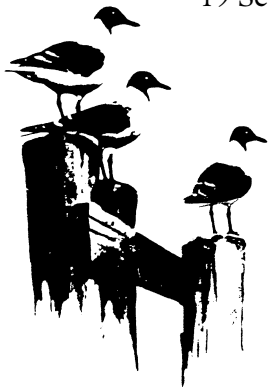


# MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive ♦ Muir Beach, CA 94965 ♦ 415-388-7804 ♦ www.muirbeachcsd.com



Wed, July 27, 2005  
7:00 PM – Regular Meeting

Board of Directors  
Community Center  
19 Seacape Drive  
Muir Beach, CA 94965

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## TIMING OF ITEMS ON AGENDA

The Board attempts to hear all items in order as stated on the agenda, however it reserves the right to take items out of the order listed at any time during the course of the meeting.

## SPECIAL NEEDS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Leighton Hills at 415-388-7804. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure participation in the meeting.

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## AGENDA

### Item 1 CALL TO ORDER

Steve Shaffer, Board President  
Peter Rudnick, Board Vice President  
Deborah Kamradt, Director  
Maury Ostroff, Director

Leighton Hills, District Manager  
Sharry Mullin, District Secretary-Treasurer

### Item 2 SUPERVISOR STEVE KINSEY

Muir Beach welcomes Steve Kinsey, County Supervisor.

### Item 3 NATIONAL PARK SERVICE REPORT

Steve Griswold and Alex Naar from NPS will provide an update on possible trail upgrades and re-routes involving the Dias Ridge trail system and Heather Cutoff.

### Item 4 CONSENT CALENDAR

*All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single action of the Board. Upon request from a Board member, staff, or member of the public, specific items may be transferred from the Consent Calendar to the Regular Agenda for separate discussion and consideration.*

- A. **Approval of Expenditures** – For June 2005, attached at page 5
- B. **Approval of Minutes** – Regular meeting June 15, 2005, attached at page 12

**Item 5 FIRE DEPARTMENT REPORT**

By John John Sward, Fire Chief, or other representative of the Fire Department.

**Item 6 WATER RIGHTS – ADAPTIVE MANAGEMENT PLAN**

The District's water rights permit requires the preparation of an Adaptive Management Plan "to provide the District with a dependable water supply for municipal use while preserving instream flows necessary to protect threatened and endangered fisheries and other public trust resources in Redwood Creek." The completed plan (available on the CSD's website) is ready for Board approval. Peter Rudnick will provide an update.

**Item 7 LISA EIGSTI'S SCHOOL PROJECT**

Lisa will provide an update on her childrens school project.

**Item 8 DISTRICT MANAGER'S REPORT**

- A. **Water Operations and Revenues** – There is a new format for the water production report (page 4) that includes monthly water info for the past 2 ½ years. It also includes total revenues coming from those sales of water (regular and capital surcharge). Finally, there are 12 month rolling averages of both gallons delivered and of revenues. In other words, we can see that over the last 12 months we are delivering an average of 22,900 gallons per day, and that the revenues during those 12 months totaled \$79,760. That can be compared with any other 12 month period. By having the full 12 months, it takes out the seasonal effects.

The revealing thing is that water deliveries were 14% higher for the 12 months ending June 2004 (then 26,200 gallons per day) than for the 12 months ending June 2005. Revenues were also 14% higher then, \$91,070, versus \$79,760, a drop of \$11,300 and continuing.

It appears that the larger water users have successfully cut back consumption, perhaps through upgrades in their sprinkler systems, and are paying smaller water bills. The CSD is in a challenging position in that it needs consumers to be prepared to cut back during Officially Noticed Water Conservation Periods (to 2,000 CF/month), but it also needs to maintain revenues at a constant level – since almost all of the costs of providing water are fixed costs and vary little with changes in consumption.

We don't need to increase peoples' water bills from what they were a year ago, but we do need to restore them to what they were paying before (and, again, it appears that the cut-backs that affect revenues have come from the larger users). I would recommend that Maury and I prepare a revised rate schedule to restore revenues at their level 12 months ago, for review at the next meeting. The previous rate change was 2 years ago, effective July 2003.

- B. **Survey of Wellsite Parcel** – The 2001 survey work at the wellsite was confined to topographical work, with the boundary line shown on a best-fit basis, using fence lines and tree lines as boundary references. Before we spend a large amount of money on construction of treatment facilities at that location, it makes sense to have a boundary survey completed. I contacted the prior surveyor and received a bid of \$5,200 plus \$500 county fee. Steve and I discussed why we think it is a fair price, and request Board approval.

