

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, August 28, 2013
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 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

Item 2 NATIONAL PARK SERVICE REPORT

Representatives of the National Park Service may be present to update the community on various ongoing NPS projects.

Item 3 FIRE DEPARTMENT

Report by Fire Chief – Steve Wynn may be available to report on the activities of the fire department.

Item 4 DISTRICT MANAGER REPORT

Approval of Budget – Attached as an exhibit. Notable points: We obtain about \$156,000/yr of revenues from the water department and about \$154,000/yr from various taxes (mostly a return of some of the property taxes the community pays). The budget shows \$214,000 of expenditures, including several allowances for unanticipated repairs (that may or may not actually occur). Last

year the new surplus available for capital expenditures was roughly \$173,000. A motion should be made for approval.

Here is a list of various projects the CSD has been working on:

1. Measure A Open Space Funds – The CSD proposed an allocation plan for distributing Open Space funds each year among all the CSDs in Marin. The County accepted the plan and Muir Beach's annual share was upped from about \$2,500/year to \$27,377/year.
2. Water Main Replacement and Repaving of Sunset Way – This major project will commence next spring. We will engage a civil engineer to re-align the road and make drainage improvements. We explored undergrounding utilities (not financially feasible) upon which Dan Fitzpatrick can report.
3. Water Main Replacement for Greene Lane – At present the four homes on Greene Lane (near intersection of Hwy 1 and Muir Woods Rd) share a single 3/4" line. The main will be replaced with a 6" main and will have a new fire hydrant at the end. We have two bids and are expecting a third.
4. Hwy 1 to Sunset Culvert Replacement – This major culvert dropping the Hwy 1 drainage down to Sunset (at 10 Sunset) completely rusted through and caused a sinkhole on the adjacent property. We successfully negotiated with Caltrans to pay a substantial amount of the \$10,000 estimated cost. The CSD arranged for the work, which was just recently completed.
5. Fire Station Construction – This is a lengthy unfolding project. The County is not approving our application because of proximity to wetlands. At present the County's position would amount to a financial takings of the property for which the community would be reimbursed. Steve Shaffer and I are working with Kinsey and NPS to explore possible solutions....
6. Charlotte's Way Reconstruction – The CSD obtained leads from the County fire department and MMWD for contractors to reconstruct and re-gravel Charlotte's Way. The bid for the work is some \$18,000 of which a significant portion will be allocated among the seven using homeowners. All but one homeowner has agreed to the allocation and we are hopeful it can still be done this year.
7. ISO Fire Rating Change – The CSD did some background work on this problem that had been facing Muir Beach and then Steve Wynn successfully negotiated and finalized restoring Muir Beach's prior good fire rating (4 versus 10 – the worst). This affects the availability and cost of homeowners insurance for all residents.
8. Re-Bidding of CSD Insurance Policies – Completed recently resulting in several thousands of savings each year over what had been proposed by our carrier.
9. Worker's Comp Carrier Change – Reported earlier but resulted in several thousands of savings.
10. Meetings with NPS Superintendent and Deputy Superintendent – Steve Shaffer and I have met multiple times with the Superintendent's Office (Frank Dean and Aaron Roth) on topics including traffic planning options for Muir Woods/Muir Woods Road, extension of water service to the Banducci ranch, permitting alternatives for the community's fire station.
11. Scanning and Posting of Historical Meeting Packets – The CSD website now contains scanned versions of archived meeting packets (2004 extending back to 1965), with a very significant amount of physical storage space being cleared up.
12. Reorganization of Water Department Storage Containers – Completed earlier this year.
13. Negotiations with AT&T regarding Possible Cell Service for Muir Beach – We hope to have a proposal to be considered by the community in the next few months.
14. Muir Beach's Allocation of Property Taxes – Muir Beach collectively pays \$1,085,000/yr of property taxes to the County. The CSD explored possible options to recover more of those funds each year. It is regulated by Prop 13 – so very difficult to change, but there are possibilities regarding the \$148,000 paid each year by Muir Beach residents to the County fire department.
15. Slide Ranch – The State Department of Health Services (our water regulator) has concerns regarding the water system at Slide Ranch and has asked Slide Ranch to work with the CSD to improve the safety and regulatory compliance of their system. We have had several meetings and work sessions to help them out.

