

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, October 12, 2011
6:00 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 the District Manager 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

Steve Shaffer, Board President
Scott Bender, Director
Dan Fitzpatrick, Director
Peter Lambert, Director
Peter Rudnick, Director

Leighton Hills, District Manager
Leslie Riehl, Meeting Secretary

Item 2 MOTION TO APPROVE CONSENT CALENDAR

All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single blanket action of the Board. Upon request from a Board member or any member of the public, individual items may be removed from the Consent Calendar in which case they will be discussed later in the meeting (under items removed from the Consent Calendar).

- A. **Approval of Minutes** – Meeting Jul 13, 2011, as attached.
- B. **Financial Reports** – To be distributed at or prior to the meeting.

Item 3 NATIONAL PARK SERVICE REPORT – INCLUDING DISCUSSION ON BUS STOP

Representatives of the National Park Service will be present to update the community on various ongoing NPS projects. Carolyn Shoulders and Clair Beyer have requested time to pre-

sent various designs for a new bus stop near the mail boxes (and, yes, they have been asked to propose designs that reflect the rural picturesque setting of the mail boxes).

Item 4 FIRE DEPARTMENT

Open Topics – Open topics from the July, 2011 meeting include: (1) Revisions to the approved budget, (2) report that parcel purchase has been completed for new fire station, (3) resolution on the grant matter involving FEMA, (4) Succession plan regarding fire chief, and (5) volunteer membership process that was highlighted as necessary following Jeffrey Trotter's resignation.

Item 5 APPROVAL OF CSD BUDGET

Attached for the board's review is a proposed budget for the CSD for the current fiscal year. The portion pertaining to the fire department was approved at the last meeting, and given the length of that meeting it was decided to defer the balance of the budget to the next meeting. Most items are projections of similar amounts expended last fiscal year. Should the board approve the budget, the motion should also provide for approval of amounts expended to date within the proposed budget categories.

Item 6 GERRY PEARLMAN – ELDERBERRIES, CALTRANS PULLOUTS

Gerry will present his proposal regarding (1) the community's funding of some medical alert phone dialers (\$70) for a few members of the new Elderberries group in Muir Beach (flyer attached), and (2) CSD support for a pitch to Caltrans to install some additional "Pull Out" signs on Highway 1.

Item 7 RECREATIONAL ITEMS

Comments or updates from members of the audience.

Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR, IF ANY

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 which lets members of the community know a topic is up for discussion).*
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

Supervisor Steve Kinsey would like to attend the next CSD meeting.

Item 11 ADJOURNMENT

Proposed Budget July 1, 2011 - June 30, 2012

Muir Beach Community Services District, excluding Muir Beach Volunteer Fire Dept, approved separately

Line	Items	2010-2011 Actuals	2011-2012 Budget	Gov't Allocation	Water Allocation	Notes
1	Revenues					
2	Water Operations Income					
3	Water Service Income	\$ 85,699	\$ 85,000		85,000	
4	Connection Fees	6,500	-			
5	Total Water Operations Income	92,199	85,000			
6	Water Capital Improvement					
7	Annual Charges	1,944	52,000		52,000	Not collected from residents last year
8	Monthly Bill Allocations	21,258	20,000		20,000	
9						
10	Total Water Capital Improvement	23,202	72,000			
11	Tax Revenues					
12	Fire Tax Revenues	31,556	30,000	30,000		\$200 per household per year
13	Property Tax Revenues	77,550	70,000	70,000		Property taxes revenues given by County
14	Educational Tax Refunds	60,796	40,000	40,000		Low estimate - not able to project
15	Total Tax Revenues	169,902	140,000	140,000	-	
16	Recreational Activities Income					
17	Rental Income	7,410	9,000	9,000		
18	Community Functions Income	1,006	1,000	1,000		
19						
20	Total Recreational Activities Income	8,416	10,000	10,000	-	
21	Donations					
22	Donations	44,606	150,000	150,000		Received from anonymous donor
23	Total Donations	44,606	150,000	150,000	-	
24	Grant Revenues					
25	West Marin Grant	8,400	8,400	8,400		Annual grant
26	Total Grant Revenues	8,400	8,400		-	
27	Interest Income	996	800	800		
28	Other Income	100	-	-		
29	Total Revenues	\$ 347,721	\$ 466,200			
30	Expenditures					
31	Audit	\$ -	\$ 30,000	15,000	15,000	3 years at \$10,000 per year
32	Bookkeeping	15,342	20,000	10,000	10,000	
33	Community Classes & Functions	3,028	3,200	3,200		
34	Dues & Memberships	657	900	450	450	Water and special district associations
35	Insurance					
36	Combined Fire, P&L, Umbrella	18,062	9,000	7,000	2,000	2 years appear in actuals
37		-				
38	Total Insurance	18,062	9,000			
39	Legal Fees	634	1,000	500	500	
40	Permits & Fees	3,595	2,500	1,250	1,250	Up last year due to election
41	Misc Operating Expenses	1,972	2,000	1,000	1,000	
42	Office Expense	406	1,000	500	500	
43	Payroll Expenses					
44	Employer PR Taxes	5,235	5,700	2,850	2,850	
45	Payroll Service	2,069	2,400	1,200	1,200	
46	Wages	68,319	70,000	35,000	35,000	district mgr, water mgr, com ctr, road maint
47	Workers Comp	4,996	6,000	4,600	4,600	
48	Total Payroll Expenses	80,619	84,100			
49	Health Insurance	14,318	15,000	7,500	7,500	for district mgr and water mgr
50	Repair & Maintenance	11,579	25,000	10,000	15,000	allowance
51	Supply	1,798	3,200	3,200		
52	Vehicle Expense	1,406	1,800		1,800	harvey \$150/mo vehicle allowance
53	Utilities					
54	Electric	8,037	9,000	1,000	8,000	pumping

