in Water Capital Improvement Fund  
6 expenditures, and \$371.31 in checks issued from the trust funds, for a total of  
7 \$15,194.20 in warrants issued.

8 Moved: Ostroff, seconded by Hills

9 Vote: AYES: Unanimous  
10

11 **V. General Manager's Report:**  
12

13 **A. Administration:**  
14

15 The District is operating within general budget parameters. Repair and  
16 maintenance expenditures are 175% over budget due to extensive water leak  
17 repairs.  
18

19 **B. Recreation:**  
20

- 21 1. Volleyball court: The Board had previously approved an expenditure of up to  
22 \$600 for maintenance to the community volleyball court. The actual cost was  
23 \$634. The Board agreed to cover the overage.  
24
- 25 2. Solar power system: Resident Gerry Pearlman reported on the status of the grant  
26 for solar power at the Community Center. The rebate of \$9,158 from the  
27 California Energy Commission has been received. The project will require  
28 \$2,000 worth of labor which will be donated by Aran Collier's company, Sun  
29 First, and community volunteers. Aran is also donating a converter worth \$1,900.  
30 The project will need approximately \$3,000 in funding from the CSD which will  
31 give the community a \$17,000 system. These estimates cover all costs including  
32 permits and blueprints. The payback period will be four to five years. The  
33 system will have 14-18 160w solar panels which will produce two to four  
34 kilowatts of power. It will be completed before the middle of June which is the  
35 deadline required by the grant. The Board agreed to put this on the next agenda  
36 for a vote.  
37

38 John Sward related that the Marin County Fire Department has offered to donate a  
39 7kw propane generator for the Community Center. There is a separate unit that  
40 turns the generator on and off when there is a power failure which could be very  
41 expensive if it is not included. John will find out if the unit is included and this  
42 item will be put on the agenda for next month.  
43

44 General Manager Macfarlane will also put an item relating to the sprinkler system  
45 on the next agenda – the valves are worn and the flow switch is inoperable. The  
46 cost will be around \$3,000.

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

4 1. Drainage problem: Director Hills reported that he and Harvey examined the area  
5 next to the Community Center steps on Sunset Way and the area looks stable.  
6 Harvey has kept the ditch clear and Margaret Keyes house has not reported any  
7 problems. He recommended that nothing be done at the present time. The  
8 General Manager related that the problem is where the old stairs used to be.  
9 Water flows down the slope with such velocity that the trench doesn't catch it.  
10 The problem can be mitigated with a diagonal barrier in the road. Since the rainy  
11 season is ending, there is time to address it later.  
12

13 2. 296 Sunset Way: Director Hills reported that he spoke with Questa Engineering  
14 and Marin County Environmental Health and that both expressed serious concerns  
15 about the excavation resident Tom Crawford did adjacent to his leach field. As  
16 the illegal cut is on District property, the Board again voiced its concerns over  
17 possible liability should effluent be seeping from the area. The Board proposed to  
18 Mr. Crawford that Questa perform a mini-assessment at a cost of \$1,000-1,500 to  
19 be paid by Mr. Crawford, for the purpose of determining the severity of the  
20 problem and a course of action to remedy it. Mr. Crawford responded that he  
21 wasn't interested in the proposal. Director Hills expressed to Mr. Crawford the  
22 Board's willingness to work with him but barring an assessment, the only option  
23 that remained was to report to Environmental Health. There ensued a heated and  
24 lengthy discussion where many points were argued. The primary points of  
25 disagreement were whether the engineer engaged by Mr. Crawford was made  
26 aware that there were septic issues to consider when issuing his report and  
27 whether concerns were raised about septic issues at the first Board meeting where  
28 the cut was discussed (prior to the wall being built). It was decided that Director  
29 Hills would call CSW to find out whether the company will stand by their report  
30 in light of the septic issues and will then contact Mr. Crawford.  
31

