

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Thu, February 26, 2015
7:00 PM – Regular Meeting**

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

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, Board Vice President
Paul Jeschke, Director
Peter Lambert, Director
Gerry Pearlman, Director

Leighton Hills, District Manager
Sharry Mullin, Meeting Secretary

Item 2 APPROVAL OF MINUTES

As attached: Draft Minutes from January 21, 2015 meeting.

Item 3 NATIONAL PARK SERVICE REPORT

Representatives of the National Park Service may be present to update the community on NPS projects. In accordance with a prior understanding, NPS will provide us with a list of topics to be discussed.

Item 4 FIRE DEPARTMENT

Report by Fire Chief – Steve Wynn may be available to provide a brief update to the Board on the activities of the fire department.

Item 5 DISTRICT MANAGER REPORT

Approval of Budget – Attached is a draft budget for this fiscal year. It also compares last year's budget with actual revenues and expenditures. Of note is actual revenues came in at \$384,194 vs. budget of \$365,877, favorable by \$18,317. Actual expenses came in at \$236,255 vs. budget of \$247,500, favorable by \$11,245. Please review the proposed budget and if/when acceptable a motion should be made for its passage.

Financial Policies and Procedures – Paul Jeschke will present his thoughts on this topic.

Sunset Way Water Main Replacement and Repaving – A meeting is scheduled between our neighbors on Sunset Way and Cove Lane with the design engineer at ILS Associates for Monday, March 9, at 7 pm at the Community Center. More information will follow. We also have scheduled the topic to be on the agenda at the Thu, March 26 CSD meeting. Because of a claim of a possible conflict of interest in my role as district manager and property I own on Cove Lane, I withdraw from participating in the design aspects of the project and the approval process of the project involving Cove Lane. Paul Jeschke has agreed to exclusively assume that role as representative of the CSD. If acceptable to the Board, a motion should be made to that effect.

Spindrift Point Access – Gerry Pearlman will get involved to help negotiate the proposed terms of an agreement between The Nature Conservancy and the community. He may have something to report by the time of the meeting, or things may develop subsequently.

Item 6 RECREATION ITEMS

Playground, and Measure A Funds – Scott Bender will discuss some developments on this topic since the last time it was discussed. Also since that meeting we have received \$50,841 of proceeds from the County. In addition, ongoing annual receipts for the ten years have increased from \$27,536 to \$33,004 in the first year. Total receipts are expected to total a minimum of \$330,000 – with inflation and economic growth expected to further boost annual receipts (they are based on sales tax revenues).

Item 7 PUBLIC OPEN TIME

The Brown Act provides that no action or discussion shall be undertaken on any item not published on this agenda. This is intended to let people know a topic is up for discussion so they can decide whether to attend a meeting. That said, items may be proposed by members of the audience during public open time for inclusion in future agendas, and brief responses may be made to questions posed to Board members or staff. In addition:

1. *Topics should be within the four powers of the CSD ((1) water, (2) roads, (3) fire & (4) recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *Public comments are limited to 3 minutes per speaker, unless waived by the Board.*
4. *The period for public open time is limited to 15 minutes, unless waived by the Board.*

Item 8 SELECTION OF DATE FOR NEXT MEETING – Scheduled for Thu, March 26.

Item 9 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: Fire Chief, authorized by CA Gov't Code Section 54954.5(e)