Proposed Budget July 1, 2011 - June 30, 2012

Muir Beach Community Services District, excluding Muir Beach Volunteer Fire Dept, approved separately

Line	Items	2010-2011 Actuals	2011-2012 Budget	Gov't Allocation	Water Allocation	Notes
55	Propane	621	800	800		
56	Refuse Service	848	1,000	1,000		
57	Telephone	4,996	3,000	1,500	1,500	reduced due to change in carriers
58	Total Utilities	14,502	13,800			
59	Water Enterprise					
60	Water Dept. Expense	15,338	20,000		20,000	mostly allowance for leak repairs
61	Water Testing	6,158	4,000		4,000	
62	Water Treatment	10,412	12,000		12,000	Silica and chlorine
63	Total Water Enterprise	31,908	36,000			
64	Total Expenditures	\$ 199,826	\$ 248,500			
65						
66	Revenues less Expenditures	\$ 147,895	\$ 217,700			
67						
68	Real Estate Acquisition (Fire Parcel)		100,000			
69	Water Capital Improvements (see below)		25,000			
70			125,000			
71						
72	Replenishment of Capital Reserves		<u>\$ 92,700</u>			
73						
74	Water Capital Improvements: Upgrades to Sunset Way water main; miscellaneous projects as determined by District Manager					

Approved Budget July 1, 2011 - June 30, 2012

Muir Beach Volunteer Fire Dept, a department of the Muir Beach Community Services District

Line	Items	Fire Dept Amounts	VFA Donations	Net Fire Dept Amounts	Notes
1	Revenues				
2	Fire Tax	\$ 30,000		\$ 30,000	4-year tax on residents \$200/yr, expiring April 2012. Current balance \$92,893.
3	West Marin Fire Grant (2 yrs)	16,800		16,800	A long running annual grant (\$8,400/yr) from Marin Fire Council, funded by NPS.
4	Total Revenues	\$ 46,800		\$ 46,800	
5					
6	Expenditures				
7	<u>Fire Station Parcel</u>				
8	Parcel Acquisition \$ 132,000				Proposed acquisition cost for 60' x 150' level parcel at Greene Ln, Muir Beach.
9	Foundation Grant (100,000)				From a donor-advised fund at the Marin Community Foundation.
10	Total Fire Station Parcel	\$ 32,000	(32,000)	\$ -	
11	<u>Fire Station Building</u>				
12	26' x 46' Tuff Shed \$ 62,808				Constructed cost using a to-be-constructed slab foundation.
13	Slab, Electric, Plumbing 40,000				Slab \$15,000+, Elec & Plumbing \$25,000.
14	Permits 15,000				Coastal permit and variance.
15	Other 13,000				Geotechnical \$7,000; Landscaping \$5,000.
16	Estimating Contingency 20,000				Excludes \$14,750 paid from fire station reserve account for: Record of survey, topo map, civil engineering, septic analysis, legal.
17	Total Fire Station Building	\$ 150,808	(103,945)	\$ 46,863	
18	<u>Firefighting</u>				
19	Training for Volunteers \$ 15,000				First Responder certifications, driving courses, availability of EMT certs.
20	Truck Expenses 13,000				Maintenance, fuel (\$8,000 avg of hist exp), 676/Pumper investigation/restoration (\$5,000).
21	Firefighting Equipment 11,500				Ladders, hoses, protective clothing, lighting, saws - excludes breathing apparatus (avg of historical expenditures).
22	Radio Communications 3,500				Allowance for change to high band radios, other (avg of historical expenditures).
23	Emerg Med Supplies, Other 1,700				Defibrillator, rescue equipment (avg of historical expenditures).
24	Total Firefighting	\$ 44,700	(4,300)	\$ 40,400	
25	Chipper Program \$ 11,000		<i>Paid to VFA</i>	\$ 11,000	VFA to be paid to operate chipper program. Will utilize fire dept volunteers.
26	General Administrative \$ 7,600			\$ 7,600	Vehicle and liability insurance (\$4,000), Allocation of district overhead expenses (\$3,600).
27	<u>Vehicle Acquisition</u>				
28	Fast Attack Truck (#2) \$ 133,715				5-passenger, Ford F550 diesel w/ 200 gallon water tank, 110 GPM pump - duplicate vehicle.
29	FEMA Grant (126,350)				Assistance to Firefighters Grant (AFG), a FEMA program.
30	Total Vehicle Acquisition	\$ 7,365		\$ 7,365	
31	<u>Emergency Preparedness</u>				
32	Resident training \$ 5,000				CPR training for residents.
33	Housing, med, radio comm 4,100				Emergency shelter, medical supplies, emerg food, radio, search & rescue.
34	Total Emerg Preparedness	\$ 9,100	(1,000)	\$ 8,100	Net amount of emergency preparedness program is paid to VFA.
35	Total Expenditures	\$ 262,573	(141,245)	\$ 121,328	
36					
37	Total Revenues less Total Expenditures	(215,773)		(74,528)	
38					
39	Cash Balances				
40	Cash Balances (starting)			\$ 96,659	Fire tax acct \$92,893; Fire station acct \$1,167; West Marin \$2,600.
41	Total Revenues less Total Expenditures (from above)			(74,528)	
42	Cash Balances (ending)			\$ 22,131	Includes \$14,300 paid from the Fire Dept to the VFA (\$11,000 for chipper program and \$3,300 for emergency preparedness).