- C. **Review of Proposed Budget** – Maury, Sharry and I prepared the proposed budget for the fiscal year ending 2006. It is attached at page 7 for Board review and action.
- D. **Mosquito Screening Project** – As of July 22, homes are now screened on Sunset Way, Cove Lane, Seacape Dr., Ahab Dr., Charlotte’s Way, Starbuck Dr., and Starbuck extension; work on Pacific Way begins 7/25. After getting extremely positive input from the community, Steve and I developed a program as described in a flyer distributed to the neighborhood (attached, page 8). The program terms should be approved by the Board before any payments or voluntary billings are made.

**Item 9 RULEMAKING COMMITTEE RE: DOGWALKING**

Deborah Kamradt will comment on the efforts by the CSD to facilitate representation of Muir Beach interests regarding dog walking rules.

**Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR**

Discussion and action on any items transferred from the Consent Calendar to the Regular Agenda.

**Item 11 PUBLIC OPEN TIME**

1. *Topics should be within the jurisdiction of the CSD (water, roads, fire & public recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *The Board and staff may only briefly respond to statements and questions (legal requirement for items not posted on an agenda).*
4. *Public comments are limited to 3 minutes per speaker, unless waived by the Board.*
5. *The period for public open time is limited to 15 minutes, unless waived by the Board.*

**Item 12 SELECTION OF DATE FOR NEXT MEETING**

- 4<sup>th</sup> Wednesday is August 24
- 5<sup>th</sup> Wednesday is August 31
- 3<sup>rd</sup> Wednesday is August 17

