

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, January 23, 2008
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
Danny Hobson, Director
Peter Rudnick, Director
Shere Stoddard, Director
Vacant, Director

Maury Ostroff, District Manager
Sharry Mullin, Meeting Secretary

Item 2 OATH OF OFFICE

The oath of office will be administered to new board member Shere Stoddard and re-elected member Steve Shaffer.

Announcement of Maury Ostroff as new District Manager. Leighton Hills to remain as CSD employee working in the Water Department.

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 Minutes** – Regular meeting November 14, 2007 as attached.
- B. **Approval of Financial Statements** – For the period ended December. 31, 2007, as attached.

Item 4 NATIONAL PARK SERVICE REPORT

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

1. Big Lagoon: Final EIS/EIR document published by NPS
2. Dog Policy: still no resolution for Muir Beach

Item 5 FIRE DEPARTMENT REPORT

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

Item 6 MBCSD and the Volunteer Fire Department

In light of the upcoming tax measure to approve a tax assessment for the Fire Department, the roles and responsibilities of the CSD vis-à-vis the Fire Department and the Fire Association will be discussed, with particular attention to the administration and disbursement of the tax allocation revenues (if the measure passes on Feb. 5th ballot.).

Item 7 DISTRICT MANAGER'S REPORT

1. Alternatives for water during extended power outages. During the recent storm and no electric power for nearly four days, questions from the community have arisen as to what alternatives we have for water during an extended power outage. It should be noted that the tanks do contain enough water for at least seven days, and possibly more with conservation.

2. Update on FEMA Projects – Work has commenced on the various FEMA projects. Many projects have been completed, and many are underway.

Item 8 RECREATION ITEMS

1. Updates on Storage Shed proposal
2. Discussion on the possibility of setting aside a capital improvements fund for the Community Center. Suggestion would be to explicitly set aside a fixed percentage of rental income monies to this fund.

Item 9 Telecommunications Discussion

Discussion on any role the CSD could take in providing telecommunications services to the District.

Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 11 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 12 SELECTION OF DATE FOR NEXT MEETING

The 4th Wednesday in February is the 27th. 4th Wednesday in March is the 26th.

Item 13 ADJOURNMENT

Muir Beach Community Services District

Balance Sheet

As of December 31, 2007

Accrual Basis

	Dec 31, 07
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney	
SB General Fund	383,636
SB Water Cap Impr Fund	467,117
SB Fire Station Reserve Fund	15,547
SB Unallocated Interest	39,451
Total Smith Barney	905,750
Petty Cash Fund	85
Total Checking/Savings	905,835
Accounts Receivable	
Receivables	23,234
Total Accounts Receivable	23,234
Other Current Assets	
Undeposited Funds	832
Deposits	340
Total Other Current Assets	1,172
Total Current Assets	930,241
Fixed Assets	
Building	16,518
Furniture & Fixtures	3,000
Machinery & Equipment	34,979
Roads & Easements	
CC Steps	376
Easement Lighting	5,103
Total Roads & Easements	5,479
Water System Improvements	
Water Lines	60,939
Water Aeration Equipment	804
Water Tank Controls	5,237
Water Equipment	932
Water Well	21,620
Total Water System Improvements	89,532
Total Fixed Assets	149,508
TOTAL ASSETS	1,079,749
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,961
Total Accounts Payable	1,961
Credit Cards	
Chase 5153	-40
Total Credit Cards	-40
Other Current Liabilities	
FEMA Grant Deferred Revenue	
2153; Project 5	11,709
2158; Project 11	10,265

Muir Beach Community Services District

Balance Sheet

As of December 31, 2007

Accrual Basis

	<u>Dec 31, 07</u>
2326; Project 6	3,463
2428; Project 7	32,299
2484; Project 9	1,053
2764; Project 1	4,777
3043; Project 4-1	2,287
3046; Project 3	-4,571
3048; Project 4-2	23,061
3284; Project 2	-2,600
3286; Project 13	4,355
3327; Project 12G	9,027
3328; Project 12C	-520
3330; Project 10	-3,120
3338; Project 8	4,076
Administrative Allowance	3,469
FEMA reimbursable	3,369
FEMA Grant Deferred Revenue - Other	-102
Total FEMA Grant Deferred Revenue	<u>102,294</u>
Rental Security Deposits	3,500
Water Security Deposits	9,250
West Marin Fd Deferred Revenue	10,594
Total Other Current Liabilities	<u>125,637</u>
Total Current Liabilities	<u>127,558</u>
Total Liabilities	127,558
Equity	
Retained Earnings	844,893
Net Income	107,298
Total Equity	<u>952,191</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,079,749</u></u>

Muir Beach Community Services District
Statement of Revenues and Expenditures
October through December 2007

