

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



Wed, December 7, 2005
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

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

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

Item 2 NATIONAL PARK SERVICE REPORT

A representative of the National Park Service may be present to provide an update or report on activities relevant to Muir Beach.

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 October 2005, attached at page 5.
- B. **Approval of Minutes** – Regular meeting October 19, 2005, attached at page 12.

Item 4 FIRE DEPARTMENT REPORT

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

Item 5 DISTRICT MANAGER'S REPORT

- A. **Passage of Parcel Tax** – Muir Beach voters passed the local parcel tax by a state record margin of 88.4%. 175 votes in favor outweighed the 23 opposed, for a total turnout of 198 of Muir Beach's 291 registered voters. This compared with the results in 2001 of 85 votes in favor, 27 opposed for a total turnout then of 112 votes. Incidentally, here is the breakdown of voter registration statistics for Muir Beach:

<u>Voter Registration</u>	<u>Number</u>	<u>Percent</u>
Democrat	176	61%
Republican	19	6
None specified	64	22
Other	<u>32</u>	<u>11</u>
	291	100%

- B. **New Water Rates in Effect** – The new water rates passed in October went into effect for the November billing. Revenues under the old rates would have been \$6,255 but increased by \$1,086 to \$7,341 to help restore revenues to their former levels. Only 14 customers (the largest users out of 149 total) saw increase of more than \$10 dollars for the billing period.
- C. **Sunlight Restored Around Lower Tank** – As proposed by Tony Mekisich and approved by the Board, several trees immediately surrounding and above the lower water tank were removed last week. The trees were a falling hazard for our tank, and the shade contributed to constant moisture and fungus on the outside of the tank. A 150,000 gallon water tank in Olema was replaced this year (our lower tank is 100,000 gallons) at a cost of more than \$450,000 – we should do everything possible to get the maximum lives out of our two tanks.
- D. **Footbridge Replacement** – As discussed before, the footbridge from the pumphouse to the water well needs replacement. The bridge carries the chlorine solution to the well, and also carries all water coming from the well to the community. A civil engineer has performed the load calculations for sizing steel beams to replace the rotten wood beams. A soils engineer has made recommendations for appropriate abutments and piers for the footbridge. I would request authorization to proceed with replacement/improvement work – estimated to be roughly in the neighborhood of \$4,500 – using volunteer labor to the extent possible.

Item 6 RECREATIONAL ITEMS

Reports/comments from the audience.

Item 7 QUESTIONS & REQUESTS FROM KARLA ANDERSDATTER

Please see the attached email (page 11) from Karla regarding: Donovan's records; Paper records; Disaster Committee questions; Wheelchair for Community Center.