**Item 13 ADJOURNMENT**

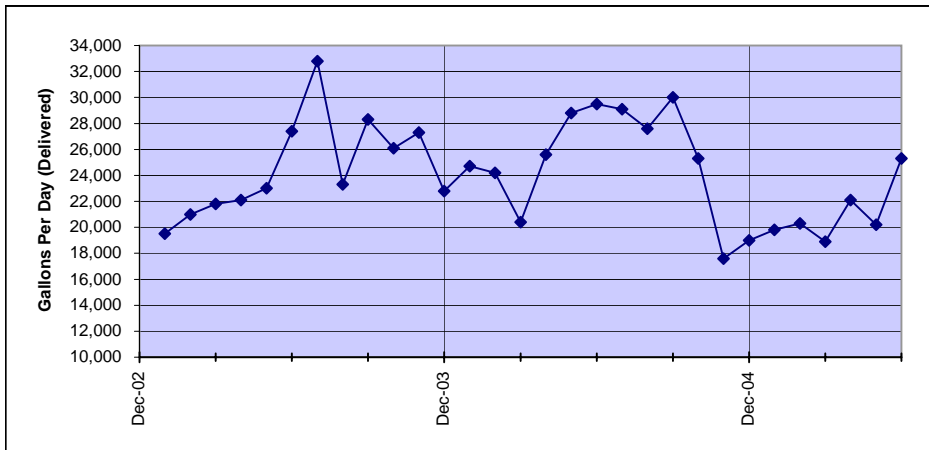
## Water Production Table

End Date	Gallons Per Day				Billings		
	Pumped	Delivered	Leaks	Rolling 12 Mos (Delivered)	Month	Rolling 12 Months	
Jun 16, 05	26,900	25,300	1,580	6%	22,900	\$ 7,352	\$ 79,760
May 16, 05	24,400	20,200	3,850	16%	23,300	\$ 5,847	\$ 81,020
Apr 16, 05	25,300	22,100	2,380	9%	24,000	\$ 6,421	\$ 83,390
Mar 16, 05	23,600	18,900	4,110	17%	24,300	\$ 5,239	\$ 84,380
Feb 16, 05	23,500	20,300	3,120	13%	24,400	\$ 6,048	\$ 84,840
Jan 16, 05	21,900	19,800	2,110	10%	24,700	\$ 5,902	\$ 86,260
Dec 16, 04	25,900	19,000	6,180	24%	25,100	\$ 5,431	\$ 87,300
Nov 16, 04		17,600	-	N/A	25,500	\$ 5,265	\$ 88,590
Oct 16, 04	27,300	25,300	1,920	7%	26,300	\$ 7,200	\$ 91,370
Sep 16, 04	32,300	30,000	2,240	7%	26,300	\$ 8,777	\$ 91,560
Aug 16, 04	29,400	27,600	1,720	6%	26,200	\$ 8,069	\$ 91,060
Jul 16, 04	31,400	29,100	2,150	7%	25,900	\$ 8,207	\$ 90,200
Jun 16, 04	31,100	29,500	1,540	5%	26,200	\$ 8,618	\$ 91,070
May 16, 04	30,000	28,800	1,090	4%	26,000	\$ 8,213	\$ 90,370
Apr 16, 04	28,100	25,600	1,860	7%	25,500	\$ 7,411	\$ 87,080
Mar 16, 04	22,500	20,400	1,310	6%	25,200	\$ 5,695	\$ 84,700
Feb 16, 04	26,200	24,200	1,300	5%	25,300	\$ 7,467	\$ 83,440
Jan 16, 04	32,100	24,700	6,910	22%	25,100	\$ 6,948	\$ 80,660
Dec 16, 03	24,700	22,800	1,880	8%		\$ 6,718	\$ 77,940
Nov 16, 03	29,500	27,300	1,710	6%		\$ 8,046	\$ 75,780
Oct 16, 03	27,600	26,100	980	4%		\$ 7,388	\$ 73,930
Sep 16, 03	30,900	28,300	1,710	6%		\$ 8,281	\$ 72,420
Aug 16, 03	25,100	23,300	1,810	7%		\$ 7,206	\$ 71,070
Jul 16, 03	34,600	32,800	1,410	4%		\$ 9,078	\$ 71,350
Jun 16, 03	31,200	27,400	3,670	12%		\$ 7,915	\$ 69,930
May 16, 03	23,900	23,000	880	4%		\$ 4,921	\$ 69,580
Apr 16, 03	24,600	22,100	770	3%		\$ 5,040	\$ 70,720
Mar 16, 03	25,600	21,800	2,440	10%		\$ 4,433	\$ 71,560
Feb 16, 03	25,800	21,000	3,030	12%		\$ 4,685	\$ 71,700
Jan 16, 03	21,800	19,500	2,080	10%		\$ 4,225	\$ 71,820

**Comment:**  
Gallons Delivered were 14% higher in June 2004 (26,200)

**Comment:**  
Revenues were \$11,300 higher (14%) in June 2004 (\$91,070)

**Comment:**  
Water rate increase effective for July 2003 billing.



**Muir Beach Community Services District**  
**Expenditures**  
 June 2005

Payee	Description	Allocation					TOTAL
		Admin	Water	Water Cap.	Roads	Rec	
Rural Special Districts Insurance	Property & liability ins	900.00	1,310.00	250.00	250.00	900.00	4,860.00
ABC Consultants, Inc.	General Mgr	920.91	725.00	1,050.00	500.00	500.00	3,920.91
Mullin, Sharon (2 months)	Bookkeeping & audit	2,224.16	1,185.00	390.00	-	-	3,799.16
Harvey Pearlman	Water Migr	-	1,397.00	-	-	88.00	1,485.00
Jose Alcala	Workers comp ins	-	40.00	-	-	820.00	860.00
State Compensation Insurance Fund	Water operations, Comm Ctr	-	214.24	-	32.86	125.02	372.12
PG&E	Health benefits - Harvey	-	254.39	-	-	117.52	371.91
CalPers		-	356.20	-	-	-	356.20
Salvador Gonzalez		-	75.00	-	87.50	137.50	300.00
Juana Gonzalez		-	-	-	-	288.00	288.00
Payroll taxes		240.96	-	-	-	-	240.96
Lonna Richmond	Bistro wages	-	-	-	-	-	180.00
Macfarlane, Donovan	Expense reimbursement	118.99	-	55.32	-	-	174.31
SBC	Telephone	119.11	32.17	-	-	-	151.28
Psyche, Inc.	Payroll services	143.88	-	-	-	-	143.88
Pearlman, Harvey	Mileage allowance	-	135.00	-	-	-	135.00
Home Depot		30.00	73.27	-	-	-	103.27
Marin County Community Dev Agency	Map for Registrar of Voters	-	100.00	-	-	-	100.00
Cingular Wireless	Cellphone - Harvey & Donovan	57.35	34.96	-	-	-	92.31
County of Marin, HHS Public Health Lab	Coliform testing	-	75.00	-	-	-	75.00
USPS	Postage	-	74.00	-	-	-	74.00
SBC 9969	Payphone	-	-	-	-	54.28	54.28
Misc Vendor	Bistro & meeting expense	24.99	-	-	-	9.00	33.99
Knox, Nancy	Bistro expense	-	-	-	-	27.50	27.50
Goodman Building Supply		-	-	-	-	23.46	23.46
<b>TOTAL</b>		<u>4,780.35</u>	<u>6,081.23</u>	<u>1,745.32</u>	<u>870.36</u>	<u>3,270.28</u>	<u>18,222.54</u>

