

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, June 25, 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
Dan Fitzpatrick, Director
Danny Hobson, Director
Peter Rudnick, Director
Shere Stoddard, Director

Maury Ostroff, District Manager
Sharry Mullin, Meeting Secretary

Item 2 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 April 23, 2008 as attached.
- B. **Approval of Financial Statements** – For the period ended May 31, 2008, as attached.

Item 3 NATIONAL PARK SERVICE REPORT

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

Item 4 FIRE DEPARTMENT REPORT

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

Item 5 RESOLUTION FOR REMEDIATION OF EROSION AT 285 SUNSET WAY

The general solution arrived at for the erosion at 285 Sunset Way was not to install a culvert and fill dirt, nor to build a big concrete retaining wall, but rather to place large amounts of rip rap and fabric for erosion control. The CSD will pay for the cost of lining the Cove Lane side of the creek with FEMA funds. The cost of repairing the broken culvert under Sunset Way (culvert starts at 290 Sunset and is supposed to drain out to the creek) will be paid for by the CSD out of the Roads and Easements repairs budget.

Item 6 DISTRICT MANAGER'S REPORT

1. **Update on FEMA Projects** – New Backup well scheduled for drilling in the next few weeks.
2. **Water Capital Improvements.** A contract has been signed with Forster to complete the tie-in of the new water line to the lower tank, and to install new pumps at both the current well, the new backup well, and at the Lower Tank. Once completed, all water from the well be pumped directly to the Lower Tank (instead of the Upper Tank as is done currently) and only the additional water required for the Upper Tank will then be pumped from the Lower Tank to the Upper.
3. **Redwood Creek Levels and Water Conservation.**
4. **Presentation of Investment Policy for CSD funds.**

Item 7 RECREATION ITEMS

1. Updates on Storage Shed for the Community Center.

Item 8 ROADS AND EASEMENTS

Routine maintenance.

Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 10 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 11 SELECTION OF DATE FOR NEXT MEETING

The 4th Wednesday in July is the 23rd. 4th Wednesday in August is the 27th.

Item 12 ADJOURNMENT

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 SEACAPE DRIVE

MUIR BEACH, CA 94965 TELEPHONE (415) 388-7804
Website: www.muirbeachcsd.com

MBCSD Investment Policy

The CSD maintains accounts at financial institutions for both its operating funds and various Reserve Funds for Capital Improvements and other expenditures. Because the nature of these reserve funds is to be available in the event of an emergency, it is the District's Investment Policy that preservation of principal is paramount.

Therefore the District's Investment Objectives can be stated as Safety and Liquidity. As a government entity, tax considerations are not relevant here.

The allowable types of securities that the District can put its funds are limited to FDIC insured bank accounts, , FDIC insured Certificates of Deposit, Money Market funds, and U.S. Treasury Bills and Notes. The District will not invest in Equities, Mutual Funds, Options, Private Placements, or any other bond or fixed income instrument not mentioned above.

The District's Accountant and Treasurer monitors the amount of funds invested in these allowable securities, but all investment decisions are approved by the Board of Directors upon recommendation by either the Treasurer or the District Manager.

June 21, 2008

Maury Ostroff, General Manager
Muir Beach CSD
Muir Beach, California

Dear Maury,

Tony Moore is finalizing the plans and cost estimates for a new storage shed at the community center, and hopefully we'll have figures to share at the CSD meeting this Wednesday.

The quilters, with the addition of a heart-warming donation from the Garden Club's rummage sale this month, are planning to pay for the site development, including earth moving, removal of one tree, the pouring of a concrete pad, etc.

We ask that the CSD match the Quilters' funding for site development, not to exceed \$10,000 (\$5,000 from each).

Construction of the shed itself will be funded anonymously through donor-advised funds from the Marin Community Foundation.