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

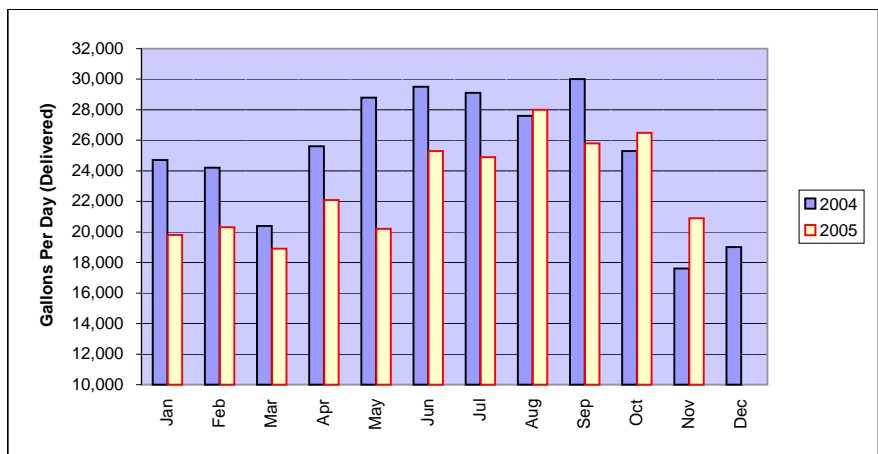
4th Wednesday is January 25th

3rd Wednesday is January 18th

Item 12 ADJOURNMENT

Water Production Table

End Date	Gallons Per Day					Billings	
	Pumped	Delivered	12 Mo Avg (Delivered)	Leaks		Month	12 Mos Rolling Avg
Nov 16, 05	24,700	20,900	22,700	3,220	13%	\$ 7,341	\$ 80,250
Oct 16, 05	26,800	26,500	22,400	240	1%	\$ 7,543	\$ 78,180
Sep 16, 05	29,500	25,800	22,300	3,520	12%	\$ 7,683	\$ 77,840
Aug 16, 05	29,700	28,000	22,600	1,480	5%	\$ 8,364	\$ 78,930
Jul 16, 05	27,000	24,900	22,600	1,980	7%	\$ 7,083	\$ 78,640
Jun 16, 05	26,900	25,300	22,900	1,580	6%	\$ 7,352	\$ 79,760
May 16, 05	24,400	20,200	23,300	3,850	16%	\$ 5,847	\$ 81,020
Apr 16, 05	25,300	22,100	24,000	2,380	9%	\$ 6,421	\$ 83,390
Mar 16, 05	23,600	18,900	24,300	4,110	17%	\$ 5,239	\$ 84,380
Feb 16, 05	23,500	20,300	24,400	3,120	13%	\$ 6,048	\$ 84,840
Jan 16, 05	21,900	19,800	24,700	2,110	10%	\$ 5,902	\$ 86,260
Dec 16, 04	25,900	19,000	25,100	6,180	24%	\$ 5,431	\$ 87,300
Nov 16, 04		17,600	25,500	-	N/A	\$ 5,265	\$ 88,590
Oct 16, 04	27,300	25,300	26,300	1,920	7%	\$ 7,200	\$ 91,370
Sep 16, 04	32,300	30,000	26,300	2,240	7%	\$ 8,777	\$ 91,560
Aug 16, 04	29,400	27,600	26,200	1,720	6%	\$ 8,069	\$ 91,060
Jul 16, 04	31,400	29,100	25,900	2,150	7%	\$ 8,207	\$ 90,200
Jun 16, 04	31,100	29,500	26,200	1,540	5%	\$ 8,618	\$ 91,070
May 16, 04	30,000	28,800	26,000	1,090	4%	\$ 8,213	\$ 90,370
Apr 16, 04	28,100	25,600	25,500	1,860	7%	\$ 7,411	\$ 87,080
Mar 16, 04	22,500	20,400	25,200	1,310	6%	\$ 5,695	\$ 84,700
Feb 16, 04	26,200	24,200	25,300	1,300	5%	\$ 7,467	\$ 83,440
Jan 16, 04	32,100	24,700	25,100	6,910	22%	\$ 6,948	\$ 80,660



Muir Beach Community Services District
Expenditures
October 2005

	TOTAL	Admin	Water Cap Impr	Fire	Rec	Roads	Water
Hills, Leighton	2,124.66	562.41	416.60	208.30	208.30	312.45	416.60
Mullin, Sharon	2,031.09	1,267.09	0.00	0.00	0.00	0.00	764.00
Pearlman, Harvey (payroll)	1,661.00	0.00	0.00	0.00	176.00	66.00	1,419.00
McKenzie, Daniel (mosquito program)	1,412.50	0.00	0.00	0.00	1,412.50	0.00	0.00
Hills, Gage (mosquito program)	1,412.50	0.00	0.00	0.00	1,412.50	0.00	0.00
State Compensation Insurance Fund	1,200.62	0.00	0.00	0.00	829.87	69.51	301.24
Hazelton Electric (CC sprinkler repair)	572.50	0.00	0.00	0.00	572.50	0.00	0.00
Brielje & Race (water testing)	566.50	0.00	0.00	0.00	0.00	0.00	566.50
Gonzalez, Salvador	495.00	0.00	0.00	0.00	105.00	60.00	330.00
Payroll taxes	416.87	416.87	0.00	0.00	0.00	0.00	0.00
CalPers	355.75	355.75	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey (supplies + mileage)	295.38	0.00	0.00	0.00	150.85	0.00	144.53
Gonzalez, Juana	288.00	0.00	0.00	0.00	288.00	0.00	0.00
Home Depot (misc water & rec repairs)	247.28	0.00	0.00	0.00	168.84	0.00	78.44
Richmond. Lonna	180.00	0.00	0.00	0.00	180.00	0.00	0.00
PG&E	144.73	0.00	0.00	0.00	0.00	0.00	144.73
Waste Management	124.35	0.00	0.00	0.00	124.35	0.00	0.00
Wang, Emiko	90.00	0.00	0.00	0.00	90.00	0.00	0.00
SBC	88.70	56.53	0.00	0.00	0.00	0.00	32.17
Martin Bros. (rip rap for hydrants)	84.24	0.00	0.00	0.00	0.00	0.00	84.24
USPS	74.00	0.00	0.00	0.00	0.00	0.00	74.00
Paychex, Inc.	65.70	65.70	0.00	0.00	0.00	0.00	0.00
Herb's Pool Service	59.35	0.00	0.00	0.00	0.00	0.00	59.35
Cingular Wireless	34.88	0.00	0.00	0.00	0.00	0.00	34.88
Marin County Public Health Laboratory	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Knox, Nancy (bistro exp)	25.00	0.00	0.00	0.00	25.00	0.00	0.00
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
Martenyi, Matthew	9.81	0.00	0.00	0.00	0.00	0.00	9.81
Misc Vendor (bistro exp)	7.12	0.00	0.00	0.00	7.12	0.00	0.00
TOTAL	14,110.48	2,737.30	416.60	208.30	5,750.83	507.96	4,489.49