Muir Beach Community Services District  
**Expenditures**  
 June 2005

Total paid out of the Water Capital Improvements Fund	1,050.00
Total paid out of the General Fund	<u>17,172.54</u>
	18,222.54
Total paid out of the Rental Security Deposit Trust	1,250.00
Total paid out of the Water Security Deposit Trust	-
Total paid out of the Shaffer Medical Trust Fund	<u>371.31</u>
Total checks issues	<u>19,843.85</u>

**MUIR BEACH COMMUNITY SERVICES DISTRICT**

Steve Shaffer, Board President

Leighton Hills, District Manager

Proposed Budget July 1, 2005 - June 30, 2006

	Last Yr Act.			% Chg	Proposed FYE 2006	Allocation									
	FYE 2005	\$ Change				FYE 2006	Water	Water Imp	Admin	Recreation	Roads	Fire			
<b>1 Revenues</b>															
2 <u>Water &amp; Improvements</u>															
3 Ordinary Revenues	\$ 63,560	\$ 2,350	3.7%	\$ 65,910	65,910	-	-	-	-	-	-				
4 Improvement Surcharge	<u>16,212</u>	578	3.6%	<u>16,790</u>	-	16,790	-	-	-	-	-				
5 Subtotal	\$ 79,772	\$ 2,928	3.7%	\$ 82,700	65,910	16,790	-	-	-	-	-				
6 Parcel Tax for Improvements	<u>50,032</u>	(32)	(0.1%)	<u>50,000</u>	-	50,000	-	-	-	-	-				
7 Total Water & Improvements	\$ 129,804	\$ 2,896	2.2%	\$ 132,700	65,910	66,790	-	-	-	-	-				
8 General Tax Income	\$ 85,017	\$ (7,017)	(8.3%)	\$ 78,000	-	-	78,000	-	-	-	-				
9 <u>Recreation</u>															
10 Rentals	\$ 10,701			\$ 11,000	-	-	-	11,000	-	-	-				
11 Other	<u>3,749</u>			<u>3,830</u>	-	-	-	3,830	-	-	-				
12 Total Recreation	\$ 14,450	\$ 380	2.6%	\$ 14,830	-	-	-	14,830	-	-	-				
13 <u>Grants</u>															
14 Firesafe Marin	\$ 35,301			\$ 8,400	-	-	-	-	-	-	-			8,400	
15 Fire Association	<u>6,541</u>			<u>6,740</u>	-	-	-	-	-	-	-			6,740	
16 Total Grants	\$ 41,842	\$ (26,702)	(64%)	\$ 15,140	-	-	-	-	-	-	-			-	15,140
17 CC Roof, Geisha, Int. & Other	<u>56,685</u>	(51,365)	(91%)	<u>5,320</u>	-	1,684	3,636	-	-	-	-			-	-
18 Total Revenues	\$ 327,798	\$ (81,808)	(25%)	\$ 245,990	\$ 65,910	\$ 68,474	\$ 81,636	\$ 14,830	\$ -	\$ -	\$ 15,140				
19															
20 <b>Expenditures</b>															
21 Employee - Wages (est)	\$ 30,584	-	-	\$ 30,584	23,000	-	-	6,500	1,084	-	-				
22 Wages - CC Roof & Other	<u>25,968</u>			-	-	-	-	-	-	-	-				
23 District Manager	45,000	(20,000)	(44%)	25,000	6,200	7,400	5,000	2,400	2,600	1,400	-				
24 Bookkeeping	19,795	(1,295)	(7%)	18,500	5,100	400	13,000	-	-	-	-				
25 Repairs & Maintenance	34,546	(18,046)	(52%)	16,500	7,500	-	-	1,500	7,500	-	-				
26 Audit	750	9,250	1,233%	10,000	4,000	1,000	2,000	1,500	1,000	500	-				
27 Lab Tests	1,265	7,735	611%	9,000	9,000	-	-	-	-	-	-				
28 West Marin Expenditures		8,400	NA	8,400	-	-	-	-	-	-	8,400				
29 Electric	7,530	(30)	(0.4%)	7,500	6,640	-	-	860	-	-	-				
30 Employee - Workers Comp	14,939	(7,639)	(51%)	7,300	5,300	-	-	1,500	500	-	-				
31 Membership & Municipal Fees	1,917	3,983	208%	5,900	4,650	-	1,250	-	-	-	-				
32 Insurance - Prop, Vehicle & Liab	13,410	(5,770)	(43%)	7,640	1,600	400	400	900	300	4,040	-				
33 Employee - Health Ins	4,334	286	7%	4,620	-	4,620	-	-	-	-	-				
34 Services (Payroll, Tai Chi)	2,944	(4)	(0.1%)	2,940	-	-	1,560	1,380	-	-	-				
35 Employee - Payroll Taxes	4,327	(1,987)	(46%)	2,340	1,760	-	-	497	83	-	-				
36 Misc Operating Expenses	200	1,900	950%	2,100	1,500	-	500	100	-	-	-				
37 Utilities except Electric	4,467	(897)	(20%)	3,570	810	-	1,100	1,660	-	-	-				
38 Employee - Mileage	3,463	(1,843)	(53%)	1,620	1,620	-	-	-	-	-	-				
39 Legal	-	1,500	NA	1,500	750	-	750	-	-	-	-				
40 Office & Postage	3,712	(1,502)	(40%)	2,210	650	-	1,560	-	-	-	-				
41 Supplies - Water & Rec	2,348	(578)	(25%)	1,770	1,000	-	-	770	-	-	-				
42 Events incl Bistro	<u>729</u>	621	85%	<u>1,350</u>	-	-	-	1,350	-	-	-				
43 Total Expenditures	\$ 222,227	\$ (51,883)	(23%)	\$ 170,344	\$ 81,080	\$ 13,820	\$ 27,120	\$ 20,917	\$ 13,067	\$ 14,340					
44															
45 Revenues less Expenditures	\$ 105,571	\$ (29,925)	(28%)	\$ 75,646	\$ (15,170)	\$ 54,654	\$ 54,516	\$ (6,087)	\$ (13,067)	\$ 800					
46															
47 Expenditures for Water Improvements				<u>175,000</u>		175,000									
48 Draw upon capital reserves				<u>(99,354)</u>		<u>(120,346)</u>									

# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

19 Seacape Drive ♦ Muir Beach, CA 94965 ♦ 415-388-7804 ♦ www.muirbeachcsd.com



June 27, 2005

## **Follow-up on Steps Regarding West Nile Virus**

Dear Neighbors,

Thank you for the overwhelming and positive feedback to the request for input (95% in favor) sent out about 10 days ago (copy attached). (It was a useful tool in gauging community interest on a topic, and in getting useful suggestions. We think we have almost all available email addresses for the community – if not, please let us know.)

A prevailing theme in the replies was the interest in having everyone participate – in order to make the effort effective. Neighbors liked the idea of the CSD implementing this effort for the community, including many who said they would voluntarily pay for the service. Several also encouraged the CSD to make screens and clips available for those homeowners wanting to install themselves or wanting to make installation arrangements with third parties.

With all the input, we think we have a program that incorporates all of the approaches described in the previous letter:

For residents wanting to do the work themselves, screening and zip ties (must be UV-resistant variety) are available in the Community Center at no charge (if closed, the access code for the door is 2359). If you pick up the materials, please enter your name on a sheet there, indicating you will have the screens installed on your home by July 31. We will check back with you to see if you later need assistance with installation.

There will also be a sheet there for those who have already screened their roof vents, and, finally, a third sheet for those who have not screened their vents and intend to leave them unscreened (hopefully a very short list).

Homes not appearing on one of these sheets by a week from Tuesday (July 5) will be those getting the screens installed as described in the first letter (and at no charge). If you would like to voluntarily pay for the service provided, the CSD will give you that option as an extra line on a later water bill – felt by many to be the easiest and most convenient way to make a payment.

We hope to start soon after the 5<sup>th</sup>, and hope to have it finished within two or three weeks.