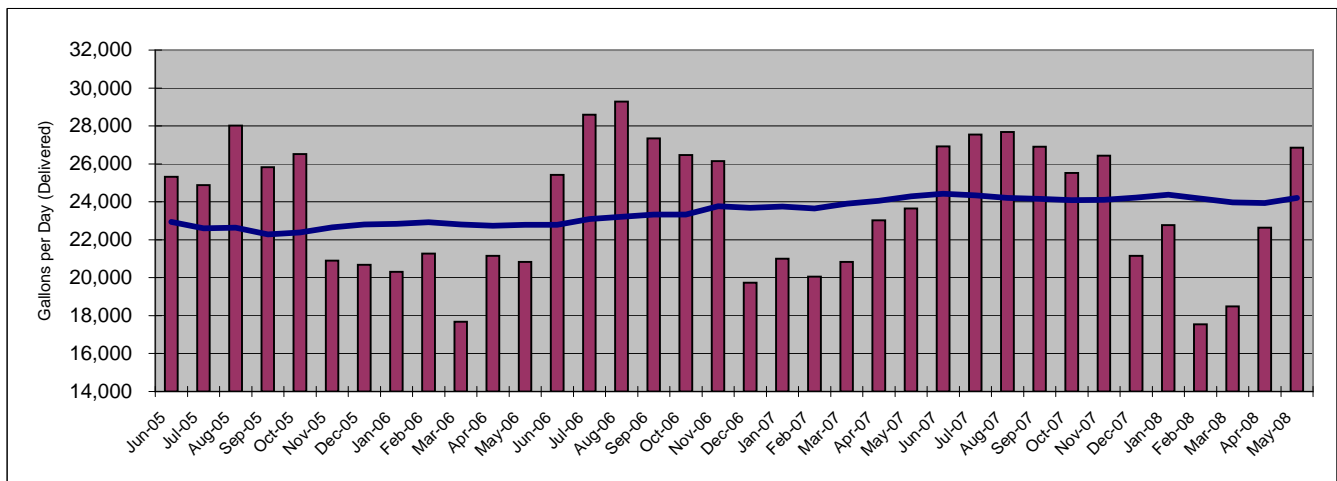
Thank you for bringing this to the attention of the Board.