Accrual Basis

	<u>Oct 07</u>	<u>Nov 07</u>	<u>Dec 07</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
Water Operations Income	6,211	6,355	5,871	18,437
Water Capital Improvement Revs	1,653	1,689	65,468	68,809
Tax Revenues	0	25,828	559	26,387
Recreational Activities Income	3,104	671	321	4,095
Donations	0	0	50	50
Grant Revenues	84,551	14,457	13,862	112,871
Interest Income	3,842	3,365	3,089	10,297
Other Income	0	75	150	225
Total Income	<u>99,360</u>	<u>52,440</u>	<u>89,370</u>	<u>241,171</u>
Expense				
Accounting & Bookkeeping	2,604	1,214	2,933	6,751
Community Classes & Functions	364	245	203	811
Employee Benefits	889	889	956	2,734
FEMA Expenditures	84,522	14,427	13,825	112,773
Legal & Professional	0	897	0	897
Licenses, Permits & Fees	201	490	0	691
Misc Operating Expenses	58	70	13	141
Office Expense	218	8	1,189	1,415
Payroll Expenses	2,498	2,576	3,556	8,631
Repair & Maintenance	140	3,609	0	3,749
Supply	83	381	0	464
Travel Expense	135	135	135	405
Utilities	987	709	711	2,406
Water Enterprise	2,035	161	2,098	4,294
West Marin Expenditures	30	31	38	98
Total Expense	<u>94,761</u>	<u>25,842</u>	<u>25,656</u>	<u>146,259</u>
Net Ordinary Income	<u>4,599</u>	<u>26,598</u>	<u>63,714</u>	<u>94,912</u>
Net Income	<u><u>4,599</u></u>	<u><u>26,598</u></u>	<u><u>63,714</u></u>	<u><u>94,912</u></u>

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

Accrual Basis

	<u>Jul - Dec 07</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Water Operations Income	46,721	78,000	60%
Water Capital Improvement Revs	75,075	70,400	107%
Tax Revenues	26,517	92,000	29%
Recreational Activities Income	6,674	12,800	52%
Donations	50		
Grant Revenues	151,513	218,291	69%
Interest Income	22,095	20,000	110%
Other Income	225		
Total Income	<u>328,870</u>	<u>491,491</u>	<u>67%</u>
Expense			
Accounting & Bookkeeping	10,895	22,000	50%
Administration Fees	0	30,000	0%
Community Classes & Functions	1,385	5,000	28%
Dues & Memberships	0	400	0%
Employee Benefits	6,291	4,750	132%
FEMA Expenditures	137,785	203,391	68%
Insurance	8,214	7,621	108%
Legal & Professional	2,643	29,500	9%
Licenses, Permits & Fees	3,484	5,000	70%
Meals & Entertainment	127		
Misc Operating Expenses	265	1,000	27%
Office Expense	1,481	2,500	59%
Payroll Expenses	18,860	52,700	36%
Repair & Maintenance	3,833	20,000	19%
Supply	569		
Travel Expense	854	1,620	53%
Utilities	4,287	8,300	52%
Water Enterprise	6,872	13,000	53%
West Marin Expenditures	13,728		
Total Expense	<u>221,572</u>	<u>406,782</u>	<u>54%</u>
Net Ordinary Income	<u>107,298</u>	<u>84,709</u>	<u>127%</u>
Net Income	<u><u>107,298</u></u>	<u><u>84,709</u></u>	<u><u>127%</u></u>

Muir Beach Community Services District
Expenditures
August 2007

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>
County of Marin, EHS	2,538.00	0.00	0.00	0.00	0.00	0.00	2,538.00
ILS Associates	2,192.91	0.00	2,192.91	0.00	0.00	0.00	0.00
Harvey Pearlman	2,035.00	0.00	0.00	0.00	154.00	88.00	1,793.00
Mullin, Sharon	1,944.20	1,325.00	0.00	0.00	0.00	0.00	619.20
Marin County Tax Collector	1,679.40	0.00	0.00	1,679.40	0.00	0.00	0.00
Salvador Gonzalez	1,275.00	0.00	0.00	0.00	562.50	592.50	120.00
CalPers	890.25	890.25	0.00	0.00	0.00	0.00	0.00
Jose Alcala	760.00	0.00	0.00	0.00	0.00	190.00	570.00
Brenntag Pacific	465.01	0.00	0.00	0.00	0.00	0.00	465.01
Juana Gonzalez	432.00	0.00	0.00	0.00	432.00	0.00	0.00
Payroll taxes	384.58	384.58	0.00	0.00	0.00	0.00	0.00
PG&E	337.60	0.00	0.00	0.00	25.98	0.00	311.62
Lonna Richmond	315.00	0.00	0.00	0.00	315.00	0.00	0.00
State Compensation Insurance Fund	230.02	0.00	0.00	0.00	74.06	63.15	92.81
Chris Gove	210.00	0.00	0.00	0.00	0.00	0.00	210.00
Pearlman, Harvey - V	135.00	0.00	0.00	0.00	0.00	0.00	135.00
Paychex, Inc.	130.73	130.73	0.00	0.00	0.00	0.00	0.00
SBC	121.67	58.64	0.00	30.07	0.00	0.00	32.96
Wang, Emiko	90.00	0.00	0.00	0.00	90.00	0.00	0.00
Pace Supply Corp.	83.27	0.00	0.00	0.00	0.00	0.00	83.27
Knox, Nancy	45.00	0.00	0.00	0.00	45.00	0.00	0.00
Cingular Wireless	35.20	0.00	0.00	0.00	0.00	0.00	35.20
United Site Services, Inc.	32.25	0.00	0.00	0.00	32.25	0.00	0.00
Herb's Pool Service	28.06	0.00	0.00	0.00	0.00	0.00	28.06
Misc Vendor	19.95	0.00	0.00	0.00	19.95	0.00	0.00
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
TOTAL	<u><u>16,423.05</u></u>	<u><u>2,802.15</u></u>	<u><u>2,192.91</u></u>	<u><u>1,709.47</u></u>	<u><u>1,750.74</u></u>	<u><u>933.65</u></u>	<u><u>7,034.13</u></u>