Item 10 ADJOURNMENT

Draft Budget July 1, 2014 - June 30, 2015

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

Line	Items	2013-2014 Budget	2013-2014 Actuals	2014-2015 Budget	Gov't Allocation	Water Allocation	Notes
1	Revenues						
2	Water Operations Income						
3	Water Service Income	\$ 86,000	\$ 90,639	\$ 90,000		90,000	
4	Connection Fees	-	-	-			
5	Total Water Operations Income	86,000	90,639	90,000			
6	Water Capital Improvement						
7	Capital Improvement Fee	49,000	49,168	49,000		49,000	
8	Earmarking of Revenues	21,500	22,777	22,500		22,500	25% of water revs go to capital improvements
9	Total Water Capital Improvement	70,500	71,945	71,500			
10	Total Water Revenues	156,500	162,584	161,500			
11	Property Tax Revenues						
12	Property Tax Revenues	82,000	85,939	86,000	86,000		Property taxes revenues given by County
13	Refunds of Educational Deductions	40,000	75,701	50,000	50,000		(known as ERAF - difficult to predict)
14	Total Property Tax Revenues	122,000	161,640	136,000	136,000	-	
15	Parcel Tax for Fire	32,000	31,697	32,000	32,000		\$200 per household per year
16	Measure A Recreational Taxes	27,377	17,836	33,005	33,005		10-year annual amount adjusted upward from \$27,377.
17	Combined Tax Revenues	181,377	193,337	168,000			
18	Recreational Activities Income						
19	Rental Income	9,000	8,158	8,000	8,000		
20	Community Functions Income	1,000	1,390	1,000	1,000		
21	Total Recreational Activities Income	10,000	9,548	9,000	9,000	-	
22	Donations						
23	Donations		126		-	-	Donations received by Fire Dept.
24	Total Donations	-	126	-	-	-	
25	Grant Revenues						
26	West Marin Grant	16,800	16,800	8,400	8,400		Double amount rec'd in 2013-14
27	Total Grant Revenues	16,800	16,800	8,400		-	
28	Interest Income	1,200	734	700	700		
29	Other Income	-	1,065	-	-		Misc.
30	Total Revenues	\$ 365,877	\$ 384,194	\$ 347,600			Revenues approx \$18,000 greater than budgeted.
31	Expenditures						
32	Audit	\$ 15,000	\$ -	\$ 15,000	7,500	7,500	
33	Bookkeeping	18,000	17,146	18,000	9,000	9,000	
34	Community Classes & Functions	3,800	5,899	5,000	5,000		Day Dead, Bistro, Tai Chi, Elderberries. Overages separately approved.
35	Dues & Memberships	600	398	600	300	300	Water and special district associations
36	Fire, P&L, Umbrella	11,000	12,630	14,000	7,000	7,000	In addition \$5,937 prior year expense was paid in 2013-14
37	Total Insurance	11,000	12,630	14,000			
38	Legal Fees	1,000	548	1,000	500	500	
39	Permits & Fees	3,500	2,715		1,750	1,750	Fire tax election, misc other
40	Misc Operating Expenses	3,500	3,521	4,000	1,750	1,750	
41	Office and Postage	2,000	1,997	2,500	1,250	1,250	
42	Payroll Expenses						
43	Employer PR Taxes	7,600	6,994	7,200	3,600	3,600	
44	Payroll Service	2,400	2,519	2,600	1,300	1,300	
45	Wages	97,000	91,429	97,000	48,500	48,500	district mgr, water mgr, com ctr, road maint
46	Workers Comp	6,000	1,614	2,000	1,000	1,000	Reduction reflects change to SDRMA
47	Total Payroll Expenses	113,000	102,556	108,800			
48	Health Insurance	11,000	10,669	13,000	6,500	6,500	for district mgr and water mgr
49	Repairs & Maintenance	20,000	19,783	25,000	12,500	12,500	CCTR, allowance for repairs
50	Supplies	5,200	4,153	5,200	5,200		CCTR and Water
51	Vehicle Expense	1,800	1,924	2,000	1,000	1,000	harvey \$150/mo vehicle allowance
52	Utilities						
53	Electric	9,000	8,340	9,000	1,000	8,000	pumping
54	Propane	300	265	350	350		
55	Refuse Service	1,000	772	1,000	1,000		
56	Telephone	3,000	2,975	3,500	1,750	1,750	
57	Total Utilities	13,300	12,352	13,850			
58	Water Enterprise						
59	Water Dept. Expense	15,000	16,995	25,000		25,000	mostly allowance for leak repairs
60	Water Testing	2,000	4,316	5,000		5,000	State schedule varies from year to year
61	Water Treatment	7,800	8,345	10,000		1,000	silica and chlorine
62	Total Water Enterprise	24,800	29,656	40,000			
63	Chipper program	-	10,308	-			Transferred from VFA. No longer active.
64	Total Expenditures	\$ 247,500	\$ 236,255	\$ 267,950			Expenditures approx \$10,000 less than budgeted.
65							
66	Revenues less Expenditures	\$ 118,377	\$ 147,939	\$ 79,650			
67							
68	Water Capital Improvements (see below)	150,000		40,000			

