

# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

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



**Wed, August 27, 2008  
7:00 PM – Regular Meeting**

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

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## **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.

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## **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, Secretary/Treasurer

### **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 and June 25, 2008 as attached.
- B. **Approval of Financial Statements** – For the period ended July 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. Members of the Muir Beach Volunteer Fire Association are encouraged to attend all CSD meetings as well.

#### **Item 5 GENERAL ADMINISTRATION**

1. Presentation of Fiscal Year 2008-2009 Budget.
  - a. Allocation of Administrative Expenses to Fire Department. Recommend that a fixed annual amount be determined, and not have the amount calculated as a percentage of GM salary or other expense.
2. Balance of \$23,083 due the General Fund from the Water Department. Prior to 2005, the Water Department was running at a deficit and was being subsidized from the general fund. While we have raised the water rates since then and the Water Department is now self-sustaining, our Auditor required us to create an entry showing the amount owed the General Fund. Recommendation is that modest amounts of surplus revenues from Water operations be used over the years to reduce this balance and pay it back.
3. Accounting Policy and Procedures for Fire Department expenses. Auditor requires that the MBCSD present a consolidated financial statement for the MBVFD and MBVFA, as the Fire Department is under the jurisdiction of the CSD.
4. Appointment of Leighton Hills to position of Deputy District Manager.

#### **Item 6 WATER DEPARTMENT**

1. **Water Department Rates and Policies.** A single document has been prepared containing all the rates and policies with respect to the Water System.
  - a. Consideration of situation at 2 White Way, requesting grandfathering of pre-existing status quo with respect to minimum monthly payment of \$23.00 for any metered connection, whether any water is used or connected to any plumbing on customer side of meter.
  - b. Note that all second units declared legal by Marin County will be required to have a separate water meter installed and charged the service hookup fee by the MBCSD.
2. **Update on FEMA Projects** – New Backup Well application still in progress. We had hoped to begin drilling already, but the permit process is turning out to be more daunting than anticipated as we comply with the requirements of Marin County, NPS, and California State Parks.
3. **Water Capital Improvements.** Work at the Lower Tank has been completed. We now pump from the well to the Lower Tank, and then pump only what is needed from the Lower Tank to the Upper Tank. This has resulted in an improvement in pump efficiency at the well from 45 GPM to 58 GPM. Completion of this work also means that no houses are getting water directly off the old service line to the Upper Tank, which means they are getting water with much reduced levels of chlorine. The sand filter was moved to filter the water before going into the Lower Tank, and a radio relay system was installed to shut off the pumps when the tanks are full.

4. **Redwood Creek Levels and Water Conservation.** As we approach late summer and fall, Redwood Creek and the water table will be at their lowest levels. While we are not on water conservation notice yet, we continue to monitor creek levels.

#### **Item 7 RECREATION ITEMS**

1. Update on Storage Shed for the Community Center.
2. In the process of getting bids for a wrought-iron hand railing for the steps leading down from Seacape drive along the new stone steps.

#### **Item 8 ROADS AND EASEMENTS**

1. Road repairs for Cove Lane. Major spot to be repaired is just after the turn from Sunset, but need to decide how extensive the repairs should be, and how far down Cove Lane to go, as there are many spots where the existing paving is crumbling.
2. Repairs to handrails, broken steps, and other maintenance items on CSD easements.

#### **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 4<sup>th</sup> Wednesday in September is the 24th. 4<sup>th</sup> Wednesday in October is the 22nd.

#### **Item 12 ADJOURNMENT**

**Muir Beach CSD Income Statement for Fiscal Year 2007-2008**

	<b>General Admin</b>	<b>Fire</b>	<b>Recreation</b>	<b>Roads &amp; Easements</b>	<b>Total Govt Services</b>	<b>Water Operations</b>	<b>Water Capital Improvements</b>	<b>FEMA Projects</b>	<b>TOTAL</b>
<b>Income</b>									
<b>Water Operations Income</b>									
Water Service Income	0	0	0	0	0	77,704	0	0	77,704
48-HR Notice Fee	0	0	0	0	0	450	0	0	450
New Meter Fee	0	0	0	0	0	6,725	0	0	6,725
Water Correspondence	0	0	0	0	0	0	0	0	0
<b>Total Water Operations Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>84,879</b>	<b>0</b>	<b>0</b>	<b>84,879</b>
<b>Water Capital Improvement Revs</b>									
Annual Tax for Water Cap Impr	0	0	0	0	0	0	54,205	0	54,205
Consumption Surcharge	0	0	0	0	0	0	17,470	0	17,470
Non District In Lieu Fee	0	0	0	0	0	200	1,000	0	1,200
<b>Total Water Capital Improvement Revs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>72,675</b>	<b>0</b>	<b>72,875</b>
<b>Tax Revenues</b>									
Property Tax Revenues	66,389	0	0	0	66,389	0	0	0	66,389
ERAF Revenues	77,481	0	0	0	77,481	0	0	0	77,481
<b>Total Tax Revenues</b>	<b>143,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>143,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>143,870</b>
<b>Recreational Activities Income</b>									
Rental Income	0	0	13,040	0	13,040	0	0	0	13,040
<b>Community Functions Income</b>									
Bistro Income	0	0	2,010	0	2,010	0	0	0	2,010
Children's Income	0	0	64	0	64	0	0	0	64
Phone Book Income	0	0	1,200	0	1,200	0	0	0	1,200
Tai Chi Income	0	0	1,743	0	1,743	0	0	0	1,743
Yoga Income	0	0	153	0	153	0	0	0	153
<b>Total Community Functions Income</b>	<b>0</b>	<b>0</b>	<b>5,169</b>	<b>0</b>	<b>5,169</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,169</b>
<b>Total Recreational Activities Income</b>	<b>0</b>	<b>0</b>	<b>18,209</b>	<b>0</b>	<b>18,209</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,209</b>
Donations	0	0	40,050	0	40,050	0	0	0	40,050
<b>Grant Revenues</b>									
West Marin Grant Earned Revenue	0	8,400	0	0	8,400	0	0	0	8,400
FEMA Grants Earned Revenues	0	0	0	0	0	0	0	190,155	190,155
MBVFA Donation	0	13,383	0	0	13,383	0	0	0	13,383
<b>Total Grant Revenues</b>	<b>0</b>	<b>21,783</b>	<b>0</b>	<b>0</b>	<b>21,783</b>	<b>0</b>	<b>0</b>	<b>190,155</b>	<b>211,938</b>
<b>Interest Income</b>	33,176	0	0	0	33,176	0	0	0	33,176
<b>Other Income</b>	225	0	0	0	225	150	0	0	375
<b>Total Income</b>	<b>177,271</b>	<b>21,783</b>	<b>58,259</b>	<b>0</b>	<b>257,314</b>	<b>85,229</b>	<b>72,675</b>	<b>190,155</b>	<b>605,373</b>

