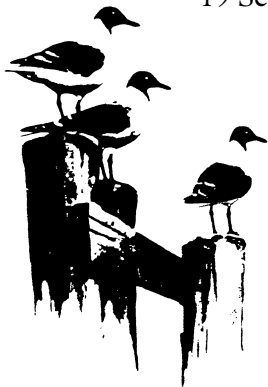


MUIR BEACH COMMUNITY SERVICES DISTRICT

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



Wed, August 30, 2006
7:00 PM – Regular Meeting

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

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.

AGENDA

Item 1 CALL TO ORDER

Maury Ostroff, Board President
Danny Hobson, Board Vice President
Steve Shaffer, Director
Peter Rudnick, Director
Bob Jacobs, Director

Leighton Hills, District Manager
Sharry Mullin, Meeting Secretary

Item 2 NATIONAL PARK SERVICE REPORT

A representative of the National Park Service may be present to update the community on NPS projects.

Item 3 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 2006, as attached.
- B. **Approval of Minutes** – Regular meeting July 5, 2006, as attached.

Item 4 FIRE DEPARTMENT REPORT

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

Item 5 DOG WALKING RULES - NPS

Resident Levon Sagatelyan was kind enough to volunteer his services to Steve Kinsey's office to be a representative on the NPS committee charged with making recommendations for new rules regarding dog walking on Muir Beach and other NPS properties. I attended one of the agency meetings on the topic and learned what a hot seat Levon and his co-committee members have. He can provide a brief update – as with most NPS topics, it continues on.

Item 6 DISTRICT MANAGER'S REPORT

Budget – A proposed budget for the 2007 fiscal year is attached at page 4 for discussion and review by the board and public. As discussed at an earlier meeting, the new CSD law provides that the budget becomes the approving document for expenditures during the year. The budget may be amended or supplemented at any time during the year.

Late Charges – The “water department” is proposing to modify and update its arrangements for levying late charges on overdue water bills to bring the arrangements more in accord with modern utility practice. Here is what Sharry and I believe is appropriate and workable:

- 16th of month A - meters read and invoice date - (invoices go out after 21st).
- 16th of month B - stated due date for month A bill.
- 16th of month C - 15-day termination notice goes out if month A bill has not been paid (water user has also received the bill for month C usage showing the month A bill still unpaid).
- ~1st of month D - 48-hour shutoff notice goes out with a \$25 notice charge added to bill.
- The normal 10% per annum charge will then be levied commencing the initial due date of the bill to any charge remaining uncollected.

Tree Removals – Scott Bender received permission from the district several years ago to remove three trees from district property at his expense. He informed me that he would now like to proceed – and the topic is largely an information item. The trees are located across from the community center, uphill of Seacape, on the left of the previously cleared area. One tree is completely dead. The other two trees have been marked with some flagging for your information. We can discuss it at the meeting if there is interest.

Item 7 RECREATIONAL ITEMS

Comments or updates from members of the audience.

Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 9 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 10 SELECTION OF DATE FOR NEXT MEETING

Wednesdays in September: 6, 13, 20, 27 – Sharry is available on the 27th.