NO MONTHLY FEE MEDICAL ALERT SYSTEM

Personal Assistance Emergency Phone Dialer (model ats4387x)

ONLY \$69.99 + sales tax/shipping

**INDEPENDENCE IN THE COMFORT
OF YOUR OWN HOME...**



Personal Monitoring System with No Monthly Fees

*with peace of mind
close at hand!*



Calls for help with
the push of a button

"I don't know what I would do without it. You
feel like someone is always there."
— Doug Pritch of Yuma, Arizona



Personal Assistance Voice Dialer

The easiest way to keep your independence!
The easiest way to call for help - just push a button!

- Press heart pendant and help is on the way!
- Instantly calls up to 4 people & plays message
- Person called can directly "listen-in" to the distress.
- Never pay a monitoring fee! **No Monthly Fees**

Included with the Personal Assistance Emergency Phone Dialer is (1) Heart Pendant. Simply push the Emergency Call button, holding it down for 4 seconds. It will send a RF (radio frequency) signal to the main console, which will trigger an alarm and call your 4 numbers in order for emergency help.

Optionally you can get 3 big red panic buttons. They operate exactly like the heart pendant. They can be placed at strategic locations such as the bathroom, bedroom, beside the night stand, outside the shower. Press them and activate the alert.

Optionally we also have a Fully Functional Wrist Watch Panic Button. It's A Watch but it is also a Panic Button. Available in Black or White. It operates exactly like the heart pendant with a 100 foot range. This Wrist Watch Panic Button is an Assistive Technology Services exclusive.



BIG RED



Will help protect
your family!

Personal Assistance Emergency Phone Dialer-System Features

- Personal Monitoring** - the system calls family and friends or 911 instead of a monitoring company.
- Save money** - system works right out of the box with no monthly fees to pay. **No wiring or installation fees** - set it up yourself.
- Wireless one-touch help** - heart-shaped remote can be worn around your neck. **Listen In** - hear what's going on when the system calls you. **Loud Alarm** - alert neighbors when help is needed (Alarm can be disabled)

Assistive Technology Services - www.ATS-TN.com - Toll Free 866-927-3577

Muir Beach Community Services District
Balance Sheet
As of September 30, 2011

Accrual Basis

	Sep 30, 11
ASSETS	
Current Assets	
Checking/Savings	
First National Bank	452,767
Smith Barney	195,358
County Fund 73800	968
Total Checking/Savings	649,093
Accounts Receivable	
Receivables	18,188
Undisbursed Receipts at County	1,264
Total Accounts Receivable	19,452
Other Current Assets	
Undeposited Funds	9,412
Deposits	1,548
Total Other Current Assets	10,960
Total Current Assets	679,505
Fixed Assets	
Water System	1,063,061
Building	264,064
Fire Truck-cost	96,395
Land	74,673
Equipment	45,678
Roads & Easements	31,854
Fire Station	19,929
Total Fixed Assets	1,595,655
TOTAL ASSETS	2,275,160
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Water Security Deposits	11,700
Rental Security Deposits	250
Total Other Current Liabilities	11,950
Credit Cards	
Chase VISA 5153	407
Total Credit Cards	407
Accounts Payable	
Accounts Payable	150
Total Accounts Payable	150

Muir Beach Community Services District

Balance Sheet

As of September 30, 2011

Accrual Basis

	<u>Sep 30, 11</u>
Total Current Liabilities	12,507
Total Liabilities	12,507
Equity	
Proprietary (Water) Fund	1,037,917
Governmental Funds	973,830
Net Income	219,720
Retained Earnings	31,186
Total Equity	2,262,654
TOTAL LIABILITIES & EQUITY	<u>2,275,160</u>