Sincerely,

Muir Beach Quilters

Water Production Table

End Date	Monthly Totals (Gallons)					Gallons Per Day			Billing		
	Pumped	Delivered	Est Maint	Unaccounted For		Pumped	Delivered	12 Mo Avg (Delivered)	Month	Rolling 12 Months	% change prev month
May 16, 08	799,880	805,496	-	(5,616)	-1%	26,663	26,850	24,204	\$ 9,240	\$ 98,718	1.2%
Apr 16, 08	751,932	701,613	2,000	48,319	6%	24,256	22,633	23,937	\$ 7,940	\$ 97,595	-0.2%
Mar 16, 08	574,692	536,377	-	38,315	7%	19,817	18,496	23,970	\$ 6,313	\$ 97,787	-0.5%
Feb 16, 08	626,884	544,007	-	82,877	13%	20,222	17,549	24,165	\$ 6,326	\$ 98,279	-1.1%
Jan 16, 08	775,196	705,942	-	69,254	9%	25,006	22,772	24,374	\$ 8,356	\$ 99,368	0.8%
Dec 16, 07	748,500	634,576	-	113,924	15%	24,950	21,153	24,227	\$ 7,339	\$ 98,560	0.7%
Nov 16, 07	859,301	819,373	-	39,928	5%	27,719	26,431	24,108	\$ 8,062	\$ 97,842	-1.1%
Oct 16, 07	868,701	765,543	50,000	53,158	6%	28,957	25,518	24,085	\$ 7,876	\$ 98,950	-1.1%
Sep 16, 07	926,834	833,808	1,200	91,826	10%	29,898	26,897	24,163	\$ 9,218	\$ 100,062	-1.2%
Aug 16, 07	875,355	857,880	3,500	13,975	2%	28,237	27,674	24,201	\$ 9,565	\$ 101,310	0.3%
Jul 16, 07	867,395	826,506	-	40,889	5%	28,913	27,550	24,335	\$ 9,109	\$ 101,025	-0.2%
Jun 16, 07	887,125	834,569	-	52,556	6%	28,617	26,922	24,421	\$ 9,374	\$ 101,193	0.4%
May 16, 07	920,930	709,577	80,000	131,353	14%	30,698	23,653	24,295	\$ 8,117	\$ 100,762	1.0%
Apr 16, 07	847,807	713,964	8,000	125,843	15%	27,349	23,031	24,061	\$ 8,132	\$ 99,806	0.4%
Mar 16, 07	647,188	583,249	10,000	53,939	8%	23,114	20,830	23,905	\$ 6,805	\$ 99,383	0.9%
Feb 16, 07	683,373	621,782	15,000	46,591	7%	22,044	20,057	23,641	\$ 7,415	\$ 98,530	0.0%
Jan 16, 07	705,527	651,133	10,000	44,394	6%	22,759	21,004	23,743	\$ 7,547	\$ 98,542	0.3%
Dec 16, 06	675,238	592,003	20,000	63,235	9%	22,508	19,733	23,684	\$ 6,621	\$ 98,285	-0.4%
Nov 16, 06	904,647	810,577	28,000	66,070	7%	29,182	26,148	23,764	\$ 9,170	\$ 98,673	1.9%
Oct 16, 06	859,632	793,854	10,000	55,778	6%	28,654	26,462	23,326	\$ 8,988	\$ 96,843	1.5%
Sep 16, 06	970,337	929,759	5,000	35,578	4%	28,539	27,346	23,332	\$ 10,466	\$ 95,399	3.0%
Aug 13, 06	855,958	819,839	10,000	26,119	3%	30,570	29,280	23,205	\$ 9,280	\$ 92,615	1.0%
Jul 16, 06	957,120	857,517	48,000	51,603	5%	31,904	28,584	23,099	\$ 9,277	\$ 91,700	2.5%
Jun 16, 06	879,256	787,796	13,000	78,460	9%	28,363	25,413	22,790	\$ 8,943	\$ 89,506	1.8%
May 16, 06	739,958	625,160	12,000	102,798	14%	24,665	20,839	22,783	\$ 7,162	\$ 87,915	1.5%
Apr 16, 06	705,739	655,919	10,000	39,820	6%	22,766	21,159	22,732	\$ 7,709	\$ 86,600	1.5%
Mar 16, 06	571,475	494,809	8,000	68,666	12%	20,410	17,672	22,814	\$ 5,952	\$ 85,312	0.8%
Feb 16, 06	898,450	659,446	13,000	226,004	25%	28,982	21,272	22,919	\$ 7,427	\$ 84,599	1.7%
Jan 16, 06	949,228	629,373	-	319,855	34%	30,620	20,302	22,841	\$ 7,290	\$ 83,220	1.7%
Dec 16, 05	682,042	620,633	10,000	51,409	8%	22,735	20,688	22,798	\$ 7,009	\$ 81,832	2.0%
Nov 16, 05	765,670	647,930	18,000	99,740	13%	24,699	20,901	22,661	\$ 7,341	\$ 80,254	2.7%
Oct 16, 05	802,832	795,768	-	7,064	1%	26,761	26,526	22,387	\$ 7,543	\$ 78,178	0.4%
Sep 16, 05	914,521	800,545	5,000	108,976	12%	29,501	25,824	22,286	\$ 7,683	\$ 77,836	-1.4%
Aug 16, 05	919,327	868,417	5,000	45,910	5%	29,656	28,013	22,632	\$ 8,364	\$ 78,929	0.4%
Jul 16, 05	808,564	746,274	3,000	59,290	7%	26,952	24,876	22,599	\$ 7,083	\$ 78,635	-1.4%
Jun 16, 05	835,201	785,146	1,000	49,055	6%	26,942	25,327	22,949	\$ 7,352	\$ 79,759	



1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Board of Directors' meeting held on**
3 **Wednesday, April 23, 2008**

4
5
6 **OFFICIAL MINUTES ONLY UPON APPROVAL**

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

11
12 **Item 1 CALL TO ORDER**

13
14 Director Shaffer called the regular meeting of the Muir Beach Community Services District
15 Board of Directors to order at 7:16 PM on Wednesday, April 23, 2008.

16
17 **Roll Call**

18
19 DIRECTORS PRESENT: Shaffer, Hobson, Rudnick, Fitzpatrick
20 OFFICERS PRESENT: District Manager Ostroff, Secretary-Treasurer Mullin

21
22 **Item 2 CONSENT CALENDAR**

- 23
24 A. **Approval of Minutes** – Regular meeting March 26, 2008.
25
26 B. **Approval of Financial Statements** – March 31, 2008.

27
28 Director Hobson noted that the Minutes of the March 26, 2008 meeting indicated that she
29 was in attendance when she was not.

30
31 MOTION: To approve item A as corrected and item B above.
32 Moved: Hobson, seconded by Fitzpatrick
33 Vote: AYES: Unanimous

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

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

38
39 **Item 4 FIRE DEPARTMENT REPORT**

40
41 Chief John Sward reported on the ongoing negotiations for use of the Golden Gate Dairy
42 buildings. The State has accepted the Dairy as a historical site which has affected the
43 process. Work on the upcoming BBQ fundraiser continues. The Bobcat is still being worked
44 on.