Muir Beach Community Services District
Expenditures
August 2007

Paid from FEMA Grants	2,192.91	
Paid from the Water Capital Improvements Fund	0.00	
Paid from West Marin Funds	1709.47	
Paid from General Funds	<u>12,520.67</u>	
Total expenditures per above		16,423.05
Paid from the Rental Security Deposit Trust		
Nomad Dance Company	<u>250.00</u>	
Total paid from the Rental Security Deposit Trust		250.00
Paid from the Water Security Deposit Trust		
None	<u>0.00</u>	
Total paid from the Water Security Deposit Trust		0.00
Total checks issues		<u><u>16,673.05</u></u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2007.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Maury Ostroff, Board President

Leighton Hills, District Manager

Muir Beach Community Services District
Expenditures
September 2007

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>
Mill Valley Lumber	6,039.35	0.00	6,039.35	0.00	0.00	0.00	0.00
Streb, Tom	2,250.00	0.00	2,250.00	0.00	0.00	0.00	0.00
ILS Associates, Inc.	2,207.91	0.00	2,207.91	0.00	0.00	0.00	0.00
Harvey Pearlman	1,887.61	0.00	402.61	0.00	176.00	0.00	1,309.00
Fose Tree Service	1,650.00	0.00	1,650.00	0.00	0.00	0.00	0.00
Felix, Mark	1,250.00	0.00	1,250.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	964.35	0.00	694.35	0.00	210.00	0.00	60.00
CalPers	890.25	890.25	0.00	0.00	0.00	0.00	0.00
Mullin, Sharon	804.92	665.00	0.00	0.00	0.00	0.00	139.92
Brenntag Pacific	585.01	0.00	0.00	0.00	0.00	0.00	585.01
PG&E	523.58	0.00	0.00	0.00	33.91	0.00	489.67
ABC Consultants, Inc.	431.23	0.00	431.23	0.00	0.00	0.00	0.00
Juana Gonzalez	288.00	0.00	0.00	0.00	288.00	0.00	0.00
Paychex, Inc.	223.67	223.67	0.00	0.00	0.00	0.00	0.00
Marin County Public Health Laboratory	210.00	0.00	0.00	0.00	0.00	0.00	210.00
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00
State Compensation Insurance Fund	204.78	0.00	0.00	0.00	66.76	8.66	129.36
Wang, Emiko	202.08	0.00	0.00	0.00	202.08	0.00	0.00
Payroll taxes	176.95	176.95	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey - V	135.00	0.00	0.00	0.00	0.00	0.00	135.00
SBC	120.98	58.63	0.00	29.39	0.00	0.00	32.96
Jose Alcala	60.00	0.00	0.00	0.00	0.00	0.00	60.00
Cingular Wireless	35.20	0.00	0.00	0.00	0.00	0.00	35.20
Knox, Nancy	35.00	0.00	0.00	0.00	35.00	0.00	0.00
Misc Vendor	20.25	0.00	0.00	0.00	20.25	0.00	0.00
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
Valley Security & Tool	4.20	4.20	0.00	0.00	0.00	0.00	0.00
TOTAL	<u><u>21,423.27</u></u>	<u><u>2,031.65</u></u>	<u><u>14,925.45</u></u>	<u><u>29.39</u></u>	<u><u>1,242.00</u></u>	<u><u>8.66</u></u>	<u><u>3,186.12</u></u>

Muir Beach Community Services District
Expenditures
September 2007

Paid from FEMA Grants	14,925.45	
Paid from the Water Capital Improvements Fund	0.00	
Paid from West Marin Funds	29.39	
Paid from General Funds	<u>6,468.43</u>	
Total expenditures per above		21,423.27
Paid from the Rental Security Deposit Trust		
Michael Mahn	<u>250.00</u>	
Total paid from the Rental Security Deposit Trust		250.00
Paid from the Water Security Deposit Trust		
None	<u>0.00</u>	
Total paid from the Water Security Deposit Trust		0.00
Total checks issues		<u><u>21,673.27</u></u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2007.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Maury Ostroff, Board President