Draft Budget July 1, 2014 - June 30, 2015

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

Line	Items	2013-2014 Budget	2013-2014 Actuals	2014-2015 Budget	Gov't Allocation	Water Allocation	Notes
69							
70	Draw upon / (addition to) upon Capital Reserves	\$ 31,623		\$ (39,650)			
71							
72	Water Capital Improvements: Upgrades to Sunset Way and Greene Lane water mains; miscellaneous projects as determined by District Manager. Other projects as approved by Board during year.						

1 restoration work that has been done by the NPS over the years, the hydraulics of the creek have changed
2 and the creek is now undermining the footings of the Pacific Way bridge.

3
4 **Item 5 DISTRICT MANAGER REPORT**

5
6 **Possible Use of Upper Tank Site for Fire Station –**

7
8 Leighton, Brent and Steve have come up with a possible plan to build a new fire station at the upper tank
9 site. The old redwood tank that sits next to the new concrete tank is located in a location that could be
10 used for the new station. Leighton will be working with Scott Hochstrasser on the project. The County
11 approved the new tank in 2010, so there should be no zoning problems at the site. Supervisor Steve
12 Kinsey has reiterated that the purchase price of the prior lot that was considered as a possible site will be
13 acquired by the county for wetlands mitigation. The estimated transfer cost will likely be equal to our
14 acquisition cost of \$132K plus some amount that was put into development costs. The land may then be
15 returned to wetlands.

16
17 **Sunset Way Water Main Replacement and Repaving –**

18
19 The most recent set of draft engineering plans being developed have been available on the community's
20 website since their receipt. Additional engineering design work continues underway. Upon completion of
21 a draft set, there will be a public meeting or meetings that the civil engineer will attend to receive and
22 incorporate comments. Once the plans are finalized, the bidding process with major contractors will
23 begin. A spring-summer start date is anticipated.

24
25 Residents had many comments during the meeting. In answer to questions, and for clarification, the
26 following points were made:

27
28 Although the legal width of Sunset Way is 30-40 feet the paved width is 9-10 feet, and that paved area is
29 the area that will be repaved.

30
31 The slope of the road will be adjusted to better mitigate storm water runoff. The road, as a whole, should
32 perform better.

33
34 Two fire truck / ambulance turnarounds are proposed to be added. Although Sunset Way is not a County
35 maintained road, it is still required to conform to County standards such as a requirement for emergency
36 turnarounds. A retaining wall is proposed at the entrance of Sunset Way on the downhill side to increase
37 turning radius access to from the uphill direction. Another possible proposal is to put a chain across the
38 turnaround at the end of Cove Lane with a key in a Knox Box, accessible only to emergency vehicles
39

40 **Marin LAFCO Review of Water Agencies –**

41
42 Marin Local Agency Formation Commission has been conducting a review of all water agencies in Marin.
43 Leighton attended the first presentation by staff to the LAFCO board and voiced disagreement to some of
44 the conclusions in the draft report. There appeared to be assumptions made that do not apply to Muir
45 Beach's situation.

46
47 One problem is that the same template was used to generate the report for all 4-5 West Marin water
48 districts. As a result, the LAFCO report concluded that Muir Beach was running out of water. In actuality,
49 there was no fall off in production in the well even during the extreme drought of the 1970s. We will have
50 an opportunity to work further with LAFCO staff prior to development of a subsequent draft.