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10/10/11

Accrual Basis

**Muir Beach CSD
Expenditures for Fixed Assets
As of September 30, 2011**

Date	Num	Name	Memo	Amount
Fire Station				
8/16/2011	2516	Fidelity Title	Deposit per PSA Aug 15, 2011	4,000.00
Total Fire Station				4,000.00
Fire Truck-cost				
Total Fire Truck-cost				
Equipment				
Equipment-Cost				
Total Equipment-Cost				
Total Equipment				
Roads & Easements				
CC Steps & Walls				
6/10/2011		Sward, John - v	Stone steps @ Community Center	4,000.00
Total CC Steps & Walls				4,000.00
Total Roads & Easements				4,000.00
Water System				
Water System-Cost				
Upper Tank Replacement				
6/6/2011		Omega Engineering	Level detector upper tank	409.76
7/11/2011	10003...	Marin County Treasurer	Partial refund of Coastal Permit fee	-1,565.87
8/18/2011	4824	Hazelton Electric Inc.	Electrical at upper tank	1,673.40
8/31/2011	1563	Vista Landscape	Landscaping Repairs at Upper Tank	375.00
9/9/2011	4839	Hazelton Electric Inc.	Electrical at upper tank	828.23
Total Upper Tank Replacement				1,720.52
Water System-Cost - Other				
Total Water System-Cost - Other				
Total Water System-Cost				1,720.52
Total Water System				1,720.52
TOTAL				9,720.52

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Accrual Basis

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
June through September 2011

Date	Name	Memo	Amount
Accounting & Bookkeeping			
6/2/2011	Slade, Claire	Bookkeeping	732.00
6/30/2011	Mullin, Sharon	June Bookkeeping	2,983.50
7/31/2011	Mullin, Sharon	July bookkeeping	977.50
7/31/2011	Mullin, Sharon	July bookkeeping	552.50
8/31/2011	Mullin, Sharon	August bookkeeping	918.00
8/31/2011	Mullin, Sharon	August bookkeeping	340.00
Total Accounting & Bookkeeping			6,503.50
Community Classes & Functions			
Tai Chi Expense			
6/30/2011	Wang, Emiko	Tai Chi instruction Oct-Jun less \$90 pd in Jan	761.50
7/31/2011	Wang, Emiko	Tai Chi instruction	90.00
8/16/2011	Wang, Emiko	Tai Chi instruction	108.00
Total Tai Chi Expense			959.50
Total Community Classes & Functions			959.50
Document Expense			
9/3/2011	Riehl, Leslie	Secretarial - meeting minutes	400.00
Total Document Expense			400.00
Employee Health Ins			
Hills Health Ins			
6/20/2011	CalPers	563.40 + admin; PersChoice 1 member	565.48
7/15/2011	CalPers	563.40 + admin; PersChoice 1 member	565.48
8/15/2011	CalPers	563.40 + admin; PersChoice 1 member	565.48
9/15/2011	CalPers	563.40 + admin; PersChoice 1 member	565.48
Total Hills Health Ins			2,261.92
Pearlman Health Ins			
6/20/2011	CalPers	571.10 + admin; Kaiser 1 member	571.10
7/15/2011	CalPers	571.10 + admin; Kaiser 1 member	571.10
8/15/2011	CalPers	571.10 + admin; Kaiser 1 member	571.10
9/15/2011	CalPers	571.10 + admin; Kaiser 1 member	571.10
Total Pearlman Health Ins			2,284.40
Total Employee Health Ins			4,546.32
Insurance - Prop and Liab			
6/8/2011	VFIS	Fire Dept	374.00
6/13/2011	Glatfelter Public Practice	Package policy / C28773	4,909.00
6/13/2011	Glatfelter Public Practice	Commercial Excess policy / C28773	1,897.00
Total Insurance - Prop and Liab			7,180.00
Legal & Professional			
Legal Fees			
7/14/2011	Marin County Tax Collector	Apr, May, Jun	146.25

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Accrual Basis

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
 June through September 2011