**Muir Beach CSD Income Statement for Fiscal Year 2007-2008**

	<b>General Admin</b>	<b>Fire</b>	<b>Recreation</b>	<b>Roads &amp; Easements</b>	<b>Total Govt Services</b>	<b>Water Operations</b>	<b>Water Capital Improvements</b>	<b>FEMA Projects</b>	<b>TOTAL</b>
<b>Expenses</b>									
Accounting & Bookkeeping	19,054	0	0	0	19,054	4,665	0	225	23,944
Administration Fees	0	0	0	0	0	0	0	0	0
Community Classes & Functions					0				
Bistro Expenses	0	0	534	0	534	0	0	0	534
Event Costs	0	0	422	0	422	0	0	0	422
Tai Chi Expense	0	0	1,394	0	1,394	0	0	0	1,394
<b>Total Community Classes &amp; Functions</b>	<b>0</b>	<b>0</b>	<b>2,350</b>	<b>0</b>	<b>2,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,350</b>
<b>FEMA Expenditures</b>									
Project Costs	0	0	0	0	0	0	0	185,855	185,855
Payroll Wages	0	0	0	0	0	0	0	3,852	3,852
Payroll Taxes	0	0	0	0	0	0	0	218	218
Workers Comp Insurance	0	0	0	0	0	0	0	295	295
<b>Total FEMA Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>190,220</b>	<b>190,220</b>
<b>Insurance</b>									
Vehicle Insurance	0	6,655	0	0	6,655	0	0	0	6,655
P & L Insurance	1,900	2,100	1,900	530	6,430	2,823	530	0	9,783
<b>Total Insurance</b>	<b>1,900</b>	<b>8,755</b>	<b>1,900</b>	<b>530</b>	<b>13,085</b>	<b>2,823</b>	<b>530</b>	<b>0</b>	<b>16,438</b>
<b>Legal &amp; Professional</b>									
Audit Expense	5,811	0	0	0	5,811	0	0	0	5,811
Consulting	1,500	0	0	0	1,500	0	0	0	1,500
Legal Fees	1,143	781	0	0	1,924	0	0	0	1,924
<b>Total Legal &amp; Professional</b>	<b>8,454</b>	<b>781</b>	<b>0</b>	<b>0</b>	<b>9,235</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,235</b>
<b>Licenses, Permits &amp; Fees</b>									
Licenses, Permits & Fees	1,316	950	0	0	2,266	3,905	308	0	6,479
Dues & Memberships	427	0	0	0	427	173	0	0	600
Meals & Entertainment	127	0	0	0	127	0	0	0	127
Misc Operating Expenses					0				0
Meeting Expense	177	0	0	0	177	0	0	0	177
Bank Service Charges	339	0	0	0	339	-53	0	0	286
<b>Total Misc Operating Expenses</b>	<b>515</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>515</b>	<b>-53</b>	<b>0</b>	<b>0</b>	<b>463</b>
Office Expense	287	0	1,108	0	1,395	764	0	0	2,159

**Muir Beach CSD Income Statement for Fiscal Year 2007-2008**

	<u>General Admin</u>	<u>Fire</u>	<u>Recreation</u>	<u>Roads &amp; Easements</u>	<u>Total Govt Services</u>	<u>Water Operations</u>	<u>Water Capital Improvements</u>	<u>FEMA Projects</u>	<u>TOTAL</u>
<b>Payroll Expenses</b>									
Empr PR Taxes	3,861	0	0	0	3,861	0	0	0	3,861
Wages	3,000	1,200	13,300	4,821	22,321	22,115	2,400	0	46,836
Workers Comp	384	60	1,048	344	1,837	1,661	121	0	3,619
<b>Total Payroll Expenses</b>	<u>7,244</u>	<u>1,260</u>	<u>14,348</u>	<u>5,166</u>	<u>28,019</u>	<u>23,776</u>	<u>2,521</u>	<u>0</u>	<u>54,315</u>
<b>Employee Benefits</b>	12,026	0	0	0	12,026	0	0	0	12,026
<b>Repair &amp; Maintenance</b>	0	353	1,972	8,565	10,890	11,473	0	0	22,363
<b>Supply</b>	-34	0	656	83	705	598	0	0	1,303
<b>Travel Expense</b>	0	0	44	0	44	1,635	0	0	1,679
<b>Utilities</b>									0
Electric	0	0	487	0	487	4,510	0	0	4,998
Propane	0	0	595	0	595	0	0	0	595
Refuse Service	0	0	527	0	527	0	0	0	527
Telephone	1,200	497	0	0	1,697	1,006	0	0	2,704
<b>Total Utilities</b>	<u>1,200</u>	<u>497</u>	<u>1,610</u>	<u>0</u>	<u>3,307</u>	<u>5,517</u>	<u>0</u>	<u>0</u>	<u>8,823</u>
<b>Water Enterprise</b>									
Water Expense	0	0	0	0	0	2,514	2,321	0	4,835
Water Testing	0	0	0	0	0	2,370	0	0	2,370
Water Treatment	0	0	0	0	0	9,765	0	0	9,765
<b>Total Water Enterprise</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,649</u>	<u>2,321</u>	<u>0</u>	<u>16,970</u>
<b>West Marin Expenditures</b>	0	15,392	0	0	15,392	0	0	0	15,392
<b>Total Expense</b>	<u>64,543</u>	<u>27,988</u>	<u>23,987</u>	<u>14,344</u>	<u>130,861</u>	<u>69,925</u>	<u>5,680</u>	<u>190,445</u>	<u>396,911</u>
<b>Net Income</b>	<u>112,729</u>	<u>-6,205</u>	<u>34,273</u>	<u>-14,344</u>	<u>126,453</u>	<u>15,303</u>	<u>66,996</u>	<u>-290</u>	<u>208,461</u>
<b>Net Income less Non-Recurring Items</b>	<u>60,248</u>	<u>-6,205</u>	<u>-5,727</u>	<u>-14,344</u>	<u>33,972</u>	<u>15,303</u>	<u>66,996</u>	<u>-290</u>	<u>48,985</u>