Deborah Kamradt, Leighton Hills, Peter Rudnick, Maury Ostroff, Steve Shaffer



**Muir Beach Community Services District**  
**P&L Budget vs. Actual**  
**July 2004 through June 2005**

Accrual Basis

	Jul '04 - Jun 05	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Water Operations Income	63,560	73,050	87%
Consumption Surcharge	16,212	18,500	88%
Recreational Activities Income	14,450	13,850	104%
Donations	26,365		
Grant Income	41,842	45,641	92%
Tax Income	135,049	106,843	126%
Other Income	22,575		
<b>Total Income</b>	<b>320,053</b>	<b>257,884</b>	<b>124%</b>
<b>Expense</b>			
Document Expense	100		
Accounting & Bookkeeping	19,795	19,000	104%
Administration Fees	45,000	45,000	100%
Bank Service Charges	52		
Bistro Expenses	589	750	79%
Employee Benefits	4,334	4,380	99%
Event Costs	140	975	14%
Insurance	28,349	28,071	101%
Interest Expense	73		
Legal & Professional	750	13,000	6%
Licenses, Memberships & Fees	1,917	6,220	31%
Meeting Expense	402	1,000	40%
Misc Operating Expenses	-5	4,850	-0%
Office Expense	2,059	1,575	131%
Outside Services	2,944	5,440	54%
Payroll Expenses	60,878	64,232	95%
Postage & Delivery	1,128	1,250	90%
Printing & Photocopies	124		
Repair & Maintenance	34,546	11,400	303%
Supply	780	500	156%
Telephone	2,895	3,400	85%
Travel Expense	3,463	3,340	104%
Utilities	9,102	7,784	117%
Water Testing & Expense	2,833	8,500	33%
<b>Total Expense</b>	<b>222,247</b>	<b>230,667</b>	<b>96%</b>
<b>Net Ordinary Income</b>	<b>97,806</b>	<b>27,217</b>	<b>359%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Interest Income	7,745	3,500	221%
<b>Total Other Income</b>	<b>7,745</b>	<b>3,500</b>	<b>221%</b>
<b>Other Expense</b>			
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>7,745</b>	<b>-179,500</b>	<b>-4%</b>
<b>Net Income</b>	<b>105,550</b>	<b>-152,283</b>	<b>-69%</b>

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

June 2005

Accrual Basis

	<u>Jun 05</u>
Ordinary Income/Expense	
Income	
Water Operations Income	5,852
Consumption Surcharge	1,500
Recreational Activities Income	238
Tax Income	<u>30,400</u>
Total Income	37,989
Expense	
Document Expense	100
Accounting & Bookkeeping	3,010
Administration Fees	3,750
Bistro Expenses	37
Employee Benefits	356
Insurance	5,232
Interest Expense	33
Legal & Professional	750
Meeting Expense	81
Office Expense	65
Outside Services	144
Payroll Expenses	3,351
Postage & Delivery	111
Printing & Photocopies	55
Repair & Maintenance	97
Telephone	244
Travel Expense	306
Utilities	426
Water Testing & Expense	<u>75</u>
Total Expense	<u>18,223</u>
Net Ordinary Income	19,767
Other Income/Expense	
Other Income	
Interest Income	<u>2,425</u>
Total Other Income	<u>2,425</u>
Net Other Income	<u>2,425</u>
Net Income	<u><u>22,192</u></u>

Muir Beach Community Services District

**Balance Sheet**

As of June 30, 2005

Accrual Basis

	<u>Jun 30, 05</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Smith Barney General Funds	13,280
428 Gen'l Fd	32,907
429 Inv Fd	
Water Capital Improvement Fund	344,384
Fire Station Reserve Fund	14,744
General Investments	<u>101,127</u>
Total 429 Inv Fd	460,255
Petty Cash Fund	<u>339</u>
Total Checking/Savings	506,781
Accounts Receivable	
Receivables	<u>8,406</u>
Total Accounts Receivable	8,406
Other Current Assets	
Undeposited Funds	930
Deposits	<u>1,333</u>
Total Other Current Assets	<u>2,263</u>
Total Current Assets	517,449
Fixed Assets	
Building	16,518
Machinery & Equipment	34,979
Roads & Easements	
CC Steps	376
Easement Lighting	<u>5,103</u>
Total Roads & Easements	5,479
Water System Improvements	
Water Well	<u>15,420</u>
Total Water System Improvements	<u>15,420</u>
Total Fixed Assets	<u>72,395</u>
<b>TOTAL ASSETS</b>	<b><u>589,845</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rental Security Deposits	1,500
Shaffer CalPers Trust	729
Water Security Deposits	7,000
West Marin Funds on Deposit	<u>8,203</u>
Total Other Current Liabilities	<u>17,432</u>
Total Current Liabilities	<u>17,432</u>
Total Liabilities	17,432
Equity	
Retained Earnings	466,862
Net Income	<u>105,550</u>
	<u>572,413</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>589,845</u></b>