Item 11 ADJOURNMENT

Proposed Budget July 1, 2006 - June 30, 2007

	Last Year		% Chg	Proposed FYE 2007	Allocation		
	FYE 2006	\$ Change			Water Oper	Water Impr	Gov Services
1 Revenues							
<u>2 Water & Improvements</u>							
3 Revenues	\$ 69,813	\$ 2,187	3.1%	\$ 72,000	72,000		
4 Improvement Surcharge	17,185	815	4.7%	18,000		18,000	
5 Improvement Tax	<u>54,043</u>	(443)	(0.8%)	<u>53,600</u>		53,600	
6 Total Water & Improvements	\$ 141,041	\$ 2,559	1.8%	\$ 143,600	72,000		
7 General Tax Income	\$ 70,556	\$ 444	0.6%	\$ 71,000			71,000
8 Tax Income - Educational Refunds	\$ 19,817	\$ (9,817)	(49.5%)	\$ 10,000			10,000
<u>9 Recreation</u>							
10 Rentals	\$ 10,079	921	9.1%	\$ 11,000			11,000
11 Community Classes & Functions	<u>3,732</u>	68	1.8%	<u>3,800</u>			3,800
12 Total Recreation	\$ 13,811	\$ 989	7.2%	\$ 14,800			
<u>13 Grants</u>							
14 West Marin	\$ 8,400	-	-	\$ 8,400			8,400
15 Fire Association	<u>6,413</u>	94	1.5%	<u>6,507</u>			6,507
16 Total Grants	\$ 14,813	\$ 94	1%	\$ 14,907			
17 Interest Income	\$ 17,863			\$ 18,000		18,000	
18 Other Income	<u>3,150</u>	(3,150)	-	<u>-</u>			
19 Total Revenues	\$ 281,051	\$ (8,744)	(3%)	\$ 272,307	\$ 72,000	\$ 89,600	\$ 110,707
20							
21 Expenditures							
22 Employee - Wages	\$ 41,992	2,008.00	4.8%	\$ 44,000	33,000		11,000
23 District Manager	29,085	(2,835)	(10%)	26,250	6,600	7,840	11,810
24 Bookkeeping & Services	19,584	216	1%	19,800	5,500		14,300
25 Repairs & Maintenance	11,226	3,774	34%	15,000	7,500		7,500
27 Water Tests & Repairs	14,650						
28 Water Testing				6,000	6,000		
29 Water Treatment				4,000	4,000		
26 Audit	11,855	(3,855)	(33%)	8,000	3,000	1,000	4,000
34 Insurance - Prop, Vehicle & Liab	2,463	5,158	209%	7,621	2,000		5,621
32 Employee - Workers Comp	5,362	(162)	(3%)	5,200	3,600		1,600
33 Dues, Fees, Interest	4,803	297	6%	5,100	4,000		1,100
35 Employee - Health Ins	4,512	238	5%	4,750	3,600		1,150
31 Electric	4,340	60	1.4%	4,400	4,000		400
36 Payroll Taxes	3,213	153	5%	3,366	2,525		841
37 Tel, Propane, Refuse	2,959	(119)	(4%)	2,840	640		2,200
41 Community Classes & Functions	1,996	204	10%	2,200	-		2,200
38 Employee - Vehicle Allowance	1,801	(181)	(10%)	1,620	1,620		
39 Legal Counsel	1,408	92	7%	1,500	750		750
40 Office, Supplies & Postage	<u>1,747</u>	(747)	(43%)	<u>1,000</u>	500		500
42 Total Expenditures	\$ 162,996	\$ (349)	(0%)	\$ 162,647	\$ 88,835	\$ 8,840	\$ 64,972
43							
44 Revenues less Expenditures	<u>\$ 118,055</u>	\$ (8,395)	(7%)	<u>\$ 109,660</u>	\$ (16,835)	\$ 80,760	\$ 45,735
45							
46 Water Improvements (see below)				<u>125,000</u>			
47 Draw upon capital reserves				(15,340)			

Water Improvements: Construction of water treatment shed; option to pump to lower tank; upgrades to control system; treatment upgrades; mains replacements and upgrades; other items as reviewed and approved during fiscal year.

**Muir Beach Community Services District
Revenue and Expenditures
Budget vs Actual**

Accrual Basis

	<u>Jul '05 - Jun 06</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Water Operations Income	69,813	65,910	106%
Consumption Surcharge	17,185	16,790	102%
Non District In Lieu Fee	780		
Recreational Activities Income	13,811	14,830	93%
Donations	3,075		
Grant Income	6,413	6,740	95%
Tax Income	143,296	128,000	112%
Interest Income	17,863	5,320	336%
Other Income	75		
Total Income	<u>272,310</u>	<u>237,590</u>	<u>115%</u>
Expense			
Accounting & Bookkeeping	17,675	18,500	96%
Administration Fees	29,085	25,000	116%
Bistro Expenses	613	600	102%
Employee Benefits	4,512	4,620	98%
Event Costs	69	750	9%
Insurance	2,463	7,640	32%
Interest Expense	7		
Legal & Professional	13,263	11,500	115%
Licenses, Memberships & Fees	4,796	5,900	81%
Misc Operating Expenses	560	2,100	27%
Office Expense	282	1,200	24%
Outside Services	3,096	2,940	105%
Payroll Expenses	50,567	40,224	126%
Postage & Delivery	729	1,010	72%
Repair & Maintenance	11,226	16,500	68%
Supply	1,056	10,170	10%
Telephone	1,863	1,910	98%
Travel Expense	1,801	1,620	111%
Uncategorized Exp	306		
Utilities	5,437	9,160	59%
Water Testing & Expense	14,650	9,000	163%
Total Expense	<u>164,055</u>	<u>170,344</u>	<u>96%</u>
Net Ordinary Income	<u>108,255</u>	<u>67,246</u>	<u>161%</u>
Net Income	<u><u>108,255</u></u>	<u><u>67,246</u></u>	<u><u>161%</u></u>