51
52 **Spindrift Point Access –**

53
54 This item was postponed until the next meeting, since Gerry couldn't attend this meeting.

55
56 **Item 6 FIRE DEPARTMENT**

1
2 Steve Wynn reported that the department has one new recruit and potentially three more. Barbara Piotter
3 reported that the radios have been received and will be distributed to the community soon.
4

5
6 **Item 7 RECREATIONAL ITEMS**
7

8 **Playground and Measure A Funds –**
9

10 Expenditures to date on the new playground approximate \$170,000. Expenditures the Board has
11 authorized total \$124,000. Scott, who was overseeing the project, has provided an explanation as to
12 where and how the cost overruns occurred.
13

14 The project is being funded by Measure A funds, which are based on a percentage of County sales tax
15 revenues and are estimated to provide in excess of \$275,000 over the ten year period, which will grow
16 with inflation and expansion of the economy.
17

18 The Board expressed several concerns, the largest being that the funds were spent substantially in
19 excess of the amounts approved by the board. A secondary concern is that with such a large amount
20 spent on the playground level, the unimproved upper level now has no funding. Improvements to the
21 upper level are the means by which ADA access is provided to the lower level.
22

23 Paul expanded the culpability on this matter to include the entire Board since funding was authorized
24 piecemeal without having gotten a clear sense of total project cost in the form of a firm bid for the project.
25

26 A list of expenditures will be available to the community (attached to these minutes). No further
27 expenditures on this project are authorized without future approval by the Board. Scott will report at a
28 future meeting.
29

30 On another topic, Laurie Piel would like to see a source for heat on the deck. The portable heaters don't
31 work. She'd like Harvey to obtain some bids.
32

33 **Item 8 VIDEOTAPING OF BOARD MEETINGS**
34

35 A motion was requested by the chair to approve video-taping of board meetings. No Board members
36 offered such a motion.
37

38 **Item 9 PUBLIC OPEN TIME**
39

40 No items were introduced.
41

42 **Item 10 SELECTION OF DATE FOR NEXT MEETING**
43

44 The date for the next meeting was set for Thursday, February 12, 2015. Steve Kinsey will be attending
45 and the meeting will be for that single purpose.
46

47 **Item 11 ADJOURNMENT**
48

49 The meeting was adjourned at approximately 9:42 PM.

MB CC Playground Level Improvements

*We have a fantastic renovated playground area.
It cost significantly more than planned*

- The Playground project took nearly a year from planning to completion
- The playground area itself is significantly larger than the original design, by virtue of using a deck on the downhill side and excavating more area on the uphill side
- All of the construction meets or exceeds relevant county and state codes
 - Examples include the deck piers having foundation tie-backs for earthquake stability, and an 8' fall zone throughout the turf area
- We spent more than planned
 - \$168k actual spend vs original plan of \$126k, which is an overrun of \$42k or 33%
 - Details on next page
- \$175k was the original plan expenditure for both terrace levels, so we will have to re-visit how we complete the remaining terrace
 - Still need contractor for retaining wall and terrace leveling
 - Will expand use of community volunteer and low cost labor for remainder
 - Potential to solicit donations for required materials
- While not pleased with the cost overruns, this is still well within the funding we will receive from Measure A
 - Actual FY14/15 (18 months) = \$45k, projections = \$30k; cumulative total of \$315k in Measure A funding
- Community feedback is overwhelmingly positive