1                                   **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2                                   **MINUTES OF THE BOARD OF DIRECTORS' MEETING**  
3                                   **HELD ON WEDNESDAY, JUNE 15, 2005**

4  
5  
6  
7                                   **CALL TO ORDER**  
8

9                                   President Shaffer called the regular meeting of the Muir Beach Community Services District  
10                                   Board of Directors to order at 7:19 pm on Wednesday, June 15, 2005 and then reported on  
11                                   the closed session held on May 20, 2005. Donovan Macfarlane will be retiring his position  
12                                   as General Manager effective July 1, 2005. Leighton Hills will be taking a leave of absence  
13                                   from his position as a director of the Board and assuming the General Manager's position for  
14                                   an indeterminate amount of time.

15  
16                                   **ROLL CALL**  
17

18                                   PRESENT: DIRECTORS: Hills, Ostroff, Shaffer, Rudnick, Kamradt  
19                                   PRESENT: OFFICIALS: General Manager Macfarlane, Secretary/Treasurer Mullin  
20

21                                   **REGULAR AGENDA**  
22

23                                   **I. Review and consideration of the June 15, 2005 Agenda:**  
24

25                                   MOTION: To approve the Agenda as submitted.  
26                                   Moved: Kamradt, seconded by Hills  
27                                   Vote: AYES: Unanimous  
28

29                                   **II. National Park Service:**  
30

31                                   No National Park Service personnel were present.  
32

33                                   **III. Fire Department, Emergency Disaster Committee:**  
34

35                                   No Fire Department personnel were present to report as a fire department meeting was also  
36                                   underway. President Shaffer reported that this years BBQ fundraiser was the most  
37                                   monetarily successful to date. Kathy Sward related the process under which Chief Sward  
38                                   was informed of yesterday's tsunami warning.

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

4 MOTION: To approve the May report as submitted including a total of \$12,517.45 in  
5 General Fund expenditures, \$1,050.00 in Water Capital Improvement Fund  
6 expenditures, and \$571.31 in checks issued from the trust funds, for a total of  
7 \$14,138.76 in warrants issued.

8 Moved: Hills, seconded by Rudnick

9 Vote: AYES: Unanimous  
10

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

13 **A. Administration:**  
14

- 15 1. Ordinance 2005-01: A public hearing was held on May 25, 2005 for  
16 consideration of this ordinance. Public comment was received at the hearing and  
17 no correspondence has been received offering objections to the ordinance. More  
18 than seven days have passed since the public hearing was held and the Board may  
19 now vote to adopt or reject the ordinance.  
20

21 MOTION: To approve Ordinance 2005-01 as submitted.

22 Moved: Hills, seconded by Kamradt

23 Vote: AYES: Unanimous  
24

25 Director Kamradt recommended the Board issue a flyer in October explaining the history and  
26 significance of the tax to new residents and those who were not present at the public meeting.  
27 There was general agreement among the Board members.  
28

- 29 2. Resolution 2005-02: Given the Board's adoption of Ordinance 2005-01, this  
30 resolution is required to place the Ordinance before the voters at the November 8,  
31 2005 general election.  
32

33 MOTION: To approve Resolution 2005-02 as submitted.

34 Moved: Kamradt, seconded by Hills

35 Vote: AYES: Unanimous  
36

- 37 3. Budget for Fiscal 2005-2006: The budget committee consisting of Directors Hills  
38 and Ostroff, General Manager Macfarlane and Secretary/Treasurer Mullin met on  
39 Wednesday, June 8, 2005 to begin preparation of the proposed budget for the next  
40 fiscal year. It is anticipated that the suggested budget will be submitted to the  
41 Board during the regular July 2005 Board meeting. Director Hills reported that  
42 Secretary/Treasurer Mullin will prepare a draft budget of expense items. The  
43 Board will most likely authorize an amount for all capital improvements and  
44 make individual decisions on capital improvement spending throughout the year.  
45