32 Later in the meeting, the minutes of the March 17<sup>th</sup> meeting - the first meeting in  
33 which this issue appeared on the agenda - were located. Director Hills read from  
34 them as follows, "After a lengthy discussion which revealed that the leach field  
35 for the property is very close to the area excavated, the Board decided the  
36 following: Mr. Crawford must obtain a survey to ensure that the retaining wall  
37 will be located entirely on private property; the retaining wall will need a  
38 protective barrier to protect against leach field seepage onto the street or into the  
39 District's drainage system; this will most likely require a permit from Marin  
40 County Environmental Health..."  
41

42 3. Charlottes Way: No action has taken place on Charlotte's Way maintenance due  
43 to continuing inclement weather

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

4 Water penalty: Director Shaffer proposed that the relief billing rate for excessive  
5 consumption due to a water leak on the customer's side of the meter be changed to the  
6 following: The customer pays an amount equal to their average billing over some  
7 specified amount of time (to be determined) which is available anytime a customer has  
8 a verifiable water leak. The leak must be repaired in a timely manner. Director Ostroff  
9 will compose the procedure and send it to the General Manager to be included on the  
10 next agenda.

11  
12 System failures: The District experienced some system leaks during the billing period.  
13 Harvey has replaced the supply line and examined the shut-off system which appears to  
14 be in good condition. Donovan recommends an alarm system be installed to alert the  
15 maintenance manager to any control failures. The possibility of using the LAN for this  
16 purpose will be looked into at the next meeting.  
17

18 **E. Water Capital Improvements:**  
19

20 The District received notice from the Registrar of Voters office that there will be no  
21 June election. The Board must schedule public hearings to consider the need to extend  
22 the Special Tax for Capital Improvements. The result of the hearings will be an  
23 approved resolution that gets submitted for the November election ballot. Donovan  
24 will call the Registrar of Voters to determine when the public hearings must be held.  
25

26 **F. Water Rights:**  
27

28 Director Rudnick reported that after 13 years, the District has come to terms with the  
29 protestants to its water rights. The draft has been completed; approval of the Adaptive  
30 Management Plan is the next step. Water rights are conditional for 10 years.  
31

32 **VI. Public open time:**  
33

34 Resident Karla Anderdatter said she felt good about the Technical Advisory Committee  
35 meeting. She has concerns that herbicides and pesticides are getting into our water system as  
36 a result of State Parks, National Parks and Caltrans use and feels that these agencies should  
37 notify water districts when chemicals are used in the water shed.  
38

39 Harvey reported that the electrical work at the pump house has been completed. There is  
40 some leakage of the pump house roof. Donovan will take a look at it.

1 Resident Bob Jacobs inquired about our current relationship with the Comprehensive  
2 Transportation Management Plan. Director Rudnick reported that there is no more CTMP.  
3 There was too much opposition to the plan. Director Hills did receive an email from Paul  
4 Bignardi saying he would not be at tonight's meeting. Paul has been hired by the County to  
5 implement the shuttle system. The Big Lagoon project is moving forward. EIR/EIS should  
6 be completed soon. Donovan issued a reminder for all to attend the public hearings when  
7 they are held. What is being planned might have the effect of lowering the water table and  
8 the CSD has not been provided with any documentation to date.  
9

10 **VII. Review of minutes:**

11  
12 MOTION: To approve the draft minutes of the February 23, 2005 Board of Directors'  
13 meeting as submitted.

14 Moved: Rudnick, seconded by Ostroff

15 Vote: AYES: Unanimous  
16

17 **VIII. Next meeting date:** The next meeting date is scheduled for Wednesday, April 27,  
18 2005.  
19

20 The meeting was adjourned at 8:52:10 pm  
21

22 These minutes were approved by the Mur Beach Community Services District Board of  
23 Directors, during their meeting on \_\_\_\_\_  
24

25  
26  
27  
28 \_\_\_\_\_  
Steve Shaffer, Director

\_\_\_\_\_  
Sharon Mullin, Secretary