Date	Name	Memo	Amount
Total Legal Fees			146.25
Total Legal & Professional			146.25
Licenses, Permits & Fees			
6/30/2011	Mullin, Sharon	MV parking permit	40.00
7/18/2011	Marin County Tax Collector	LAFCO charges - fiscal yr 2011-12	160.00
Total Licenses, Permits & Fees			200.00
Misc Operating Expenses			
Meeting Expense			
7/13/2011	Peets Coffee & Tea	Refreshments for meeting	17.00
7/13/2011	Mill Valley Market	Refreshments for meeting	25.03
Total Meeting Expense			42.03
Bank & Merchant Fees			
6/30/2011	Misc Customer	Reconciliation discrepancy	-0.05
6/5/2011		Fee ID=85294905	104.98
6/20/2011		Fee ID=86007311	3.27
6/26/2011		Fee ID=86274379	15.15
6/30/2011		Fee ID=86807890	96.56
6/30/2011		Fee ID=86807891	9.95
6/30/2011		Service Charge	10.00
7/31/2011		Service Charge	10.00
8/2/2011		Fee ID=88500709	6.30
7/31/2011		Fee ID=88764199	110.46
7/25/2011		Fee ID=88126668	4.88
7/24/2011		Fee ID=88078864	119.76
7/31/2011		Fee ID=88764200	9.95
8/17/2011		Fee ID=89764915	5.73
8/31/2011		Service Charge	10.00
8/31/2011		Fee ID=90708048	6.53
8/31/2011		Fee ID=90708049	1.44
8/31/2011		Fee ID=90708050	9.95
Total Bank & Merchant Fees			534.86
Total Misc Operating Expenses			576.89
Office Expense			
Postage & Delivery			
6/2/2011	Slade, Claire	Bookkeeping	38.38
Total Postage & Delivery			38.38
Total Office Expense			38.38
Payroll Expenses			
Payroll Service			
6/3/2011	Paychex, Inc.	Payroll Processing Service	81.18

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10/10/11

Accrual Basis

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
June through September 2011

Date	Name	Memo	Amount
6/17/2011	Paychex, Inc.	Payroll Processing Service	81.38
7/1/2011	Paychex, Inc.	Payroll Processing Service	97.31
7/19/2011	Paychex, Inc.	Payroll Processing Service	83.92
7/29/2011	Paychex, Inc.	Payroll Processing Service	88.33
8/12/2011	Paychex, Inc.	Payroll Processing Service	79.08
8/26/2011	Paychex, Inc.	Payroll Processing Service	79.08
9/9/2011	Paychex, Inc.	Payroll Processing Service	79.08
Total Payroll Service			669.36
Workers Comp			
6/5/2011	State Compensation Insurance Fund	Workers comp insurance	53.93
6/5/2011	State Compensation Insurance Fund	Workers comp insurance	66.41
6/5/2011	State Compensation Insurance Fund	Workers comp insurance	70.47
6/5/2011	State Compensation Insurance Fund	Workers comp insurance	190.43
7/5/2011	State Compensation Insurance Fund	Workers comp insurance	26.96
7/5/2011	State Compensation Insurance Fund	Workers comp insurance	25.57
7/5/2011	State Compensation Insurance Fund	Workers comp insurance	41.49
7/5/2011	State Compensation Insurance Fund	Workers comp insurance	162.83
8/5/2011	State Compensation Insurance Fund	Workers comp insurance	26.96
8/5/2011	State Compensation Insurance Fund	Workers comp insurance	17.51
8/5/2011	State Compensation Insurance Fund	Workers comp insurance	51.97
8/5/2011	State Compensation Insurance Fund	Workers comp insurance	166.94
9/5/2011	State Compensation Insurance Fund	Workers comp insurance	26.96
9/5/2011	State Compensation Insurance Fund	Workers comp insurance	19.33
9/5/2011	State Compensation Insurance Fund	Workers comp insurance	37.68
9/5/2011	State Compensation Insurance Fund	Workers comp insurance	164.77
Total Workers Comp			1,150.21
Total Payroll Expenses			1,819.57
Repair & Maint (non-water)			
8/25/2011	Van Amburgh, Laura	Varnish for CC Kitchen	25.90
7/19/2011	United Site Services, Inc.	Portable Restroom - Pumphouse	33.00
8/30/2011	Home Depot	Finish for CC floor	18.45
9/4/2011	Home Depot	Floor finish for Comm Center	70.53
Total Repair & Maint (non-water)			147.88
Supplies (non-water)			
7/10/2011	Smart n Final	Comm Ctr Supplies	12.12
8/25/2011	Pearlman, Harvey - V	Comm Center supplies	87.82
7/5/2011	Home Depot	Supplies for weeder	22.65
7/15/2011	Home Depot	Water Dept/CC supplies	9.96
9/2/2011	Goodman Building Supply	Step stool for Comm Center	16.19
7/5/2011	Best Buy	Refrigerator for CC	437.18
7/5/2011	Bed, Bath & Beyond	Dish drainer for CC	6.04
Total Supplies (non-water)			591.96
Vehicle Expense			

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
June through September 2011