1 **Item 5 PROPOSAL FOR REMEDIATION OF EROSION AT 285 SUNSET WAY**

2
3 The new owner of 285 Sunset Way has discovered significant erosion around posts
4 supporting the house. Due to the proximity of the property boundary to the supporting posts
5 of the house, corrective alternatives proposed involve construction and modification of CSD
6 owned property along Cove Lane where seasonal drainage water runs.
7

8 David Schwartz recapped the presentation that he gave at the last public meeting. A lengthy
9 discussion ensued after which it was decided that the immediate neighbors should come to an
10 agreement regarding which option they would like to see implemented. If an overwhelming
11 majoring of the neighbors agree on a particular option, Eric can begin work. If not, a two
12 person committee consisting of Directors Fitzpatrick and Rudnick will make the decision
13 based on neighbor input.
14

15 **Item 6 RESOLUTION 2008-1, Opposition to Aerial Spraying**

16
17 A Resolution of the Muir Beach Community Services District opposing the California
18 Department of Food and Agriculture Aerial Spray Program to Eradicate the Light Brown
19 Apple Moth.
20

21 MOTION: To approve Resolution 2008-1 as written.

22 Moved: Rudnick, seconded by Hobson

23 Vote: AYES: Unanimous
24

25 **Item 7 DISTRICT MANAGER'S REPORT**

26
27 **1. Update on FEMA Projects**

28
29 Maury reported that work has begun on several FEMA projects. Others have been completed
30 including the repairs to Charlotte's Way.
31

32 **2. Water Capital Improvements**

33
34 A contract has been signed with Forster to complete the tie-in of the new water line to the
35 lower tank, and to install new pumps at the current well, the new backup well and the lower
36 tank. Once completed, all water from the well will be pumped directly to the lower tank
37 (instead of the upper tank as is done currently) and only the additional water required for the
38 upper tank will then be pumped from the lower tank to the upper.
39

40 **3. Redwood Creek Levels and Water Conservation**

41
42 Maury met with Darren Fong and other representatives of the NPS to review our compliance
43 with the Adaptive Management Plan and to agree on creek level monitoring procedures for
44 the upcoming season. A new water gauge has been installed in the creek. The pool levels
45 are fine. Maury will continue monitoring to ensure compliance.

1 **4. Marin Community Foundation Grants**
2

3 Although the grants brought up at the last meeting are administered by the Marin Community
4 Foundation, the funds are donated by individual benefactors in Stinson Beach and Bolinas
5 and earmarked specifically for those communities.
6

7 **Item 8 RECREATIONAL ITEMS**
8

9 **1. Proposals for simplifying Community Center rental rates and for requiring**
10 **outside renters to pay for having someone from Muir Beach on site during**
11 **events as a facilitator.**
12

13 Laurie Piel is in the process of making improvements to the procedure for rental of the
14 Community Center. She has noted several problem areas and would like the Board to
15 consider the following two proposals:
16

17 Proposal #1: Rental rates will be a flat rate of \$100 per hour with a four hour minimum.

18 Proposal #2: Renters must pay for an on-site facilitator.
19

20 MOTION: To approve Proposals 1 & 2 as presented.

21 Moved: Fitzpatrick, seconded by Hobson

22 Vote: AYES: Unanimous
23

24 **2. Updates on storage shed proposal**
25

26 Kathy Sward presented the preliminary reports completed by Tony Moore.
27

28 **Item 9 ROADS AND EASEMENTS**
29

30 A request has been made to restore the pedestrian easement that runs from the beginning of
31 Sunset Way down to Pacific Way at Lagoon. This may require installation and/or repair of
32 stairs requiring expenditure of funds. A specific proposal will be written for the next public
33 meeting. Routine maintenance of other roads and easements is underway.
34

35 **Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR**
36

37 No items were removed from the Consent Calendar.
38

39 **Item 11 PUBLIC OPEN TIME**
40

41 David Schwartz would like the CSD to make funds available to repair the handrail on
42 Community Center steps.
43

44 Dan Fitzpatrick announced that he'll be throwing a party at the Community Center on
45 January, 20, 2009 to celebrate President Bush's last day in office.

1 **Item 12 NEXT MEETING DATE**

2

3 The next public meeting date is scheduled for Wednesday, June 25, 2008.

4

5 **Item 13 ADJOURNMENT**

6

7 The meeting was adjourned at 8:46 PM.