Leighton Hills, District Manager

Muir Beach Community Services District
Expenditures
October 2007

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Water Impr</u>
Linscott Engineering	54,510.46	0.00	0.00	0.00	0.00	0.00	0.00	54,510.46
David Schwartz & Associates	28,770.00	0.00	28,770.00	0.00	0.00	0.00	0.00	0.00
MacLaird Construction	12,525.10	0.00	12,525.10	0.00	0.00	0.00	0.00	0.00
Water Components & Building Supply	7,898.94	0.00	7,898.94	0.00	0.00	0.00	0.00	0.00
Shamrock Materials	5,712.77	0.00	5,712.77	0.00	0.00	0.00	0.00	0.00
Gustavo Cardenas	4,075.00	0.00	4,075.00	0.00	0.00	0.00	0.00	0.00
Efrain Martinez	3,800.00	0.00	3,800.00	0.00	0.00	0.00	0.00	0.00
Carlos Salcedo	3,000.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00
Valley Concrete	3,000.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00
Jose Noe Rios	2,952.00	0.00	2,952.00	0.00	0.00	0.00	0.00	0.00
Gustavo Rivas	2,940.00	0.00	2,940.00	0.00	0.00	0.00	0.00	0.00
Omar Magana	2,538.00	0.00	2,538.00	0.00	0.00	0.00	0.00	0.00
Mullin, Sharon	2,498.31	2,000.00	0.00	0.00	0.00	0.00	498.31	0.00
Romero Martinez	2,415.00	0.00	2,415.00	0.00	0.00	0.00	0.00	0.00
Leonel Cardenas	2,391.00	0.00	2,391.00	0.00	0.00	0.00	0.00	0.00
Weeks Drilling & Pump Co.	2,153.39	0.00	2,153.39	0.00	0.00	0.00	0.00	0.00
Harvey Pearlman	1,754.83	0.00	236.83	0.00	143.00	99.00	1,276.00	0.00
CalPers	888.92	888.92	0.00	0.00	0.00	0.00	0.00	0.00
Brenntag Pacific	877.12	0.00	0.00	0.00	0.00	0.00	877.12	0.00
Salvador Gonzalez	813.77	0.00	686.27	0.00	67.50	0.00	60.00	0.00
Brelje and Race Laboratories, Inc.	750.00	0.00	0.00	0.00	0.00	0.00	750.00	0.00
PG&E	448.13	0.00	0.00	0.00	36.07	0.00	412.06	0.00
ILS Associates, Inc.	357.36	0.00	357.36	0.00	0.00	0.00	0.00	0.00
Ostroff, Maury	289.95	207.30	0.00	0.00	0.00	82.65	0.00	0.00
Juana Gonzalez	288.00	0.00	0.00	0.00	288.00	0.00	0.00	0.00
State Compensation Insurance Fund	274.66	0.00	84.07	0.00	72.70	0.00	117.89	0.00
McPhail's	239.15	0.00	0.00	0.00	239.15	0.00	0.00	0.00
Marin County Dept. of Public Works	220.00	0.00	0.00	0.00	0.00	0.00	0.00	220.00
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00	0.00
Martin Bros. Supply	191.11	0.00	191.11	0.00	0.00	0.00	0.00	0.00
Payroll taxes	163.98	163.98	0.00	0.00	0.00	0.00	0.00	0.00
Paychex, Inc.	138.65	138.65	0.00	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey - V	135.00	0.00	0.00	0.00	0.00	0.00	135.00	0.00

Muir Beach Community Services District
Expenditures
October 2007

SBC	133.05	70.54	0.00	29.55	0.00	0.00	32.96	0.00
Waste Management	131.85	0.00	0.00	0.00	131.85	0.00	0.00	0.00
State Water Resources Control Board	101.22	0.00	0.00	0.00	0.00	0.00	101.22	0.00
Wynn, Joanie	92.00	0.00	0.00	0.00	92.00	0.00	0.00	0.00
Wang, Emiko	90.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00
Cingular Wireless	35.17	0.00	0.00	0.00	0.00	0.00	35.17	0.00
Knox, Nancy	35.00	0.00	0.00	0.00	35.00	0.00	0.00	0.00
Eigsti, Lisa	33.87	0.00	0.00	0.00	33.87	0.00	0.00	0.00
United Site Services, Inc.	32.25	0.00	0.00	0.00	32.25	0.00	0.00	0.00
Marin County Public Health Laboratory	30.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00
Misc Vendor	15.30	0.00	0.00	0.00	15.30	0.00	0.00	0.00
Paytrust	13.45	13.45	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>149,963.76</u>	<u>3,482.84</u>	<u>85,726.84</u>	<u>29.55</u>	<u>1,486.69</u>	<u>181.65</u>	<u>4,325.73</u>	<u>54,730.46</u>
Paid from FEMA Grants			85,726.84					
Paid from the Water Capital Improvements Fund			54,730.46					
Paid from West Marin Funds			29.39					
Paid from General Funds			<u>9,477.07</u>					
Total expenditures per above				149,963.76				
Paid from the Rental Security Deposit Trust								
Harrington, Daniel			500.00					
Mayer, Simon			500.00					
Passalacqua, Filipe			<u>250.00</u>					
Total paid from the Rental Security Deposit Trust				1,250.00				
Paid from the Water Security Deposit Trust								
None			<u>0.00</u>					
Total paid from the Water Security Deposit Trust				0.00				
Total checks issues				<u>151,213.76</u>				