Muir Beach Community Services District

Balance Sheet

As of June 30, 2006

Accrual Basis

	<u>Jun 30, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney General Funds	9,955
428 Gen'l Fd	37,544
429 Inv Fd	
Water Capital Improvement Fund	404,599
Fire Station Reserve Fund	15,185
General Investments	130,446
Total 429 Inv Fd	<u>550,230</u>
Cash Clearing	12
Petty Cash Fund	22
Total Checking/Savings	<u>597,763</u>
Accounts Receivable	
Receivables	12,008
Total Accounts Receivable	<u>12,008</u>
Other Current Assets	
Undeposited Funds	1,099
Deposits	467
Total Other Current Assets	<u>1,566</u>
Total Current Assets	611,337
Fixed Assets	
Building	16,518
Furniture & Fixtures	3,000
Machinery & Equipment	34,979
Roads & Easements	
CC Steps	376
Easement Lighting	5,103
Total Roads & Easements	<u>5,479</u>
Water System Improvements	
Water Equipment	932
Water Well	21,620
Total Water System Improvements	<u>22,552</u>
Total Fixed Assets	<u>82,527</u>
TOTAL ASSETS	<u>693,864</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rental Security Deposits	2,500
Shaffer CalPers Trust	34
Water Security Deposits	7,250
West Marin Funds on Deposit	8,484
Total Other Current Liabilities	<u>18,267</u>
Total Current Liabilities	<u>18,267</u>
Total Liabilities	18,267
Equity	
Retained Earnings	567,342

Muir Beach Community Services District

Balance Sheet

As of June 30, 2006

Accrual Basis

	<u>Jun 30, 06</u>
Net Income	<u>108,255</u>
Total Equity	<u>675,597</u>
TOTAL LIABILITIES & EQUITY	<u><u>693,864</u></u>

Muir Beach Community Services District
Expenditures
June 2006

	TOTAL	Admin	Water Cap Impr	Fire	Rec	Roads	Water
Breje and Race - testing	3,490.00	0.00	0.00	0.00	0.00	0.00	3,490.00
Harvey Pearlman - wages	2,607.00	0.00	0.00	0.00	154.00	66.00	2,387.00
Leighton Hills - salary	2,087.00	524.75	416.60	208.30	208.30	312.45	416.60
Sharon Mullin - wages	1,471.78	886.78	0.00	0.00	0.00	0.00	585.00
State Compensation Insurance Fund	646.84	0.00	0.00	0.00	207.81	33.41	405.62
Salvador Gonzalez - wages	630.00	0.00	0.00	0.00	105.00	240.00	285.00
Los Angeles Chemical - water treatment	495.10	0.00	0.00	0.00	0.00	0.00	495.10
Juana Gonzalez - wages	432.00	0.00	0.00	0.00	432.00	0.00	0.00
CalPers - Harvey	390.55	390.55	0.00	0.00	0.00	0.00	0.00
Office Depot - printer	355.09	0.00	0.00	0.00	0.00	0.00	355.09
PG&E	339.33	0.00	0.00	0.00	49.33	0.00	290.00
County of Marin - admin fees	334.75	0.00	334.75	0.00	0.00	0.00	0.00
Payroll taxes	316.65	316.65	0.00	0.00	0.00	0.00	0.00
Goodman Building Supply	287.62	0.00	287.62	0.00	0.00	0.00	0.00
Lonna Richmond - wages	270.00	0.00	0.00	0.00	270.00	0.00	0.00
Best Buy - camera for Harvey	247.38	0.00	0.00	0.00	0.00	0.00	247.38
Jose Alcala - wages	200.00	0.00	0.00	0.00	0.00	100.00	100.00
Pace Supply Corp.	168.89	0.00	0.00	0.00	0.00	0.00	168.89
American Water Works Association	150.00	0.00	0.00	0.00	0.00	0.00	150.00
Emiko Wang - tai chi	140.00	0.00	0.00	0.00	140.00	0.00	0.00
Paychex, Inc.	135.18	135.18	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey - mileage allowance	135.00	0.00	0.00	0.00	0.00	0.00	135.00
Joseph G. Pollard Company	109.34	0.00	109.34	0.00	0.00	0.00	0.00
Ram Print & Communications	95.90	95.90	0.00	0.00	0.00	0.00	0.00
SBC	86.77	54.75	0.00	0.00	0.00	0.00	32.02
Dept Health - Operator Charges	70.00	0.00	0.00	0.00	0.00	0.00	70.00
Herb's Pool Service	56.12	0.00	0.00	0.00	0.00	0.00	56.12
Cal-Steam	50.99	0.00	0.00	0.00	0.00	0.00	50.99
Gingular Wireless	33.36	0.00	0.00	0.00	0.00	0.00	33.36
Marin County Public Health Laboratory	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Misc Vendor (bistro exp)	26.60	0.00	0.00	0.00	26.60	0.00	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00