\*ERAF Income is usually about \$25K a year

\*One time donation of \$40K to Recreation.

\*Water Capital Improvements not included in Total Net Income less Non-Recurring Items

\*No expense incurred for District Manager salary for 6 months while the position was vacant.

**Muir Beach CSD Proposed Budget for Fiscal Year 2007-2008**

	<u>General Admin</u>	<u>Fire</u>	<u>Recreation</u>	<u>Roads &amp; Easements</u>	<u>Total Govt Services</u>	<u>Water Operations</u>	<u>Water Capital Improvements</u>	<u>TOTAL</u>
<b>Income</b>								
<b>Water Service Income</b>	0	0	0	0	0	80,000	0	80,000
<b>Water Hookup Fees</b>	0	0	0	0	0	13,000	0	13,000
<b>Water Capital Improvement Revs</b>								
<b>Annual Tax for Water Cap Impr</b>	0	0	0	0	0	0	51,000	51,000
<b>Consumption Surcharge</b>	0	0	0	0	0	0	18,000	18,000
<b>Non District In Lieu Fee</b>	0	0	0	0	0	200	1,000	1,200
<b>Total Water Capital Improvement Revs</b>	0	0	0	0	0	200	70,000	70,200
<b>Tax Revenues</b>								
<b>Property Tax Revenues</b>	68,000	0	0	0	68,000	0	0	68,000
<b>ERAF Revenues</b>	25,000	0	0	0	25,000	0	0	25,000
<b>Total Tax Revenues</b>	93,000	0	0	0	93,000	0	0	93,000
<b>Recreational Activities Income</b>								
<b>Rental Income</b>	0	0	13,000	0	13,000	0	0	13,000
<b>Community Functions Income</b>	0	0	3,800	0	3,800	0	0	3,800
<b>Total Recreational Activities Income</b>	0	0	16,800	0	16,800	0	0	16,800
<b>Grant Revenues</b>								
<b>West Marin Grant Earned Revenue</b>	0	8,400	0	0	8,400	0	0	8,400
<b>MBVFA Donation</b>	0	0	0	0	0	0	0	0
<b>Total Grant Revenues</b>	0	8,400	0	0	8,400	0	0	8,400
<b>Annual Tax for Fire Protection</b>	0	30,000	0	0	30,000	0	0	30,000
<b>Interest Income</b>	10,000	0	0	0	10,000	0	10,000	20,000
<b>Total Income</b>	103,000	38,400	16,800	0	158,200	93,200	80,000	331,400

**Muir Beach CSD Proposed Budget for Fiscal Year 2007-2008**

	<u>General Admin</u>	<u>Fire</u>	<u>Recreation</u>	<u>Roads &amp; Easements</u>	<u>Total Govt Services</u>	<u>Water Operations</u>	<u>Water Capital Improvements</u>	<u>TOTAL</u>
<b>Expenses</b>								
Accounting & Bookkeeping	17,000	0	0	0	17,000	5,000	0	22,000
Community Classes & Functions	0	0	2,400	0	2,400	0	0	2,400
<b>Insurance</b>								
Vehicle Insurance	0	6,800	0	0	6,800	0	0	6,800
P & L Insurance	1,400	2,000	1,000	0	4,400	2,800	0	7,200
<b>Total Insurance</b>	<b>1,400</b>	<b>8,800</b>	<b>1,000</b>	<b>0</b>	<b>11,200</b>	<b>2,800</b>	<b>0</b>	<b>14,000</b>
<b>Legal &amp; Professional</b>								
Audit Expense	10,000	0	0	0	10,000	0	0	10,000
Consulting	2,000	0	0	0	2,000	0	0	2,000
Legal Fees	3,000	0	0	0	3,000	0	0	3,000
<b>Total Legal &amp; Professional</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>15,000</b>
Dues & Memberships	500	0	0	0	500	500	0	1,000
Licenses, Permits & Fees	0	0	0	1,500	1,500	4,000	500	6,000
Meals & Entertainment	500	0	0	0	500	0	0	500
Misc Operating Expenses	5,000	0	0	0	5,000	0	0	5,000
Office Expense	1,500	0	0	0	1,500	1,000	0	2,500
<b>Payroll Expenses</b>								
Wages	10,000	0	15,000	7,500	32,500	25,000	2,500	60,000
Empr PR Taxes	833	0	1,250	625	2,708	2,083	208	5,000
Workers Comp	1,000	0	1,500	750	3,250	2,500	250	6,000
<b>Total Payroll Expenses</b>	<b>11,833</b>	<b>0</b>	<b>17,750</b>	<b>8,875</b>	<b>38,458</b>	<b>29,583</b>	<b>2,958</b>	<b>71,000</b>
Employee Benefits	18,000	0	0	0	18,000	0	0	18,000
<b>Repair &amp; Maintenance</b>								
Supply	0	0	6,000	12,000	18,000	12,000	0	30,000
Travel Expense	1,000	0	0	0	1,000	1,000	0	2,500
Utilities	0	0	1,000	500	1,500	2,000	0	3,000
Electric	0	0	500	0	500	4,500	0	5,000
Propane	0	0	1,000	0	1,000	0	0	1,000
Refuse Service	0	0	800	0	800	0	0	800
Telephone	1,500	500	0	0	2,000	600	0	2,600
<b>Total Utilities</b>	<b>1,500</b>	<b>500</b>	<b>2,300</b>	<b>0</b>	<b>4,300</b>	<b>5,100</b>	<b>0</b>	<b>9,400</b>