Muir Beach Community Services District
Expenditures
October 2007

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2008.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Maury Ostroff, Board President

Leighton Hills, District Manager

Muir Beach Community Services District
Expenditures
November 2007

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>
AT&T	107.18	0.00	0.00	107.18	0.00	0.00	0.00
CalPers	888.92	888.92	0.00	0.00	0.00	0.00	0.00
Carlos Salcedo	1,200.00	0.00	1,200.00	0.00	0.00	0.00	0.00
Cingular Wireless	35.17	0.00	0.00	0.00	0.00	0.00	35.17
David Schwartz & Associates	2,394.00	0.00	2,394.00	0.00	0.00	0.00	0.00
Efrain Martinez	250.00	0.00	250.00	0.00	0.00	0.00	0.00
Goodman Building Supply	480.82	0.00	480.82	0.00	0.00	0.00	0.00
Gustavo Cardenas	600.00	0.00	600.00	0.00	0.00	0.00	0.00
Gustavo Rivas	390.00	0.00	390.00	0.00	0.00	0.00	0.00
Hazelton Electric Inc.	1,210.00	0.00	0.00	0.00	0.00	0.00	1,210.00
Jose Noe Rios	576.00	0.00	576.00	0.00	0.00	0.00	0.00
Knox, Nancy	25.00	0.00	0.00	0.00	25.00	0.00	0.00
Leonel Cardenas	576.00	0.00	576.00	0.00	0.00	0.00	0.00
Linscott Engineering Contractors, Inc.	2,080.55	0.00	0.00	0.00	0.00	0.00	2,080.55
Marin County Dept. of Public Works	490.00	0.00	0.00	0.00	0.00	0.00	490.00
Marin County Public Health Laboratory	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Marin County Treasurer - Tax Collector	781.25	0.00	0.00	781.25	0.00	0.00	0.00
Marin Independent Journal	115.50	115.50	0.00	0.00	0.00	0.00	0.00
Martin Bros. Supply	3,831.36	0.00	3,831.36	0.00	0.00	0.00	0.00
Misc Vendor	21.50	0.00	0.00	0.00	21.50	0.00	0.00
Mullin, Sharon	1,078.20	950.00	0.00	0.00	0.00	0.00	128.20
MV Lumber	566.37	0.00	566.37	0.00	0.00	0.00	0.00
Omar Magana	864.00	0.00	864.00	0.00	0.00	0.00	0.00
Ostroff, Maury	32.30	32.30	0.00	0.00	0.00	0.00	0.00
Paychex, Inc.	144.02	144.02	0.00	0.00	0.00	0.00	0.00
Payroll taxes	770.43	770.43	0.00	0.00	0.00	0.00	0.00
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey - V	405.07	0.00	0.00	0.00	242.55	0.00	162.52
PG&E	439.67	0.00	0.00	0.00	75.95	0.00	363.72
Romero Martinez	120.00	0.00	120.00	0.00	0.00	0.00	0.00
SBC	128.57	64.98	0.00	30.63	0.00	0.00	32.96
Smith Barney Citigroup	25.00	25.00	0.00	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	247.35	0.00	70.74	0.00	58.22	8.17	110.22

Muir Beach Community Services District
Expenditures
November 2007

Water Components & Building Supply	1,681.83	0.00	1,681.83	0.00	0.00	0.00	0.00
Winkelmann, Robert	300.00	0.00	0.00	300.00	0.00	0.00	0.00
Harvey Pearlman	1,208.11	-349.56	171.67	0.00	286.00	0.00	1,100.00
Juana Gonzalez	265.96	-22.04	0.00	0.00	288.00	0.00	0.00
Lonna Richmond	193.32	-16.68	0.00	0.00	210.00	0.00	0.00
Salvador Gonzalez	787.35	-211.63	653.98	0.00	240.00	105.00	0.00
TOTAL	<u>25,353.75</u>	<u>2,404.19</u>	<u>14,426.77</u>	<u>1,219.06</u>	<u>1,447.22</u>	<u>113.17</u>	<u>5,743.34</u>
Paid from FEMA Grants			14,426.77				
Paid from the Water Capital Improvements Fund			0.00				
Paid from West Marin Funds			30.63				
Paid from General Funds			<u>10,896.35</u>				
Total expenditures per above				25,353.75			
Paid from the Rental Security Deposit Trust							
None			<u>0.00</u>				
Total paid from the Rental Security Deposit Trust				0.00			
Paid from the Water Security Deposit Trust							
None			<u>0.00</u>				
Total paid from the Water Security Deposit Trust				0.00			
Total checks issues				<u>25,353.75</u>			

Muir Beach Community Services District
Expenditures
November 2007

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2008.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Maury Ostroff, Board President