Muir Beach Community Services District
Expenditures
 October 2005

Total paid out of the Water Capital Improvements Fund	416.60
Total paid out of the General Fund	<u>13,693.88</u>
	<u>14,110.48</u>
Paid out of the Rental Security Deposit Trust	
Appelbaum, Laraine	500.00
Compass Community Services	250.00
Hayden, Bob	250.00
	1,000.00
Paid out of the Water Security Deposit Trust	0.00
Paid out of the Shaffer Medical Trust Fund	
Calpers	369.74
Total checks issues	<u><u>15,480.22</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

 Steve Shaffer, Board President

 Leighton Hills, District Manager

Muir Beach Community Services District
Statement of Revenues and Expenditures

October 2005

Accrual Basis

	<u>Oct 05</u>
Ordinary Income/Expense	
Income	
Water Operations Income	6,016
Consumption Surcharge	1,527
Recreational Activities Income	481
Interest Income	4,056
	<hr/>
Total Income	12,080
Expense	
Accounting & Bookkeeping	1,715
Administration Fees	2,083
Bank Service Charges	13
Bistro Expenses	31
Employee Benefits	356
Event Costs	11
Legal & Professional	242
Licenses, Memberships & Fees	-245
Meeting Expense	42
Outside Services	156
Payroll Expenses	7,066
Postage & Delivery	148
Repair & Maintenance	306
Supply	140
Telephone	124
Travel Expense	135
Utilities	269
Water Testing & Expense	675
	<hr/>
Total Expense	13,265
Net Ordinary Income	<hr/> -1,185
Net Income	<hr/> <hr/> -1,185

Muir Beach Community Services District

Balance Sheet

As of October 31, 2005

Accrual Basis

	<u>Oct 31, 05</u>
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney General Funds	9,365
428 Gen'l Fd	13,178
429 Inv Fd	
Water Capital Improvement Fund	350,174
Fire Station Reserve Fund	14,744
General Investments	97,891
429 Inv Fd - Other	<u>3,991</u>
Total 429 Inv Fd	466,800
Petty Cash Fund	<u>69</u>
Total Checking/Savings	489,412
Accounts Receivable	
Receivables	<u>10,595</u>
Total Accounts Receivable	10,595
Other Current Assets	
Undeposited Funds	1,961
Deposits	<u>1,165</u>
Total Other Current Assets	<u>3,127</u>
Total Current Assets	503,134
Fixed Assets	
Building	16,518
Furniture & Fixtures	3,000
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>18,020</u>
Total Water System Improvements	<u>18,020</u>
Total Fixed Assets	<u>77,995</u>
TOTAL ASSETS	<u>581,129</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rental Security Deposits	2,500
Shaffer CalPers Trust	3,245
Water Security Deposits	7,350
West Marin Funds on Deposit	<u>8,076</u>
Total Other Current Liabilities	<u>21,171</u>
Total Current Liabilities	<u>21,171</u>
Total Liabilities	21,171
Equity	
Retained Earnings	573,052
Net Income	<u>-13,095</u>

Muir Beach Community Services District

Balance Sheet

As of October 31, 2005

Accrual Basis

	<u>Oct 31, 05</u>
Total Equity	<u>559,958</u>
TOTAL LIABILITIES & EQUITY	<u><u>581,129</u></u>

Leighton Hills

From: Karla Andersdatter [andersdatter@atthebutterflytree.com]
Sent: Saturday, December 03, 2005 7:58 AM
To: Leighton Hills
Cc: Steve Shaffer; Yamamoto Yamamoto
Subject: CSD Records from Donovan . . .