**Muir Beach CSD Proposed Budget for Fiscal Year 2007-2008**

	<b>General Admin</b>	<b>Fire</b>	<b>Recreation</b>	<b>Roads &amp; Easements</b>	<b>Total Govt Services</b>	<b>Water Operations</b>	<b>Water Capital Improvements</b>	<b>TOTAL</b>
<b>Water Enterprise</b>								
<b>Water Expense</b>	0	0	0	0	0	3,000	2,000	5,000
<b>Water Testing</b>	0	0	0	0	0	3,000	3,000	6,000
<b>Water Treatment</b>	0	0	0	0	0	10,000	0	10,000
<b>Total Water Enterprise</b>	0	0	0	0	0	16,000	5,000	21,000
<b>West Marin Expenditures</b>	0	8,400	0	0	8,400	0	0	8,400
<b>Allocation from Other Departments</b>	-12,500	2,500	0	0	-10,000	10,000	0	0
<b>Community Center Improvements</b>	0	0	40,000	0	40,000	0	0	40,000
<b>Fire Department Expenses</b>	0	18,200	0	0	18,200	0	0	18,200
<b>Water Capital Improvements</b>							111,542	
<b>Total Expense</b>	60,733	38,400	70,450	22,875	192,458	88,983	120,000	289,900
<b>Net Income</b>	42,267	0	-53,650	-22,875	-34,258	4,217	-40,000	41,500
<b>Net Income less Non-Recurring Items</b>	42,267	0	-13,650	-22,875	5,742	4,217	-40,000	9,958

\* \$2500 allocated from Fire Department to General Administration

\* \$18,200 in unspecified Fire Department expenses budgeted as a plug figure to make net income 0.

\* \$10,000 budgeted for transfer from Water Operations to General Fund to repay prior years' negative balance.

\* Recreation Expenses assume \$40,000 in restricted donations from previous fiscal year.

\*Water Capital Improvements not included in Total Net Income less Non-Recurring Items

	<b>Starting Balance 7/1/2008</b>	<b>Budgeted Income</b>	<b>Budgeted Expenses</b>	<b>Projected Ending Balance 6/30/2009</b>
General Funds	\$383,759	\$ 158,200	\$ 192,458	\$ 349,501
Water Capital Improvements	\$440,228	\$ 70,000	\$ 120,000	\$ 390,228
FEMA Grant Funds	\$ 56,469	\$ -	\$ 56,469	\$ -

Muir Beach Community Services District

**Balance Sheet**

As of July 31, 2008

Accrual Basis

	Jul 31, 08
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Smith Barney	
Government Dept. Cash	
General Fund Cash	440,228
Fire Dept Cash	
Fire Station Reserve Cash	16,293
West Marin Fund Cash	20,827
Total Fire Dept Cash	37,120
Total Government Dept. Cash	477,348
Water Cap Impr Fund Cash	467,214
SB Unallocated Interest	32,510
Total Smith Barney	977,073
Cash on Hand	91
Cash Clearing	317
Total Checking/Savings	977,480
Accounts Receivable	
Receivables	34,362
Total Accounts Receivable	34,362
Other Current Assets	
Due from Water Fund	23,082
Undeposited Funds	80
Deposits	340
Total Other Current Assets	23,502
Total Current Assets	1,035,344
Fixed Assets	
Building	
Shed -Cost	1,600
Building-Cost	279,425
Building Accum Depr	-185,142
Total Building	95,883
Equipment	
Equipment-Cost	133,073
Equipment Accum Depr	-93,194
Total Equipment	39,879
Water System	
Water System-Cost	
Water Lines	60,939
Water Aeration Equipment	1,432
Water Tank Controls	5,237
Water Equipment	12,962
Water Well	21,620
Water System-Cost - Other	552,397
Total Water System-Cost	654,587
Water System Accum Depr	-345,401
Total Water System	309,186
Land	74,673

Muir Beach Community Services District

**Balance Sheet**

As of July 31, 2008

Accrual Basis

	Jul 31, 08
Total Fixed Assets	519,621
<b>TOTAL ASSETS</b>	<b>1,554,965</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	13,538
Total Accounts Payable	13,538
Credit Cards	
Chase VISA 5153	2,307
Total Credit Cards	2,307
Other Current Liabilities	
Due to General Fund	23,082
FEMA Grant Deferred Revenue	
2153; Project 5	1,804
2158; Project 11	4,270
2326; Project 6	3,463
2428; Project 7	9,946
2484; Project 9	4,421
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	5,027
3328; Project 12C	-554
3330; Project 10	-13,395
3338; Project 8	4,021
Administrative Allowance	3,469
FEMA Grant Deferred Revenue - Other	6,690
Total FEMA Grant Deferred Revenue	56,469
Rental Security Deposits	5,000
Water Security Deposits	10,600
Total Other Current Liabilities	95,151
Total Current Liabilities	110,996
Total Liabilities	110,996
Equity	
Governmental Funds	
General Fund	247,876
Other Restricted Funds	156,409
Total Governmental Funds	404,285
Proprietary (Water) Fund	524,282
Retained Earnings	501,368
Net Income	14,034
Total Equity	1,443,969
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,554,965</b>