Leighton Hills, District Manager

Muir Beach Community Services District
Expenditures
December 2007

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>
Murch, Don	9,500.00	0.00	9,500.00	0.00	0.00	0.00	0.00
David Schwartz & Associates	3,800.00	0.00	3,800.00	0.00	0.00	0.00	0.00
Mullin, Sharon	1,961.00	1,620.00	0.00	0.00	0.00	0.00	341.00
Harvey Pearlman	1,589.85	-445.15	0.00	0.00	154.00	198.00	1,683.00
Brelje and Race Laboratories, Inc.	1,020.00	0.00	0.00	0.00	0.00	0.00	1,020.00
CalPers	955.91	955.91	0.00	0.00	0.00	0.00	0.00
Brenntag Pacific	877.12	0.00	0.00	0.00	0.00	0.00	877.12
Payroll taxes	831.31	831.31	0.00	0.00	0.00	0.00	0.00
MV Services	808.13	0.00	0.00	0.00	808.13	0.00	0.00
PG&E	525.27	0.00	0.00	0.00	127.36	0.00	397.91
Linscott Engineering Contractors, Inc.	468.50	0.00	0.00	0.00	0.00	0.00	468.50
Salvador Gonzalez	464.38	-101.73	311.11	0.00	68.00	102.00	85.00
State Compensation Insurance Fund	415.73	0.00	88.81	0.00	116.38	14.27	196.27
Juana Gonzalez	332.46	-27.54	0.00	0.00	360.00	0.00	0.00
Dee Turman	300.00	0.00	0.00	0.00	300.00	0.00	0.00
Lonna Richmond	193.32	-16.68	0.00	0.00	210.00	0.00	0.00
Wang, Emiko	180.00	0.00	0.00	0.00	180.00	0.00	0.00
Pace Supply Corp.	173.06	0.00	0.00	0.00	0.00	0.00	173.06
SBC	150.28	79.75	0.00	37.57	0.00	0.00	32.96
Marin County Public Health Laboratory	135.00	0.00	0.00	0.00	0.00	0.00	135.00
Pearlman, Harvey - V	135.00	0.00	0.00	0.00	0.00	0.00	135.00
Paychex, Inc.	134.52	134.52	0.00	0.00	0.00	0.00	0.00
Jose Alcala	129.29	-10.71	0.00	0.00	0.00	40.00	100.00
Tam Rentals	125.00	0.00	125.00	0.00	0.00	0.00	0.00
Cingular Wireless	35.17	0.00	0.00	0.00	0.00	0.00	35.17
Knox, Nancy	20.00	0.00	0.00	0.00	20.00	0.00	0.00
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
Misc Vendor	2.50	0.00	0.00	0.00	2.50	0.00	0.00
TOTAL	<u><u>25,275.75</u></u>	<u><u>3,032.63</u></u>	<u><u>13,824.92</u></u>	<u><u>37.57</u></u>	<u><u>2,346.37</u></u>	<u><u>354.27</u></u>	<u><u>5,679.99</u></u>

Muir Beach Community Services District
Expenditures
 December 2007

Paid from FEMA Grants	13,824.92	
Paid from the Water Capital Improvements Fund	0.00	
Paid from West Marin Funds	37.57	
Paid from General Funds	<u>11,413.26</u>	
Total expenditures per above		25,275.75
Paid from the Rental Security Deposit Trust		
Parra, Michael	250.00	
Zheutlin, Wendy	500.00	
Ayni Projects	250.00	
Lehman, Lisette	500.00	
Stewart, Amy	150.00	
Halliwell, David	<u>250.00</u>	
Total paid from the Rental Security Deposit Trust		1,900.00
Paid from the Water Security Deposit Trust		
None	<u>0.00</u>	
Total paid from the Water Security Deposit Trust		0.00
Total checks issues		<u><u>27,175.75</u></u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2008.