Dear Leighton,

I'd like to have this under "old business" on the agenda:

1. Past records kept by Donovan where are they? Have they been lost?
2. Also here's a letter I sent Oct. 6, and no response yet. . . please put on agenda.

Karla Andersdatter
P.O. Box 790
Sausalito, CA 94966
Oct. 6,2005

MBCSD Board
Leighton Hills, Dist. Mgr.
19 Seacape Dr.
Muir Beach, Ca 94965

Dear Board Members,

I am requesting that Mr. Hills, our district Mgr. and our beloved Secretary, Sharry, be asked to gather our past records of correspondence in a series of notebooks, year by year. Our last Manager Donovan had kept years of our history, that way, which included all correspondence to the MBCSD. Currently it appears to be unavailable, or non existent. I hope it was not destroyed! I was told by someone that Donovan had kept them at home to work on as he was half time employee.

There used to be books of correspondence and minutes of the meetings kept in the xerox room for easy access to residents who might have missed a meeting or wanted to read the correspondence sent to the MBCSD Board. They are no longer there, and I request that the last Mgr. be asked to find and return these important documents. Particularly important as relates to history of the policy making of the MBCSD Board. The Board members change, but policies have to **be** changed . . . by votes.

While the minutes downloaded on the computer are great for those who use computers, we are still responsible to all members of this community, and also we are responsible for keeping a proper record of the history of this community. and a public record of the business of the Water Board.

Please respond by mail to the above address and advise me as to what is being done to gather these materials together each month and make them available to the community as they need them. Both the minutes and the correspondence sent. They are both a matter of public record! (Yes I know I said it

twice before, so please take heed of this fact.)

Karla Andersdatter

3. Discussion in open meeting about the "Disaster Committee":

- A. Who are they?
- B. Under whose auspices do they operate?
- C. What is the role of the Volunteer Fire Dept. in this arena?
- D. Who do the Volunteer Fire Dept. answer to?
- E. What is their connection to the NPS?
- F. What is their role in case of an earthquake or other major disaster?

Finally, I'd like to know if there is a wheelchair in residence at the Community Center for bringing elderly folks down the pathway. . . if so, where is it kept?

Kindly respoond so that I know if and when any or all of these items will be on the agenda at the next meeting. And when is the next meeting?

Thanks,

Karla

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Board of Directors' meeting held on**
3 **Wednesday, October 19, 2005**
4
5
6

7 **Item 1 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 7:15 pm on Wednesday, October 19, 2005.
11

12 **Roll Call**
13

14 PRESENT: DIRECTORS: Shaffer, Rudnick, Ostroff, Hobson

15 PRESENT: OFFICIALS: District Manager Hills, Secretary-Treasurer Mullin
16

17 **Item 2 NATIONAL PARK SERVICE REPORT**
18

19 Paul Bignardi reported on transportation changes that were implemented during the summer
20 of 2005. Plans for 2006 include increased shuttle service such as new stops at Muir Beach
21 that will meet ADA requirements and possible service to the Sausalito ferry. Two new NPS
22 signs went up in July. The "Parking lot full" sign for Muir Woods had some impact on
23 shuttle use. A 511 message was issued for Muir Woods and Stinson Beach when traffic got
24 heavy. Traffic information was also posted on the website. An extra staff person was on
25 duty in Muir Woods to deal with traffic issues. Tickets were only written for witnessed
26 moving violations and parking violations. Data collected by ten traffic counters is being
27 analyzed now. Some of these changes will be replicated in 2006.
28