**Muir Beach Community Services District**  
**Statement of Revenues and Expenditures**  
April through July 2008

Accrual Basis

	<u>Apr 08</u>	<u>May 08</u>	<u>Jun 08</u>	<u>Jul 08</u>	<u>TOTAL</u>
Ordinary Income/Expense					
Income					
Water Operations Income	6,402	7,181	7,085	14,613	35,281
Water Capital Improvement Revs	21,948	1,901	7,451	2,091	33,391
Tax Revenues	26,549	815	23,012	7	50,383
Recreational Activities Income	634	4,119	2,881	2,225	9,858
Donations	0	0	40,000	5,000	45,000
Grant Revenues	10,161	3,580	13,340	5,533	32,613
Interest Income	2,097	0	0	0	2,097
Other Income	0	0	75	0	75
Total Income	<u>67,791</u>	<u>17,595</u>	<u>93,844</u>	<u>29,468</u>	<u>208,698</u>
Expense					
Accounting & Bookkeeping	1,952	3,546	2,953	1,744	10,194
Community Classes & Functions	105	206	123	341	775
Dues & Memberships	173	0	0	0	173
Employee Benefits	956	956	956	956	3,824
FEMA Expenditures	10,161	3,580	4,940	205	18,885
Insurance	0	3,078	5,146	0	8,224
Interest Expense	0	0	0	11	11
Legal & Professional	0	469	5,811	88	6,367
Licenses, Permits & Fees	1,583	47	900	10	2,540
Misc Operating Expenses	0	150	20	0	170
Office Expense	37	41	253	57	387
Payroll Expenses	6,229	5,697	8,312	5,218	25,457
Repair & Maintenance	7,270	269	95	348	7,981
Supply	25	101	398	68	593
Travel Expense	135	135	150	150	570
Uncategorized Exp	0	0	0	773	773
Utilities	772	693	467	954	2,887
Water Enterprise	2,413	435	279	4,512	7,638
West Marin Expenditures	1,260	0	0	0	1,260
Total Expense	<u>33,070</u>	<u>19,402</u>	<u>30,802</u>	<u>15,434</u>	<u>98,708</u>
Net Ordinary Income	<u>34,721</u>	<u>-1,807</u>	<u>63,042</u>	<u>14,034</u>	<u>109,989</u>
Net Income	<u><u>34,721</u></u>	<u><u>-1,807</u></u>	<u><u>63,042</u></u>	<u><u>14,034</u></u>	<u><u>109,989</u></u>

**Muir Beach Community Services District - Expenditures April 2008**

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Cap Impr</u>
Forster Pump & Engineering, Inc.	7,236.69	0.00	0.00	0.00	0.00	0.00	7,236.69	0.00
Thomas Casteneda	3,752.78	0.00	3,752.78	0.00	0.00	0.00	0.00	0.00
Schwartz & Associates	2,789.22	0.00	2,789.22	0.00	0.00	0.00	0.00	0.00
Nova Tech International	1,999.00	0.00	0.00	0.00	0.00	0.00	0.00	1,999.00
Harvey Pearlman	1,980.00	0.00	0.00	0.00	154.00	22.00	1,804.00	0.00
Martin Bros. Supply	1,846.82	0.00	1,846.82	0.00	0.00	0.00	0.00	0.00
Ostroff, Maury	1,846.16	461.52	0.00	184.62	184.62	276.92	369.24	369.24
Mullin, Sharon	1,837.80	1,355.00	0.00	0.00	0.00	0.00	482.80	0.00
Interspiro, Inc.	1,260.00	0.00	0.00	1,260.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	977.50	0.00	0.00	0.00	382.50	119.00	476.00	0.00
CalPers	955.91	955.91	0.00	0.00	0.00	0.00	0.00	0.00
Marin County Registrar of Voters	949.69	0.00	0.00	949.69	0.00	0.00	0.00	0.00
Payroll taxes	418.73	418.73	0.00	0.00	0.00	0.00	0.00	0.00
PG&E well 745-7	369.71	0.00	0.00	0.00	0.00	0.00	369.71	0.00
Juana Gonzalez	360.00	0.00	0.00	0.00	360.00	0.00	0.00	0.00
Carlos Salcedo	350.00	0.00	350.00	0.00	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	348.84	33.51	11.83	13.40	91.65	56.33	115.31	26.81
Efrain Martinez	325.00	0.00	325.00	0.00	0.00	0.00	0.00	0.00
Jose Noe Rios Gonzalez	234.00	0.00	234.00	0.00	0.00	0.00	0.00	0.00
Omar Magana	234.00	0.00	234.00	0.00	0.00	0.00	0.00	0.00
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00	0.00
Gustavo Cardenas	200.00	0.00	200.00	0.00	0.00	0.00	0.00	0.00
Leonel Cardenas-Lepe	180.00	0.00	180.00	0.00	0.00	0.00	0.00	0.00
American Water Works Association	173.00	0.00	0.00	0.00	0.00	0.00	173.00	0.00
West Marine	171.29	0.00	0.00	0.00	0.00	0.00	171.29	0.00
Gustavo Rivas	165.00	0.00	165.00	0.00	0.00	0.00	0.00	0.00
AT&T	163.20	93.50	0.00	37.03	0.00	0.00	32.67	0.00
Paychex, Inc.	146.71	146.71	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
Redwood Empire Disposal	131.85	0.00	0.00	0.00	131.85	0.00	0.00	0.00
Ramiro Martinez-Carabez	120.00	0.00	120.00	0.00	0.00	0.00	0.00	0.00
Jose Alcala	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
Goodman Building Supply	98.10	0.00	0.00	0.00	0.00	0.00	98.10	0.00
Pace Supply Corp.	84.54	0.00	0.00	0.00	0.00	0.00	84.54	0.00
Wang, Emiko	54.00	0.00	0.00	0.00	54.00	0.00	0.00	0.00
United Site Services, Inc.	33.00	0.00	0.00	0.00	33.00	0.00	0.00	0.00
AT&T Mobility	32.71	0.00	0.00	0.00	0.00	0.00	32.71	0.00
Knox, Nancy	30.00	0.00	0.00	0.00	30.00	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
AT&T long distance	25.25	0.57	0.00	0.00	0.00	0.00	24.68	0.00
Herb's Pool Service	24.10	0.00	0.00	0.00	0.00	0.00	24.10	0.00
Misc Vendor	21.25	0.00	0.00	0.00	21.25	0.00	0.00	0.00