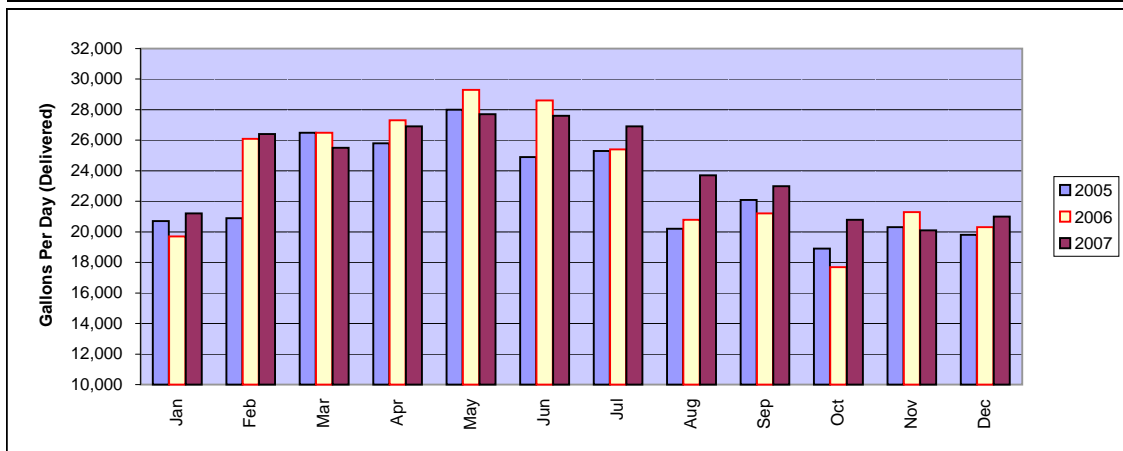
MUIR BEACH COMMUNITY SERVICES DISTRICT

 Maury Ostroff, Board President

 Leighton Hills, District Manager

Water Production Table

End Date	Gallons Per Day					Billings			
	Pumped	Delivered	12 Mo Avg (Delivered)	Unaccounted For	Average Residential	Month	12 Mos Rolling Avg		
Dec 16, 07	25,000	21,200	24,200	3,800	15%	140	\$ 7,339	0.7%	\$ 98,560
Nov 16, 07	27,700	26,400	24,100	1,290	5%	175	\$ 8,062	-1.1%	\$ 97,840
Oct 16, 07	29,000	25,500	24,100	1,770	6%	169	\$ 7,876	-1.1%	\$ 98,950
Sep 16, 07	29,900	26,900	24,200	2,960	10%	178	\$ 9,218	-1.2%	\$ 100,060
Aug 16, 07	28,200	27,700	24,200	450	2%	183	\$ 9,565	0.3%	\$ 101,310
Jul 16, 07	28,900	27,600	24,300	1,360	5%	182	\$ 9,109	-0.2%	\$ 101,020
Jun 16, 07	28,600	26,900	24,400	1,700	6%	178	\$ 9,374	0.4%	\$ 101,190
May 16, 07	30,700	23,700	24,300	4,380	14%	157	\$ 8,117	1.0%	\$ 100,760
Apr 16, 07	27,300	23,000	24,100	4,060	15%	153	\$ 8,132	0.4%	\$ 99,810
Mar 16, 07	23,100	20,800	23,900	1,930	8%	138	\$ 6,805	0.9%	\$ 99,380
Feb 16, 07	22,000	20,100	23,600	1,500	7%	133	\$ 7,415	0.0%	\$ 98,530
Jan 16, 07	22,800	21,000	23,700	1,430	6%	139	\$ 7,547	0.3%	\$ 98,540
Dec 16, 06	22,500	19,700	23,700	2,110	9%	131	\$ 6,621	-0.4%	\$ 98,280
Nov 16, 06	29,200	26,100	23,800	2,130	7%	173	\$ 9,170	1.9%	\$ 98,670
Oct 16, 06	28,700	26,500	23,300	1,860	6%	175	\$ 8,988	1.5%	\$ 96,840
Sep 16, 06	28,500	27,300	23,300	1,050	4%	181	\$ 10,466	3.0%	\$ 95,400
Aug 13, 06	30,600	29,300	23,200	930	3%	194	\$ 9,280	1.0%	\$ 92,620
Jul 16, 06	31,900	28,600	23,100	1,720	5%	189	\$ 9,277	2.4%	\$ 91,700
Jun 16, 06	28,400	25,400	22,800	2,530	9%	168	\$ 8,943	1.8%	\$ 89,510
May 16, 06	24,700	20,800	22,800	3,430	14%	138	\$ 7,162	1.5%	\$ 87,910
Apr 16, 06	22,800	21,200	22,700	1,280	6%	140	\$ 7,709	1.5%	\$ 86,600
Mar 16, 06	20,400	17,700	22,800	2,450	12%	117	\$ 5,952	0.8%	\$ 85,310
Feb 16, 06	29,000	21,300	22,900	7,290	25%	141	\$ 7,427	1.7%	\$ 84,600
Jan 16, 06	30,600	20,300	22,800	10,320	34%	134	\$ 7,290	1.7%	\$ 83,220
Dec 16, 05	22,700	20,700	22,800	1,710	8%	137	\$ 7,009	2.0%	\$ 81,830
Nov 16, 05	24,700	20,900	22,700	3,220	13%	138	\$ 7,341	2.6%	\$ 80,250
Oct 16, 05	26,800	26,500	22,400	240	1%	176	\$ 7,543	0.4%	\$ 78,180
Sep 16, 05	29,500	25,800	22,300	3,520	12%	171	\$ 7,683	-1.4%	\$ 77,840
Aug 16, 05	29,700	28,000	22,600	1,480	5%	186	\$ 8,364	0.4%	\$ 78,930
Jul 16, 05	27,000	24,900	22,600	1,980	7%	165	\$ 7,083	-1.4%	\$ 78,640
Jun 16, 05	26,900	25,300	22,900	1,580	6%	168	\$ 7,352	-1.6%	\$ 79,760
May 16, 05	24,400	20,200	23,300	3,850	16%	134	\$ 5,847	-2.8%	\$ 81,020
Apr 16, 05	25,300	22,100	24,000	2,380	9%	147	\$ 6,421	-1.2%	\$ 83,390
Mar 16, 05	23,600	18,900	24,300	4,110	17%	127	\$ 5,239	-0.5%	\$ 84,380
Feb 16, 05	23,500	20,300	24,400	3,120	13%	135	\$ 6,048	-1.6%	\$ 84,840
Jan 16, 05	21,900	19,800	24,700	2,110	10%	131	\$ 5,902	-1.2%	\$ 86,260