Date	Name	Memo	Amount
6/30/2011	Pearlman, Harvey - V	mileage allowance	150.00
7/31/2011	Pearlman, Harvey - V	Mileage allowance	150.00
8/31/2011	Pearlman, Harvey - V	Mileage allowance	150.00
9/30/2011	Pearlman, Harvey - V	Mileage allowance	150.00
Total Vehicle Expense			600.00
Uncategorized Exp			
8/15/2011	CalPers	Pearlman 571.10, Hills 565.48 / 7467	-0.34
9/15/2011	CalPers	Pearlman 571.10, Hills 565.48 / 7467	-0.11
Total Uncategorized Exp			-0.45
Utilities			
Electric			
6/16/2011	SMITH, Brent (1104)	Credit for electricity usage	8.00
7/16/2011	SMITH, Brent (1104)	Credit for electricity usage	8.00
8/16/2011	SMITH, Brent (1104)	Credit for electricity usage	8.00
9/16/2011	SMITH, Brent (1104)	Credit for electricity usage	8.00
6/30/2011	PG&E Pumping from Wells 745-7	Electric - Pumping fr Well to Lower Tank	391.91
7/29/2011	PG&E Pumping from Wells 745-7	Electric - Pumping fr Well to Lower Tank	354.35
8/14/2011	PG&E Pumping from Wells 745-7	Electric - Pumping fr Well to Lower Tank	405.69
6/30/2011	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Tanks	224.85
7/29/2011	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Tanks	209.45
8/14/2011	PG&E Pumping at Lower Tank 623-9	Electric - Pumping from Lower Tank to Upper Tanks	220.57
6/30/2011	PG&E at Comm Ctr 019-6	Community Center Elec (Net of Solar)	83.75
7/29/2011	PG&E at Comm Ctr 019-6	Community Center Elec (Net of Solar)	70.84
8/14/2011	PG&E at Comm Ctr 019-6	Community Center Elec (Net of Solar)	60.47
Total Electric			2,053.88
Propane			
8/31/2011	McPhail's	Propane for CC	156.69
7/6/2011	Chevron	Propane for CC	77.74
Total Propane			234.43
Refuse Service			
7/1/2011	Redwood Empire Disposal	Refuse Com Ctr; WMD-1180783	174.30
Total Refuse Service			174.30
Telephone			
6/2/2011	Maxemail	Voicemail Service	20.85
7/2/2011	Maxemail	Voicemail Service	20.85
8/2/2011	Maxemail	Voicemail Service	20.85
6/2/2011	AT&T Mobility	Harvey's cell phone	32.46
7/2/2011	AT&T Mobility	Harvey's cell phone	32.42
8/2/2011	AT&T Mobility	Harvey's cell phone	35.11
9/2/2011	AT&T Mobility	Harvey's cell phone	32.42
6/26/2011	AT&T	Phone @ fire barn; 415 380-9627	46.84
6/26/2011	AT&T	Phone @ pumphouse; 415 381-2614	91.67
6/26/2011	AT&T	Gen'l CSD phone line; 415 388-7804	116.84

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
June through September 2011

Date	Name	Memo	Amount
6/26/2011	AT&T	Summary billing services for phone lines	5.73
7/26/2011	AT&T	Phone @ fire barn; 415 380-9627	46.80
7/26/2011	AT&T	Phone @ pumphouse; 415 381-2614	33.28
7/26/2011	AT&T	Gen'l CSD phone line; 415 388-7804	113.60
7/26/2011	AT&T	Summary billing services for phone lines	5.73
8/26/2011	AT&T	Phone @ fire barn; 415 380-9627	46.92
8/26/2011	AT&T	Phone @ pumphouse; 415 381-2614	182.54
8/26/2011	AT&T	Gen'l CSD phone line; 415 388-7804	10.46
8/26/2011	AT&T	Summary billing services for phone lines	3.82
Total Telephone			899.19
Total Utilities			3,361.80
Water Expenses			
Water Dept. Expense			
7/6/2011	Walgreens	Copy paper	4.63
6/9/2011	Pace Supply Corp.	Misc water system parts/ 13575-00	151.29
7/20/2011	Pace Supply Corp.	Misc water system parts/ 13575-00	135.90
6/13/2011	Nova Tech International	Metering pump	523.60
7/28/2011	Martin Bros. Supply	Gravel	10.23
8/9/2011	Jackson's Hardware	Small water system supplies	20.01
7/15/2011	Home Depot	Water Dept/CC supplies	26.54
8/19/2011	Home Depot	Misc Water Dept purchases	66.99
9/4/2011	Home Depot	Electrical box covers - Water Dept.	16.15
9/7/2011	Home Depot	Misc Water Dept. supplies	18.94
6/14/2011	Goodman Building Supply	General Hardware	18.93
6/17/2011	Goodman Building Supply	General Hardware	24.10
7/19/2011	Goodman Building Supply	General Hardware	7.00
8/12/2011	Goodman Building Supply	Light bulbs for sheds	60.39
8/5/2011	Goodman Building Supply	Small water system supplies	17.79
8/10/2011	Goodman Building Supply	Small water system supplies	8.29
8/31/2011	Goodman Building Supply	Fittings for water system	11.33
6/17/2011	Fedex	Water report copies	108.12
Total Water Dept. Expense			1,230.23
Water Testing			
7/14/2011	Marin County Public Health Laboratory	Lab Tests	30.00
6/10/2011	Marin County Public Health Laboratory	Lab Tests	30.00
8/9/2011	Marin County Public Health Laboratory	Lab Tests	30.00
7/13/2011	LabSafe	Water testing equipment	184.84
6/10/2011	Brelje and Race Laboratories, Inc.	Lab tests	1,429.00
8/9/2011	Brelje and Race Laboratories, Inc.	Lab tests	463.50
8/31/2011	Brelje and Race Laboratories, Inc.	Lab tests	658.00
Total Water Testing			2,825.34
Water Treatment			
7/15/2011	Herb's Pool Service	Chlorine	55.80
8/30/2011	Herb's Pool Service	Chlorine	60.80