**Muir Beach Community Services District - Expenditures April 2008**

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Cap Impr</u>
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00	0.00
Staples	16.22	16.22	0.00	0.00	0.00	0.00	0.00	0.00
PG&E CC 019-6	10.40	0.00	0.00	0.00	10.40	0.00	0.00	0.00
PG&E pumphouse 623-9	10.14	0.00	0.00	0.00	0.00	0.00	10.14	0.00
Home Depot	8.60	0.00	0.00	0.00	8.60	0.00	0.00	0.00
Delano's Market	5.78	0.00	0.00	0.00	0.00	0.00	5.78	0.00
Fedex	3.89	3.89	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<u><u>32,476.73</u></u>	<u><u>3,506.41</u></u>	<u><u>10,208.65</u></u>	<u><u>2,444.74</u></u>	<u><u>1,671.87</u></u>	<u><u>474.25</u></u>	<u><u>11,775.76</u></u>	<u><u>2,395.05</u></u>

Paid from FEMA Grants	10,208.65
Paid from the Water Capital Improvements Fund	2,395.05
Paid from West Marin Funds	1,260.00
Paid from General Funds	<u>18,613.03</u>
Total expenditures per above	32,476.73
Paid from the Rental Security Deposit Trust	
Burgheimer	500.00
Shaver	500.00
Zen Center	250.00
	1,250.00
Paid from the Water Security Deposit Trust	
Total paid from the Water Security Deposit Trust	0.00
Total checks issues	<u><u>33,726.73</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**

\_\_\_\_\_  
Steve Shaffer, Board President

\_\_\_\_\_  
Maury Ostroff, District Manager

Muir Beach Community Services District - Expenditures - May 2008

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Cap Impr</u>
Mullin, Sharon	3,426.96	2,925.00	0.00	0.00	0.00	0.00	501.96	0.00
VFIS Insurance	3,078.00	0.00	0.00	3,078.00	0.00	0.00	0.00	0.00
Martin Bros. Supply	2,677.09	0.00	2,561.99	52.91	62.19	0.00	0.00	0.00
Ostroff, Maury	1,846.16	461.52	0.00	184.62	184.62	276.92	369.24	369.24
Harvey Pearlman	1,650.00	0.00	0.00	0.00	132.00	44.00	1,474.00	0.00
Schwartz & Associates	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00
CalPers	955.91	955.91	0.00	0.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	773.50	0.00	0.00	0.00	255.00	331.50	187.00	0.00
Marin County Tax Collector	468.75	468.75	0.00	0.00	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	401.37	33.51	0.00	13.40	97.71	30.34	199.60	26.81
Payroll taxes	376.35	376.35	0.00	0.00	0.00	0.00	0.00	0.00
Juana Gonzalez	360.00	0.00	0.00	0.00	360.00	0.00	0.00	0.00
Home Depot	305.40	0.00	0.00	0.00	106.92	15.57	182.91	0.00
AT&T	289.97	96.03	0.00	35.31	0.00	0.00	158.63	0.00
PG&E well 745-7	256.62	0.00	0.00	0.00	0.00	0.00	256.62	0.00
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00	0.00
Pace Supply Corp.	198.71	0.00	0.00	0.00	33.23	0.00	165.48	0.00
Wang, Emiko	176.00	0.00	0.00	0.00	176.00	0.00	0.00	0.00
Paychex, Inc.	156.21	156.21	0.00	0.00	0.00	0.00	0.00	0.00
Smith Barney Citigroup	150.00	150.00	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
Tam Rentals	84.25	0.00	84.25	0.00	0.00	0.00	0.00	0.00
Jose Alcala	80.00	0.00	0.00	0.00	0.00	0.00	80.00	0.00
AT&T long distance	65.97	0.00	0.00	0.00	0.00	0.00	65.97	0.00
MV Auto Parts	65.72	0.00	0.00	0.00	0.00	0.00	65.72	0.00
American Water Works Association	46.70	0.00	0.00	0.00	0.00	0.00	46.70	0.00
United Site Services, Inc.	33.00	0.00	0.00	0.00	33.00	0.00	0.00	0.00
AT&T Mobility	32.71	0.00	0.00	0.00	0.00	0.00	32.71	0.00
Marin County Public Health Laboratory	30.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00
Goodman Building Supply	29.16	0.00	0.00	0.00	0.00	0.00	29.16	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00	0.00
PG&E pumphouse 623-9	19.30	0.00	0.00	0.00	0.00	0.00	19.30	0.00
Jackson's Hardware	15.14	0.00	0.00	0.00	0.00	0.00	15.14	0.00
Knox, Nancy	15.00	0.00	0.00	0.00	15.00	0.00	0.00	0.00
Misc Vendor	14.75	0.00	0.00	0.00	14.75	0.00	0.00	0.00

**Muir Beach Community Services District - Expenditures - May 2008**

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Cap Impr</u>
Delano's Market	11.92	0.00	0.00	0.00	0.00	0.00	11.92	0.00
Fedex	3.84	0.00	0.00	0.00	0.00	0.00	3.84	0.00
TOTAL	<u>19,460.31</u>	<u>5,644.13</u>	<u>3,646.24</u>	<u>3,364.24</u>	<u>1,680.42</u>	<u>698.33</u>	<u>4,030.90</u>	<u>396.05</u>
Paid from FEMA Grants			3,646.24					
Paid from the Water Capital Improvements Fund			396.05					
Paid from West Marin Funds			0.00					
Paid from General Funds			<u>15,418.02</u>					
Total expenditures per above				19,460.31				
Paid from the Rental Security Deposit Trust								
Conner			250.00					
Total paid from the Rental Security Deposit Trust				250.00				
Paid from the Water Security Deposit Trust								
Goldberger			100.00					
Martin			50.00					
Total paid from the Water Security Deposit Trust				150.00				
Total checks issues				<u>19,860.31</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**