16. Spindrift Point – The CSD is working with the Nature Conservancy regarding restoration of the point and eventual reopening of the point to community members. We have arranged for some private donations for recent trail improvements.
17. Electric Gate for Pumphouse Grounds – After having an expensive play structure removed from the storage area there, we are arranging for a keypad operated electric gate to better secure equipment in the storage yard. We have received three bids and expect to have the work complete within one month.
18. Topo Map for Community Center – Scott Bender has been exploring expansion of the playground area, new playground equipment, and new landscaping for the lower half of the Community Center parcel. We arranged for Meridian Surveying to prepare a detailed topo map of our parcel – for this project as well as for possible improvements to parking at Seacape.
19. Rollup Deck Windows for Community Center – To replace the existing awning windows. The new system will retract almost entirely into the upper beam recess, and can be lowered by rope. A weighted bar at the bottom can be lashed from below during high winds. The existing system takes several hours to move from the storage shed. Harvey and I met with the rep from North Bay Awnings, a fabricator highly recommended by a restaurant in Larkspur. The work will be completed before the end of October.
20. Traffic Mirror – Sunset Way neighbors have spoken enthusiastically about safety improvement of having the oversized new traffic mirror – helping with the turn from Highway 1 into Sunset Way.
21. Mosquito Screens – The CSD arranged for Eli Pearlman, Namgyl Schaaf, and Jack Treacy to complete the screening of septic roof vents for all but about 15 of Muir Beach's 140 homes. We are making arrangements to see if access to the remaining homes is physically achievable. However, the mosquito population in Muir Beach appears to have dropped off precipitously.

Item 5 RECREATION ITEMS

Comments or updates from members of the audience. Harvey Pearlman has a proposal he would like to describe.

Item 6 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 7 SELECTION OF DATE FOR NEXT MEETING

Item 8 CLOSED SESSION ITEM

The California Government Code provides that certain matters such as litigation, personnel matters, and real estate negotiations may be conducted in closed session. The matters shall be identified as set out below. After any closed session, the legislative body shall reconvene in open session prior to adjournment and make disclosure of action taken during the closed session.

Public Employee Performance Evaluation – Title: District Manager, authorized by CA Gov't Code Section 54954.5(e)