9:52 AM

10/10/11

Accrual Basis

Muir Beach CSD
Expenditures excl Payroll & Cap Assets
June through September 2011

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
	Total Water Treatment		116.60
	Total Water Expenses		4,172.17
	Other Expenses		
8/15/2011	Jon Rauh & Danny Hobson, Trustees	VOID: Deposit Per PSA Aug 15, 2011	0.00
	Total Other Expenses		0.00
TOTAL			<u>31,243.77</u>

Payroll Expenditures June 2011 - September 2011

Wages per timesheets

Period ended	Rate (x Benefits)	3-Jun	14-Jun	1-Jul	15-Jul	29-Jul	12-Aug	26-Aug	9-Sep	23-Sep	Total
Alcala, Jose	\$20/hr	0.00	0.00	470.00	0.00	0.00	0.00	120.00	0.00		590.00
Gonzalez, Juanita	\$15/hr	240.00	180.00	180.00	180.00	180.00	180.00	180.00	180.00		1,500.00
Gonzalez, Salvador	\$17/hr	272.00	306.00	408.00	122.80	272.00	272.00	408.00	272.00		2,332.80
Hills, Leighton	\$24,000/yr	923.08	923.08	923.08	923.08	923.08	923.08	923.08	923.08		7,384.64
Pearlman, Harvey	\$25/hr	862.50	962.50	1,900.00	500.00	1,362.50	587.50	975.00	1,037.50		<u>8,187.50</u>
											<u>19,994.94</u>

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Board of Directors' meeting held on**
3 **Wednesday, July 13, 2011**

4
5 **OFFICIAL MINUTES ONLY UPON APPROVAL**

6 Prior to approval of these minutes by the Board of Directors in a public meeting, these minutes
7 are draft only and subject to change. Upon approval by the Board, these minutes become the
8 Official Minutes of the meeting.

9
10 **Item 1 CALL TO ORDER**

11 President Shaffer called the regular meeting of the Muir Beach Community Services District
12 Board of Directors to order at 7:22 PM on Wednesday, July 13, 2011.

13
14 **Roll Call**

15
16 DIRECTORS PRESENT: Steve Shaffer, Peter Rudnick, Scott Bender
17 Dan Fitzpatrick—via Skype
18 OFFICERS PRESENT: District Manager: Leighton Hills
19 MEETING MINUTES: Leslie Riehl
20

21 **Item 2 RESIGNATION OF DIRECTOR, APPOINTMENT OF SUCCESSOR TO**
22 **SERVE THROUGH NOVEMBER**

23 **A. Resignation of Director Hobson**

24 Steve Shaffer, as board president, received the following letter from Danny Hobson resigning her
25 position as director on May 23, 2011:

26
27 *“I am writing to officially resign from my position on the CSD Board. As you know, I had*
28 *my second daughter in January and am finding that my family needs my full attention at*
29 *this time. I have so appreciated the opportunity to serve the Muir Beach community as a*
30 *board member. I would welcome the opportunity to serve again once my children are*
31 *older.*

32
33 *It has been a pleasure to work with you. I so appreciate your good leadership. I wish*
34 *you and the CSD all the best.”*
35

36 The Board thanked Danny for her participation on the Board.

37
38 **B. Appointment of Successor to Serve through November.**

39 Resident Peter Lambert has offered to fill the vacancy created by Danny's resignation. The
40 Gov't Code provide for the board to fill the vacancy until the time of the next election by the
41 community. Citing Peter's extensive knowledge in finance, Steve and Leighton suggested that
42 the board consider Peter for the interim appointment.
43

44 Kathy Sward indicated she would like vacancies on the board announced so other residents could
45 nominate themselves for the board's consideration. Paul Jeschke, a former candidate for the
46 CSD Board, thought Peter Lambert would be a great addition to the Board.
47

1 MOTION: To appoint Mr. Peter Lambert as a member of the CSD Board,
2 with term ending in November 2011.

3
4 Moved: Shaffer, seconded by Rudnick
5 Vote: AYES, Unanimous
6

7 Mr. Lambert was sworn in and took his position.
8

9 **Item 3 MOTION TO APPROVE CONSENT CALENDAR**

10 **A. Approval of Minutes**--Regular meeting February 28, 2011

11 **B. Financial Reports**—As attached

12 **C. Elections Request**—A perfunctory resolution that the District election be administered by
13 the County Registrar of Voters.
14