Muir Beach Community Services District
Expenditures

June 2006

Home Depot	16.14	0.00	0.00	0.00	16.14	0.00	0.00
Paytrust	15.45	15.45	0.00	0.00	0.00	0.00	0.00
Nancy Knox - bistro exp	10.00	0.00	0.00	0.00	10.00	0.00	0.00
TOTAL	<u>15,951.68</u>	<u>2,440.86</u>	<u>1,148.31</u>	<u>208.30</u>	<u>1,619.18</u>	<u>751.86</u>	<u>9,783.17</u>
Paid from the Water Capital Improvements Fund	1,148.31						
Paid from the General Fund	<u>14,803.37</u>						
Total expenditures per above				15,951.68			
Paid from the Rental Security Deposit Trust							
Acidera	500.00						
Bowyer	<u>250.00</u>						
Total paid from the Rental Security Deposit Trust				750.00			
Paid from the Water Security Deposit Trust							
Turner/Giddens	100.00						
Powers	<u>100.00</u>						
Total paid from the Water Security Deposit Trust				200.00			
Paid from the Shaffer Medical Trust							
Paid from the West Marin Funds Trust							
SBC	27.88						
Total paid from the West Marin Funds Trust				27.88			
Total checks issues				<u>17,335.36</u>			

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2006.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Maury Ostroff, Board President

Leighton Hills, District Manager

1
2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 **Minutes of the Board of Directors' meeting held on**
4 **Wednesday, July 5, 2006**
5
6
7

8 **Item 1 CALL TO ORDER**
9

10 Director Maury Ostroff called the regular meeting of the Muir Beach Community Services
11 District Board of Directors to order at 7:10 p.m. on Wednesday, July 5, 2006.
12 .

13 **Roll Call**

14
15 PRESENT: DIRECTORS: Rudnick, Ostroff, Hobson, Shaffer, Jacobs
16 PRESENT: OFFICERS: District Manager Hills, Meeting Secretary Substitute - Lonna
17 Richmond
18

19 **Item 2 NATIONAL PARK SERVICE REPORT**
20

21 No National Park Service personnel were present, but Mia Monroe left a report from the NPS
22 for perusal.
23

24 **Item 3 CONSENT CALENDAR**
25

- 26 A. **Approval of Expenditures** – For May 2006, as attached.
27 B. **Approval of Minutes** – Regular meeting May 31, 2006, as attached.
28

29 Item B., Approval of Minutes, was removed from the consent calendar.
30

31 MOTION: To adopt the Consent Calendar, which includes Item A.
32 Moved: Shaffer, seconded by Hobson
33 Vote: AYES: Unanimous
34

35 **Item 4 FIRE DEPARTMENT REPORT**
36

37 Fire Chief John Sward reported that everything is going along just fine. He did some public
38 relations by schmoozing at the Pancake Breakfast in Woodacre.
39

40 **Item 5 GRAND JURY RESPONSES**
41

42 The District Manager reported on actions by the Grand Jury designed to ensure public
43 discussion and feedback from elected officials regarding conclusions reached by the Grand
44 Jury on various topics it investigates. After several minutes of discussion among the board
45 and the public, there was consensus that the motion appearing in the agenda should be
46 supported and adopted by the Board.