MB CC Playground Cost Summary

Element	Cost		Comments
	Bud	Act	
<ul style="list-style-type: none"> Plans, site preparation, clearing and excavation 	<ul style="list-style-type: none"> \$20k 	<ul style="list-style-type: none"> \$23.3k 	<ul style="list-style-type: none"> \$20k authorization Extra costs in part driven by need to locate and repair septic lines
<ul style="list-style-type: none"> Playground Area construction, including deck and retaining walls 	<ul style="list-style-type: none"> \$40k 	<ul style="list-style-type: none"> \$66.5k 	<ul style="list-style-type: none"> \$40k authorization Solicited bids from 3 contractors, all came in substantially higher. Re-bid 2x Approved bid: \$40k + CSD direct purchase of materials, materials cost \$26.5k
<ul style="list-style-type: none"> New Play Equipment 	<ul style="list-style-type: none"> \$36k 	<ul style="list-style-type: none"> \$39.6k 	<ul style="list-style-type: none"> \$30k "plus installation" authorization Equipment cost includes \$2k in benches for next terrace level, bulk purchase Installation cost bid out separately, saved \$4k in doing so
<ul style="list-style-type: none"> Artificial Turf 	<ul style="list-style-type: none"> \$30k 	<ul style="list-style-type: none"> \$30.6k 	<ul style="list-style-type: none"> \$27k "plus installation" authorization Multiple bids. Saved \$4.5k in installation using aggregate mix vs extra thick padding
<ul style="list-style-type: none"> Repairs to existing Play Structure 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> \$7.4k 	<ul style="list-style-type: none"> Several posts had rotted since 2012 test Replaced and/or re-anchored all posts and replaced or refurbished hardware

Date	Num	Name	Memo	Amount	SB Notes
06/24/2014		Able Concrete	Playground upgrade	461.00	
06/20/2014		Able Concrete	Playground upgrade	538.00	
09/29/2014	BM080814	Field Of Green	Turf and Installation	13,273.50	
09/24/2014		Field Of Green	Turf and Installation	13,273.50	
10/28/2014	939612	Golden State Lumber	Old Play Structure refurbishment	171.85	
10/23/2014	933655	Golden State Lumber	Old Play Structure refurbishment	1,118.95	
09/27/2014	902986	Golden State Lumber	Old Play Structure refurbishment	285.77	
09/27/2014	902994	Golden State Lumber	Old Play Structure refurbishment	230.98	
09/04/2014	877024	Golden State Lumber	Play Equipment and Install	52.31	
09/03/2014	875900	Golden State Lumber	Play Equipment and Install	371.54	
08/30/2014	873824	Golden State Lumber	Play Equipment and Install	568.22	
08/29/2014	870486	Golden State Lumber	Play Equipment and Install	142.75	
08/27/2014	866551	Golden State Lumber	Play Equipment and Install	671.25	
09/18/2014	892673	Golden State Lumber	Playground upgrade	1,457.03	
09/13/2014	886743	Golden State Lumber	Playground upgrade	407.98	
07/08/2014	807317	Golden State Lumber	Playground upgrade	153.99	
07/01/2014	802639	Golden State Lumber	Playground upgrade	312.25	
06/30/2014	800440	Golden State Lumber	Playground upgrade	2,119.22	
06/28/2014	798304	Golden State Lumber	Playground upgrade	169.09	
06/27/2014	794770	Golden State Lumber	Playground upgrade	726.75	
06/27/2014	795794	Golden State Lumber	Playground upgrade	6,381.20	
06/25/2014	791236	Golden State Lumber	Playground upgrade	547.12	
09/23/2014	897448	Golden State Lumber	Turf and Installation	1,152.06	
09/23/2014	897449	Golden State Lumber	Turf and Installation	9.08	
09/23/2014	897612	Golden State Lumber	Turf and Installation	913.88	
05/25/2014		Goodman Building Supply	Planning and Site Prep	-15.92	
05/07/2014	634885	Goodman Building Supply	Planning and Site Prep	162.28	
05/07/2014	634889	Goodman Building Supply	Planning and Site Prep	57.44	
08/07/2014	642117	Goodman Building Supply	Play Equipment and Install	23.83	
04/22/2014	14-36	Imprints Landscape Architecture	Planning and Site Prep	1,800.30	
07/31/2014	INV-006732	Landscape Structures, Inc.	Play Equipment and Install	19,051.73	
07/31/2014	INV-006733	Landscape Structures, Inc.	Play Equipment and Install	8,673.79	
10/13/2014	17844	Martin Bros. Supply	Old Play Structure refurbishment	62.93	
05/20/2014	11613	Martin Bros. Supply	Planning and Site Prep	62.93	
05/20/2014	11616	Martin Bros. Supply	Planning and Site Prep	296.78	
04/02/2014	9718	Martin Bros. Supply	Planning and Site Prep	31.19	
08/31/2014		Martin Bros. Supply	Playground upgrade	1,879.20	
06/30/2014	12956	Martin Bros. Supply	Playground upgrade	131.77	
09/30/2014		Moore, Anthony R.	Old Play Structure refurbishment	1,677.50	
10/31/2014		Moore, Michael (v)	Old Play Structure refurbishment	2,365.00	
10/31/2014		Moore, Michael (v)	Old Play Structure refurbishment	665.63	
10/31/2014		Moore, Michael (v)	Old Play Structure refurbishment	180.00	
06/23/2014		Moore, Michael (v)	Playground upgrade	120.00	
06/23/2014		Moore, Michael (v)	Playground upgrade	895.76	
06/23/2014		Moore, Michael (v)	Playground upgrade	1,353.13	
08/11/2014	95543	Ross Recreation Equipment, Inc.	Play Equipment and Install	2,319.47	
05/20/2014	7833	Schwartz & Associates	Planning and Site Prep	3,671.16	
05/05/2014	7828	Schwartz & Associates	Planning and Site Prep	9,854.44	
04/15/2014	7811	Schwartz & Associates	Planning and Site Prep	2,350.87	
04/15/2014	7812	Schwartz & Associates	Planning and Site Prep	630.00	
04/01/2014	7796	Schwartz & Associates	Planning and Site Prep	3,832.54	
09/02/2014	7915	Schwartz & Associates	Play Equipment and Install	2,275.00	
08/18/2014	7903	Schwartz & Associates	Play Equipment and Install	5,473.50	
12/02/2014	7960	Schwartz & Associates	Playground upgrade	0.00	Duplicate billing according to Michael
10/13/2014	7940	Schwartz & Associates	Playground upgrade	10,000.00	
07/01/2014	7873	Schwartz & Associates	Playground upgrade	10,000.00	
06/23/2014	7860	Schwartz & Associates	Playground upgrade	10,000.00	
06/23/2014	7860	Schwartz & Associates	Playground upgrade	10,000.00	
06/09/2014	7850	Schwartz & Associates	Playground upgrade	3,450.00	