1 4. Mosquito abatement: The District's septic tank system is subject to mosquito  
2 infestation and considered a potential hazard by the Marin County Environmental  
3 Health Department. Director Hills reported that West Nile virus establishes itself  
4 in the first year, flourishes in the second year and starts declining in the third year.  
5 The biggest breeding ground in West Marin is septic tanks. West Marin is in year  
6 two of the virus. Director Hills has installed window screening over his roof  
7 vents, which has greatly cut down on the mosquitoes around his home. The  
8 question is how to accomplish this community wide? He recommended Gage  
9 Hills and a friend go door-to-door to do the work and that the CSD fund it and ask  
10 homeowners to make a voluntary contribution of \$30. A general discussion  
11 ensued that brought up other Muir Beach breeding grounds, liability issues,  
12 unwilling residents and products available that kill mosquito larvae. It was  
13 decided that Director Hills will send out an email asking residents their opinion  
14 and proceed from there.  
15

16 **B. Recreation:**

17  
18 There are no pressing items to consider at this time. Due to the limited general funds at  
19 the close of the fiscal year and the existing possibility of a severe reduction in tax  
20 revenues as a result of undergoing State budget proposals, it will be difficult to make  
21 recommendations until the State budget is finally adopted.  
22

23 Resident Kathy Sward inquired about progress on the solar panel installation. The  
24 deadline is June 23<sup>rd</sup>. Gerry Pearlman reported that Aran is hoping to install the solar  
25 panels this coming weekend.  
26

27 **C. Roads and easements:**

28  
29 Similar budget limitations (as stipulated above) are applicable to roads and easement  
30 consideration.  
31

32 **D. Water operations:**

33  
34 Coliform tests taken during May were negative and the water samples were approved as  
35 satisfactory.  
36

37 **E. Water Capital Improvements:**

38  
39 The Capital Improvements Committee is reviewing the proposed water capital  
40 improvements for the upcoming fiscal year.  
41

42 Water rights: Director Rudnick inquired about the progress on our water rights.  
43 General Manager Macfarlane related that the Adaptive Management Plan is complete  
44 and has been sent and received.

1  
2 **VI. Public open time:**  
3

4 Director Kamradt reported that Supervisor Steve Kinsey will attend the next Board meeting.  
5

6 There was more discussion on yesterday's tsunami warning. Mike Moore and Chief Sward  
7 planned to take the fire trucks to Cove Lane and Pacific Way to announce an evacuation over  
8 the loud speaker if necessary. The community should have an hour lead time to evacuate.  
9 Ellen Mettler had put together a telephone tree years ago but it is no longer in use. President  
10 Shaffer thought that would be a good committee project and Harvey said he would look into  
11 it. General Manager Macfarlane indicated the District is required to have an emergency  
12 committee.  
13

14 The General Manager has not yet submitted an insurance claim for the damage to the water  
15 system on Pacific Way as he is awaiting a police report on the incident.  
16

17 Director Hills added some clarification to the details of the day care facility Lisa Eigsti is  
18 intending to open. She is hoping to open for business in September, will provide care for six  
19 children and operate three days a week.  
20

21 Gerry Pearlman thought it would be simpler to raise water rates rather than go through the  
22 tax process. One argument for the tax is that everyone uses the infrastructure; therefore  
23 everyone should pay an equal tax. This tax has been in existence for 12 years.  
24

25 **VII. Review of minutes:**  
26

27 MOTION: To approve the draft minutes of the May 25, 2005 Board of Directors' meeting  
28 as submitted.

29 Moved: Rudnick, seconded by Hills

30 Vote: AYES: Hills, Ostroff, Rudnick, Shaffer; ABSTAINED: Kamradt  
31

32 MOTION: To approve the draft minutes of the May 25, 2005 public hearing as submitted.

33 Moved: Hills, seconded by Rudnick

34 Vote: AYES: Hills, Ostroff, Rudnick, Shaffer; ABSTAINED: Kamradt  
35

36 **VIII. Next meeting date:** The next meeting date is scheduled for Wednesday, July 27, 2005.  
37

38 The meeting was adjourned at 8:13 pm.  
39

40 These minutes were approved by the Muir Beach Community Services District Board of  
41 Directors, during their meeting on \_\_\_\_\_.  
42

43  
44 \_\_\_\_\_  
45 Steve Shaffer, President

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