\_\_\_\_\_  
Steve Shaffer, Board President

\_\_\_\_\_  
Maury Ostroff, District Manager



**Muir Beach Community Services District - Expenditures - June 2008**

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Cap Impr</u>
Harper, Kevin	5,811.00	5,811.00	0.00	0.00	0.00	0.00	0.00	0.00
Rural Special Districts Insurance	5,146.00	950.00	0.00	1,300.00	950.00	265.00	1,416.00	265.00
Schwartz & Associates	4,000.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00
Mullin, Sharon	2,832.43	2,645.00	0.00	0.00	0.00	0.00	187.43	0.00
Ostroff, Maury	2,769.24	692.28	0.00	276.93	276.93	415.38	553.86	553.86
Harvey Pearlman	2,486.00	0.00	0.00	0.00	242.00	22.00	2,222.00	0.00
CalPers	955.91	955.91	0.00	0.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	952.00	0.00	0.00	0.00	467.50	144.50	340.00	0.00
Martin Bros. Supply	940.00	0.00	940.00	0.00	0.00	0.00	0.00	0.00
California Rural Water Assn.	900.00	0.00	0.00	0.00	0.00	0.00	900.00	0.00
Payroll taxes	552.48	552.48	0.00	0.00	0.00	0.00	0.00	0.00
Juana Gonzalez	540.00	0.00	0.00	0.00	540.00	0.00	0.00	0.00
State Compensation Insurance Fund	536.87	50.26	0.00	20.11	135.04	57.42	233.83	40.21
Lonna Richmond	315.00	0.00	0.00	0.00	315.00	0.00	0.00	0.00
Staples	299.79	0.00	0.00	0.00	0.00	0.00	299.79	0.00
PG&E well 745-7	285.43	0.00	0.00	0.00	0.00	0.00	285.43	0.00
Frys Electronics	205.66	205.66	0.00	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey - V	195.22	0.00	0.00	0.00	45.22	0.00	150.00	0.00
Pace Supply Corp.	165.48	0.00	0.00	0.00	0.00	0.00	165.48	0.00
Jose Alcala	160.00	0.00	0.00	0.00	0.00	0.00	160.00	0.00
Home Depot	159.78	0.00	0.00	0.00	93.04	49.75	16.99	0.00
Paychex, Inc.	157.75	157.75	0.00	0.00	0.00	0.00	0.00	0.00
Misc Vendor	113.46	0.00	0.00	0.00	21.00	0.00	92.46	0.00
Wang, Emiko	72.00	0.00	0.00	0.00	72.00	0.00	0.00	0.00
Goodman Building Supply	43.14	0.00	0.00	0.00	0.00	0.00	43.14	0.00
PG&E CC 019-6	32.88	0.00	0.00	0.00	32.88	0.00	0.00	0.00
AT&T Mobility	32.21	0.00	0.00	0.00	0.00	0.00	32.21	0.00
General Hardware	30.76	0.00	0.00	0.00	0.00	0.00	30.76	0.00
Knox, Nancy	30.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00
Chevron	25.80	0.00	0.00	0.00	25.80	0.00	0.00	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00	0.00
Delano's Market	19.74	19.74	0.00	0.00	0.00	0.00	0.00	0.00
Longs Drug Stores	13.08	0.00	0.00	0.00	0.00	0.00	13.08	0.00
PG&E pumphouse 623-9	12.14	0.00	0.00	0.00	0.00	0.00	12.14	0.00
Fedex	9.70	9.70	0.00	0.00	0.00	0.00	0.00	0.00
Herb's Pool Service	9.55	0.00	0.00	0.00	0.00	0.00	9.55	0.00

**Muir Beach Community Services District - Expenditures - June 2008**

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Cap Impr</u>
TOTAL	<u>30,831.35</u>	<u>12,070.63</u>	<u>4,940.00</u>	<u>1,597.04</u>	<u>3,246.41</u>	<u>954.05</u>	<u>7,164.15</u>	<u>859.07</u>
 Paid from FEMA Grants			4,940.00					
Paid from the Water Capital Improvements Fund			859.07					
Paid from West Marin Funds			0.00					
Paid from General Funds			<u>25,032.28</u>					
Total expenditures per above				30,831.35				
 Paid from the Rental Security Deposit Trust								
Bargmeyer			250.00					
Hulley			250.00					
Opportunity for Independence			250.00					
Schwartz			250.00					
Total paid from the Rental Security Deposit Trust				1,000.00				
 Paid from the Water Security Deposit Trust								
Total paid from the Water Security Deposit Trust				0.00				
 Total checks issues				<u>31,831.35</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**