06/09/2014	7851	Schwartz & Associates	Playground upgrade	-4.68
06/09/2014	7852	Schwartz & Associates	Playground upgrade	-11.44
06/09/2014	7853	Schwartz & Associates	Playground upgrade	-129.28
06/03/2014	7846	Schwartz & Associates	Playground upgrade	940.00
09/30/2014	7936	Schwartz & Associates	Turf and Installation	400.00
06/25/2014		Shamrock Materials	Playground upgrade	2,709.80
06/24/2014		Shamrock Materials	Playground upgrade	1,354.90
10/13/2014	91571	Shamrock Materials	Turf and Installation	2,308.84
06/13/2014	234	Tam Rentals	Playground upgrade	99.50
06/11/2014	5599	Tam Rentals	Playground upgrade	39.00
10/31/2014	30367144	Water Components & Building Supply, Inc.	Old Play Structure refurbishment	320.20
10/20/2014	30366027	Water Components & Building Supply, Inc.	Old Play Structure refurbishment	268.03
05/15/2014	30353843	Water Components & Building Supply, Inc.	Planning and Site Prep	537.40
05/15/2014		Water Components & Building Supply, Inc.	Planning and Site Prep	-10.75
06/23/2014		Water Components & Building Supply, Inc.	Playground upgrade	411.41
				<u>168,074.45</u>