1
2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 **Minutes of the Board of Directors' meeting held on**
4 **Wednesday, November 14, 2007**
5
6

7 **OFFICIAL MINUTES ONLY UPON APPROVAL**
8

9 Prior to approval of these minutes by the Board of Directors in a public meeting, these
10 minutes are draft only and subject to change. Upon approval by the Board, these minutes
11 become the Official Minutes of the meeting.
12

13 **Item 1 CALL TO ORDER**
14

15 President Ostroff called the regular meeting of the Muir Beach Community Services District
16 Board of Directors to order at 7:10 PM on Wednesday, November 14, 2007.
17

18 **Roll Call**
19

20 DIRECTORS PRESENT: Ostroff, Jacobs, Hobson, Rudnick

21 OFFICERS PRESENT: District Manager Hills, Secretary-Treasurer Mullin
22

23 **Item 2 CONSENT CALENDAR**
24

25 A. **Approval of Minutes** – Regular meeting August 22, 2007, special meeting
26 September 26, 2007 and regular meeting October 24, 2007.
27

28 B. **Approval of Financial Statements** – August 31 and September 30, 2007.
29

30 MOTION: To approve items A and B above.

31 Moved: Rudnick, seconded by Hobson

32 Vote: AYES: Unanimous
33

34 **Item 3 NATIONAL PARK SERVICE REPORT**
35

36 No National Park Service personnel were in attendance to issue a report.
37

38 **Item 4 FIRE DEPARTMENT REPORT**
39

40 No Fire Department personnel were in attendance to issue a report.

1 **Item 5 MBCSD AND THE VOLUNTEER FIRE DEPARTMENT**

2
3 Bob Jacobs reported on a meeting with Michael Kaufman and Bob Hayden of the Muir
4 Beach Volunteer Fireman’s Association that took place in June. With regard to the fire tax
5 measure that will appear on the February 5 ballot, it was acknowledged that the Fire Chief
6 will report to the Board and the Fire Department budget will be approved by the Board. Fire
7 tax revenues will be held in the District’s bank account as a separate fund. A formal
8 Statement of Agreement between the MBVFD and the CSD is needed.
9

10 **Item 6 DISTRICT MANAGER’S REPORT**

11
12 **1. Approval of Fiscal Year 2007-2008 Budget** – Treasurer Mullin informed the
13 Board that the budget should be amended to include an entry for FEMA Grants Earned
14 Revenues equivalent to the entry for FEMA Expenditures as grant revenues are earned as
15 funds are spent. After some discussion on capital improvement expenditures, the following
16 motion was made:

17
18 MOTION: To approve the proposed budget as amended.
19 Moved: Jacobs, seconded by Hobson
20 Vote: AYES: Unanimous
21

22 **2. Presentation of Audited Financial Statements for Fiscal Year 2004-2005 and**
23 **Auditor’s Letter to Management** – The Board discussed how to implement corrections of
24 the various Reportable Conditions.
25

26 **3. Update on FEMA Projects** – Maury presented an overview of upcoming
27 FEMA projects. Photos of finished projects can be viewed on the CSD website.
28

29 **Item 7 TELECOMMUNICATIONS DISCUSSION**

30
31 Gerry Pearlman expressed interest in exploring community ownership of the LAN. He
32 believes there is substantial revenue potential. Gerry would like the Board to grant him the
33 authority to perform a feasibility study.
34

35 MOTION: To authorize Gerry to conduct a feasibility study, at no cost to the CSD, to
36 generate options for Board consideration regarding community ownership of the
37 LAN.
38 Moved: Rudnick, seconded by Jacobs
39 Vote: AYES: Unanimous

1 **Item 8 RECREATIONAL ITEMS**

2
3 Kathy Sward reported that Tony Moore has estimated a price of \$20,000 to build the shed at
4 the Community Center using volunteer labor. The Quilters will meet with him after year end
5 to explore possibilities for lowering the cost.
6

7 Maury acknowledged the efforts of Deb Allen who sold \$1,200 worth of advertising in the
8 new Muir Beach telephone directory that is due to be published soon.
9

10 Linda Gibbs negotiated with Mill Valley Market to add the Beachcomber to their donation
11 program. She asked that this be mentioned on the CSD website.
12

13 **Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR**

14
15 No items were removed from the Consent Calendar.
16

17 **Item 10 PUBLIC OPEN TIME**

18
19 Danny Hobson offered many thanks to Bob Jacobs for his service on the MBCSD Board of
20 Directors. Tonight is his last meeting.
21

22 **Item 11 NEXT MEETING DATE**

23
24 There will be a closed session of the Board of Directors this Sunday at 2:00 PM, to be held at
25 44 Starbuck Drive. The next public meeting date is scheduled for Wednesday, January 23,
26 2008.
27

28 **Item 12 ADJOURNMENT**

29
30 The meeting was adjourned at 8:49 PM.