1
2 MOTION: That the Board of Directors of the Muir Beach Community Services District
3 agrees with finding F1 of the Marin Grand Jury May 26, 2006 report:
4

5 **F1.** Governing bodies must consider and approve their response to a Grand Jury
6 report at a properly agendized public meeting in order to be in compliance with
7 the California Penal Code Section 933 and the Ralph M. Brown act.
8

9 That the Board directs staff to implement recommendations R1 and R2 of the
10 same report to be followed and adopted by the Muir Beach CSD:
11

12 **R1.** That all Marin governing bodies (Board of Supervisors, city or town
13 councils, school boards and special district boards) adopt procedures that require
14 their responses to Grand Jury reports be placed on their public meeting agendas in
15 compliance with Penal Code Section 933 and the Ralph M. Brown Act in order to
16 provide opportunity for public discussion.
17

18 **R2.** Though not required, all governing bodies should place Grand Jury responses
19 on their public agendas rather than their consent calendars.
20

21 Moved: Jacobs, seconded by Shaffer

22 Vote: AYES: Unanimous
23

24 **Item 6 DISTRICT MANAGER'S REPORT**
25

26 A. Tree Removals – PG&E is coming out tomorrow to remove hazard trees at their expense.
27 There are several locations involved: the Steinbach residence at 195 Sunset; the entrance to
28 Sunset at Hwy. 1; a tree on or adjacent to Michael Kaufman's lot. Separately Erin Pinto
29 requested trimming or removal of the trees on the Sunset to Ahab easement adjacent to her
30 house.
31

32 MOTION: To approve removal of trees on CSD property as proposed.

33 Moved: Shaffer, seconded by Hobson

34 Vote: AYES: Unanimous
35

36 B. Water Quality Report – Steve Shaffer said that the Report which was distributed on June
37 26 was spectacular, comprehensive and easy to read. Erin Pinto passed along comments that
38 she believed it was an excellent report.
39

40 C. Location of Water Treatment Shed - The Board is waiting for a letter from the National
41 Park Service. Harvey asked how long would we wait and Leighton suggested that after much
42 back and forth with the NPS we'd probably choose our own site and begin building in
43 September. There was a bit of confusion as to who initiated the relocation of the water
44 operations shed because of an apparently conflicting statement in an NPS letter to resident
45 Karla Andersdatter. Ms. Andersdatter suggested that we keep an accurate record of our

1 dealings with the Park Service, especially as it relates to land leases, and other things of this
2 nature.

3
4 D. Other – Discussed the rise of water deliveries (and revenues) and Bob Jacobs asked about
5 the possibility of using the excess revenues for other capital improvement projects. Maury
6 Ostroff mentioned that it might be premature to be spending excess revenues when it isn't
7 really clear if they exist. It was agreed that Bob, Maury and Leighton would meet before the
8 next meeting to discuss capital improvements and funding.

9
10 **Item 7 RECREATIONAL ITEMS**

11
12 Kathy Sward inquired about the proposed shed for Community Center property and said she
13 saw a BBQ for \$800 that the Quilters want to purchase for the Community Center.

14
15 **Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR**

16
17 Approval of Minutes – Regular Meeting May 31, 2006. After a brief discussion clarifying a
18 topic in the minutes, the minutes were approved as submitted.

19
20 MOTION: To approve the Minutes of the May 31, 2006 meeting as submitted.
21 Moved: Shaffer, seconded by Ostroff
22 Vote: AYES: Unanimous

23
24 **Item 9 PUBLIC OPEN TIME**

25
26 Michael Kaufman announced that directly following the meeting will be a safety meeting
27 with the Red Cross.

28
29 **Item 10 NEXT MEETING DATE**

30
31 The next meeting date is scheduled for Wednesday, August 30, 2006.

32
33 The meeting was adjourned at 8:00 pm.

34
35 These minutes were approved by the Muir Beach Community Services District Board of
36 Directors, during their meeting on August 30, 2006.

37
38
39 _____
40 Peter Rudnick, Board President

Lonna Richmond, Acting Secretary