29 Superintendent Brian O'Neill is the person to contact with regards to the large tree that was
30 cut and it must be done via a formal letter. Director Peter Rudnick reminded Paul that a
31 vision statement was produced by the Redwood Creek Watershed Organization when Jen
32 Vick was interacting with the Board. The group was formed to address policy issues with
33 regards to trees and pesticides, among other issues important to the watershed. Peter thinks
34 that group should meet again. He asked Paul to communicate this. When asked if a plan
35 exists to put a parking lot at the dairy Paul said the County of Marin and Caltrans would
36 make that determination.
37

38
39 **Item 3 CONSENT CALENDAR**
40

- 41 A. **Approval of Expenditures** – For September 2005, which includes a total of
42 \$17,202.41 in General Fund expenditures, \$416.60 in Water Capital Improvement
43 Fund expenditures, and \$869.74 in checks issued from the trust funds, for a total
44 of \$18,488.75 in warrants issued.

1
2 **B. Approval of Minutes – Regular meeting September 28, 2005**
3
4

5 MOTION: To adopt the Consent Calendar, which includes Items A and B above.

6 Moved: Hobson, seconded by Ostroff

7 Vote: AYES: Unanimous
8

9 **Item 4 FIRE DEPARTMENT REPORT**
10

11 No Fire Department personnel were present as this meeting coincided with a Fire Department
12 meeting.
13

14 **Item 5 PUBLIC HEARING ITEMS**
15

16 **Second Reading of Ordinance (by title only) and Adoption – Ordinance No. 2005-2, An**
17 **ordinance of the Board of Directors of the Muir Beach Community Services District**
18 **establishing a schedule of rate charges for water service.**
19

20 District Manager Leighton Hills read the Ordinance which was included in the agenda and
21 had been previously discussed at the September 28 meeting. President Shaffer opened the
22 public hearing. Leighton made the following points again: Water usage has gone down
23 dramatically since last year. The rate increase will amount to \$5 or \$6 for most users. If
24 there is another drought, there will be room to increase usage as the community is currently
25 using 28,000 gallons per day during the summer months and the limit during a drought is
26 35,000. After some general discussion President Shaffer closed the public hearing, and the
27 Board discussed and considered the ordinance and testimony.
28
29

30 MOTION: To adopt Ordinance No. 2005-2.

31 Moved: Ostroff, seconded by Hobson

32 Vote: AYES: Shaffer, Ostroff, Rudnick, Hobson

33 Absent: Kamradt
34

35 **Item 6 DISTRICT MANAGER'S REPORT**
36

37 Harvey related Dave Elliott's proposal for the ladies bathroom. The cost will be \$600-800.
38

39 MOTION: To approve Dave's proposed renovation of the ladies bathroom.

40 Moved: Hobson, seconded by Ostroff

41 Vote: AYES: Unanimous

1
2 **Item 7 RECREATIONAL ITEMS**
3

4 Bruce and Pam Barlow reported on the upcoming Day of the Dead party and the associated
5 memory box workshop. The Board granted Harvey his request for up to \$200 to host the
6 event.
7

8 **Item 8 LETTER REGARDING HERBICIDE/PESTICIDE USE IN WATERSHED**
9

10 Resident Karla Andersdatter drafted a letter to Brian O'Neill with regards to herbicide and
11 pesticide use in the watershed which Leighton then edited and Peter Rudnick reviewed. The
12 Board has agreed to send the letter. Resident Erin Pinto requested a letter be sent to
13 California State Parks as well as they have been spraying near the well site. Leighton
14 indicated he would send a copy of the letter to each agency with a personalized cover letter
15 requesting that they also notify us.
16

17 Resident Marilyn Laatsch wondered if we should have been notified about the cutting of the
18 trees and if a letter should also be sent regarding this issue. A letter to Brian O'Neill
19 regarding the trees will be on next month's agenda.
20

21 **Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR**
22

23 No items were removed from the Consent Calendar.
24

25 **Item 10 PUBLIC OPEN TIME**
26

27 There was no discussion during public open time.
28

29 **Item 11 NEXT MEETING DATE**
30

31 The next meeting date is scheduled for Wednesday, December 7, 2005.
32

33 The meeting was adjourned at 7:55 pm.
34

35 These minutes were approved by the Muir Beach Community Services District Board of
36 Directors, during their meeting on _____.
37

38
39 _____
40 Steve Shaffer, Board President

Sharon Mullin, Secretary