15 MOTION: To approve items A, B and C
16 Moved: Rudnick, seconded by Shaffer
17 Vote: AYES, Unanimous
18

19 **Item 4 NATIONAL PARK SERVICE REPORT**

20 Mia Monroe spoke on behalf of the Park Service. She reported that the NPS has begun Phase 3,
21 of a five phase program, on the Big Lagoon project. Project will:

- 22 1. Connect the new channel to the historic channel. This is the second year of this process,
23 with the new channel being dug last summer 2010.
- 24 2. The levee road will be removed. Access to the beach by pedestrians from the Highway 1
25 will be either along Pacific Way or via the Farm Road, across from the Pelican Inn.
- 26 3. Construction of a huge pedestrian bridge in preparation for the relocation of the beach
27 parking lot in 2013. The pathway will be multi-use and will wind through the wetlands
28 and stream area. The parking lot will be closed for two days while the bridge is placed in
29 position.

30 Mia responded to several questions from the audience.
31

32 **Item 5 FIRE DEPARTMENT REPORT**

33 **A. Dismissal of Firefighter**

34 As the District Manager is responsible under the CA Gov't Code (Sec61051(b)) for “the
35 appointment, supervision, discipline, and dismissal of ([personnel in all departments],”
36 Firefighter Jeffery Trotter requested time to address the board regarding his recent dismissal
37 from the MBVFD.
38

39 After a brief discussion, Jeffrey requested that he would rather have the matter heard in closed
40 session as is permitted under the Gov't Code. A closed session commenced near the end of the
41 meeting.
42

43 **B. Acquisition of Parcel for New Fire Station**

44 Leighton provided a brief history on the efforts made by the CSD and MBVFD to find a
45 permanent location for the fire station. The first option considered was to obtain a long-term
46 lease from the NPS in exchange for rehabbing the existing structure. Combined with the
47 restrictive lease terms from the NPS and the estimated cost to complete the rehabilitation of the
48 existing structure ranging from \$400,000 to \$600,000, a second option was developed – to

1 acquire a small parcel of land and have a fire station constructed on the site by Tuff Shed. Jon
2 Rauh and Danny Hobson offered to let a vacant lot of theirs to be used for this purchase. The
3 proposed price for the parcel is \$132,000. The community's friendly anonymous donor is
4 willing to provide \$100,000 and the Volunteer Fireman's Association is willing to provide
5 \$32,000 plus closing costs. A quote from Tuff Shed is for approximately \$65,000 for a building
6 large enough for a new fire station. Other project costs were also discussed.

7
8 MOTION: To authorize Leighton to sign agreement to acquire property from
9 Jon Rauh and Danny Hobson on behalf of the CSD for \$132,000 for the purpose
10 of constructing a fire station, and to enter into all accompanying documentation.

11
12 Moved: Rudnick, seconded by Bender
13 Vote: AYES, Unanimous
14

15 **C. Budget for Fire Department**

16 The board reviewed and discussed the fire department budget attached to the agenda.

17
18 MOTION: To approve the 2012 MBVFD Budget as submitted

19
20 Moved: Lambert, seconded by Rudnick
21 Vote: AYES, Unanimous
22

23 **D. Grant Issues, Ordering of Capital Assets.**

24 After discussion and acting on the advice of legal counsel the board asked the Fire Association to
25 disclose to FEMA that the Fire Department had received grant from Firemen's Fund Insurance
26 Company and had obtained a fast attack fire truck. FEMA has tentatively approved funds for the
27 Fire Department's acquisition of such a truck, and the board wanted to make certain FEMA was
28 aware of the situation before funds were obtained to acquire a second truck. Michael Kaufman
29 reported that he recently disclosed this to FEMA and it has taken the information under
30 consideration.

31 32 **Item 6 RECREATIONAL ITEMS**

33 Nothing to report
34

35 **Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR**

36 No items were removed from the Consent Calendar
37

38 **Item 8 PUBLIC OPEN TIME**

39 No items discussed
40

41 **Item 9 SELECTION OF DATE FOR NEXT MEETING**

42 Meeting tentatively scheduled for August 24, 2011, subject to vacation schedules
43

44 **Item 10 CLOSED SESSION**

45 Public Employee Performance Evaluation – authorized by CA Gov't Code Section 54954.5(e)
46

47 **Item 11 RECONVENE IN OPEN SESSION**

1 As discussed under Item 5a. John Sward, Fire Chief, and Steve Wynn, Asst. Fire Chief, will
2 have a subsequent meeting to further discuss the particulars of Jeffrey's service to the Fire
3 Department. It was agreed by all that Jeffrey voluntarily resigned his volunteer position. If any
4 issues remain unresolved, Jeffrey will bring them to the attention of the board at a future time.

5
6 Scott Bender will work with John and Steve to develop a policy and process pertaining to
7 personnel issues regarding volunteers.

8
9 **Item 12 ADJOURNMENT**

10 The meeting was adjourned at 9:36 PM.