Item 9 ADJOURNMENT

Proposed Budget July 1, 2013 - June 30, 2014

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

Line	Items	2012-2013 Budget	2012-2013 Actuals	2013-2014 Budget	Gov't Allocation	Water Allocation	Notes
1	Revenues						
2	Water Operations Income						
3	Water Service Income	\$ 85,000	\$ 78,772	\$ 86,000		86,000	Drop due to change to bi-monthly billings.
4	Connection Fees	-	6,500	-			
5	Total Water Operations Income	85,000	85,272	86,000			
6	Water Capital Improvement						
7	Capital Improvement Fee	48,000	49,700	49,000		49,000	
8	Earmarking of Revenues	20,000	19,718	21,500		21,500	25% of water revs to capital improvements
9	Total Water Capital Improvement	68,000	69,418	70,500			
10	Total Water Revenues	153,000	154,690	156,500			
11	Property Tax Revenues						
12	Property Tax Revenues	77,000	82,324	82,000	82,000		Property taxes revenues given by County
13	Refunds of Educational Deductions	40,000	57,923	40,000	40,000		(ERAF)
14	Total Property Tax Revenues	117,000	140,247	122,000	122,000	-	
15	Parcel Tax for Fire	31,000	32,010	32,000	32,000		\$200 per household per year
16	Measure A Recreational Taxes	-	-	27,377			Annual for 10 years
17	Combined Tax Revenues	148,000	172,257	154,000			
18	Recreational Activities Income						
19	Rental Income	9,000	9,725	9,000	9,000		
20	Community Functions Income	1,000	1,668	1,000	1,000		
21	Total Recreational Activities Income	10,000	11,393	10,000	10,000	-	
22	Donations						
23	Donations		7,300		-		Donations to Fire Dept.
24	Total Donations	-	7,300	-	-	-	
25	Grant Revenues						
26	West Marin Grant	8,400	-	16,800	8,400		Two payments to be received in 2014
27	Total Grant Revenues	8,400	-	16,800		-	
28	Interest Income	700	1,117	1,200	1,200		
29	Other Income	-	8,470	-	-		Misc.
30	Total Revenues	\$ 320,100	\$ 347,927	\$ 365,877			
31	Expenditures						
32	Audit	\$ 15,000	\$ -	\$ 15,000	7,500	7,500	
33	Bookkeeping	18,000	15,377	18,000	9,000	9,000	
34	Community Classes & Functions	3,800	3,783	3,800	3,800		
35	Dues & Memberships	600	497	600	300	300	Water and special district associations
36	Fire, P&L, Umbrella	13,000	11,897	11,000	8,500	2,500	
37	Total Insurance	13,000	11,897	11,000			
38	Legal Fees	1,000	2,353	1,000	500	500	
39	Permits & Fees	3,500	3,708	3,500	1,750	1,750	Fire tax election, misc other
40	Misc Operating Expenses	3,000	3,330	3,500	1,750	1,750	
41	Office and Postage	1,200	1,924	2,000	1,000	1,000	
42	Payroll Expenses						
43	Employer PR Taxes	6,000	4,739	5,200	2,600	2,600	
44	Payroll Service	2,400	2,387	2,400	1,200	1,200	
45	Wages	78,000	61,947	66,000	33,000	33,000	district mgr, water mgr, com ctr, road maint
46	Workers Comp	4,000	5,792	6,000	3,000	3,000	
47	Total Payroll Expenses	90,400	74,865	79,600			
48	Health Insurance	14,000	9,985	11,000	5,500	5,500	for district mgr and water mgr
49	Repair & Maintenance	10,000	6,695	20,000	15,000	5,000	Com Ctr, Allowances for repairs
50	Supplies	5,000	5,194	5,200	5,200		
51	Vehicle Expense	1,800	1,860	1,800		1,800	harvey \$150/mo vehicle allowance
52	Utilities						
53	Electric	9,000	8,032	9,000	1,000	8,000	pumping
54	Propane	800	179	300	300		
55	Refuse Service	1,000	756	1,000	1,000		
56	Telephone	1,500	2,781	3,000	1,500	1,500	
57	Total Utilities	12,300	11,748	13,300			
58	Water Enterprise						
59	Water Dept. Expense	20,000	13,383	15,000		15,000	mostly allowance for leak repairs
60	Water Testing	4,000	1,227	2,000		2,000	
61	Water Treatment	4,000	7,453	7,800		7,800	silica and chlorine

Proposed Budget July 1, 2013 - June 30, 2014

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

Line	Items	2012-2013 Budget	2012-2013 Actuals	2013-2014 Budget	Gov't Allocation	Water Allocation	Notes
62	Total Water Enterprise	28,000	22,063	24,800			
63	Measure A Rec Expenditures			-			to be determined (should equal receipts)
64	Total Expenditures	\$ 220,600	\$ 175,279	\$ 214,100			
65							
66	Revenues less Expenditures	\$ 99,500	\$ 172,648	\$ 151,777			
67							
68	Water Capital Improvements (see below)			50,000			
69							
70	Replenishment of Capital Reserves			\$ 101,777			
71							
72	Water Capital Improvements: Upgrades to Sunset Way and Greene Lane water mains; miscellaneous projects as determined by District Manager. Others as approved by Board during year.						