\_\_\_\_\_  
Steve Shaffer, Board President

\_\_\_\_\_  
Maury Ostroff, District Manager

**Muir Beach Community Services District Expenditures July 2008**

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Cap Impr</u>
Ghilotti Construction	12,000.00	0.00	0.00	0.00	0.00	0.00	12,000.00	0.00
Brenntag Pacific	3,802.76	0.00	0.00	0.00	0.00	0.00	3,802.76	0.00
Harvey Pearlman	2,244.00	0.00	0.00	0.00	143.00	0.00	1,309.00	792.00
Mullin, Sharon	1,646.92	1,241.92	0.00	0.00	0.00	0.00	405.00	0.00
CalPers	955.91	955.91	0.00	0.00	0.00	0.00	0.00	0.00
Ostroff, Maury	923.08	230.76	0.00	92.31	92.31	138.46	184.62	184.62
Google	772.53	772.53	0.00	0.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	680.00	0.00	0.00	0.00	195.50	51.00	0.00	433.50
Payroll taxes	522.05	522.05	0.00	0.00	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	436.70	33.51	0.00	13.40	91.47	32.19	239.32	26.81
PG&E well 745-7	403.68	0.00	0.00	0.00	0.00	0.00	403.68	0.00
Juana Gonzalez	360.00	0.00	0.00	0.00	360.00	0.00	0.00	0.00
Martin Bros. Supply	294.68	0.00	204.92	0.00	0.00	0.00	89.76	0.00
Pearlman, Harvey - V	218.48	0.00	0.00	0.00	68.48	0.00	150.00	0.00
AT&T	212.55	144.75	0.00	35.67	0.00	0.00	32.13	0.00
Pace Supply Corp.	186.39	0.00	0.00	0.00	0.00	0.00	186.39	0.00
Joseph G. Pollard Company	177.13	0.00	0.00	0.00	0.00	0.00	177.13	0.00
Muir Beach Garden Club - v	157.50	0.00	0.00	0.00	157.50	0.00	0.00	0.00
Paychex, Inc.	153.82	153.82	0.00	0.00	0.00	0.00	0.00	0.00
West Marine	132.33	0.00	0.00	0.00	0.00	0.00	132.33	0.00
Redwood Empire Disposal	131.85	0.00	0.00	0.00	131.85	0.00	0.00	0.00
Westside Wholesale	126.68	0.00	0.00	0.00	0.00	0.00	126.68	0.00
Wang, Emiko	126.00	0.00	0.00	0.00	126.00	0.00	0.00	0.00
Home Depot	125.52	0.00	0.00	0.00	125.52	0.00	0.00	0.00
Daves Appliance	100.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00
Goodman Building Supply	89.23	0.00	0.00	0.00	0.00	0.00	89.23	0.00
Marin County Treasurer - Tax Collector	87.50	0.00	0.00	87.50	0.00	0.00	0.00	0.00
Marin County Public Health Laboratory	60.00	0.00	0.00	0.00	0.00	0.00	60.00	0.00
PG&E CC 019-6	55.87	0.00	0.00	0.00	55.87	0.00	0.00	0.00
Lonna Richmond	52.50	0.00	0.00	0.00	52.50	0.00	0.00	0.00
Herb's Pool Service	43.65	0.00	0.00	0.00	0.00	0.00	43.65	0.00
Knox, Nancy	40.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00
Pond Landscape Solutions	40.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00
United Site Services, Inc.	33.00	0.00	0.00	0.00	33.00	0.00	0.00	0.00
AT&T Mobility	32.21	0.00	0.00	0.00	0.00	0.00	32.21	0.00
PG&E pumphouse 623-9	30.57	0.00	0.00	0.00	0.00	0.00	30.57	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00	0.00
General Hardware	19.32	0.00	0.00	0.00	0.00	0.00	19.32	0.00
Misc Vendor	17.00	0.00	0.00	0.00	17.00	0.00	0.00	0.00

**Muir Beach Community Services District Expenditures July 2008**

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Cap Impr</u>
No name	10.64	10.64	0.00	0.00	0.00	0.00	0.00	0.00
DMV Renewal	10.00	0.00	0.00	10.00	0.00	0.00	0.00	0.00
Chevron	8.64	0.00	0.00	0.00	8.64	0.00	0.00	0.00
<b>TOTAL</b>	<u><u>27,541.54</u></u>	<u><u>4,086.74</u></u>	<u><u>204.92</u></u>	<u><u>238.88</u></u>	<u><u>1,798.64</u></u>	<u><u>221.65</u></u>	<u><u>19,553.78</u></u>	<u><u>1,436.93</u></u>

Paid from FEMA Grants 204.92  
 Paid from the Water Capital Improvements Fund 1,436.93  
 Paid from West Marin Funds 0.00  
 Paid from General Funds 25,899.69  
 Total expenditures per above 27,541.54

Paid from the Rental Security Deposit Trust  
 Andersen 250.00  
 Asafohba 250.00  
 Bearg 500.00  
 Dusterhoff 250.00  
 Harris 500.00  
 Total paid from the Rental Security Deposit Trust 1,750.00

Paid from the Water Security Deposit Trust  
 Total paid from the Water Security Deposit Trust 0.00

Total checks issues 29,291.54

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

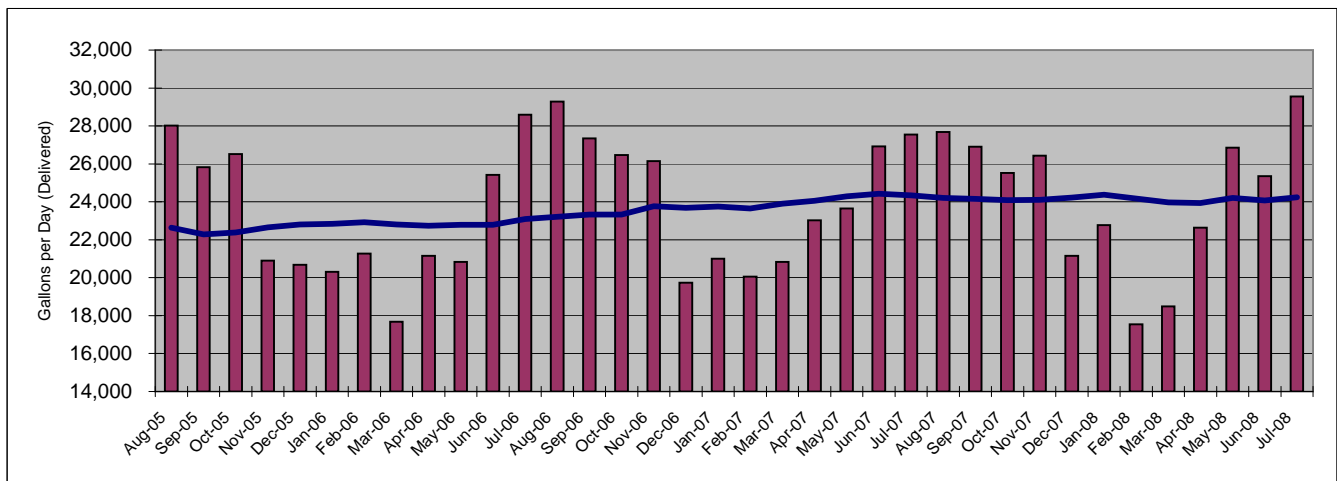
**MUIR BEACH COMMUNITY SERVICES DISTRICT**

\_\_\_\_\_  
Steve Shaffer, Board President

\_\_\_\_\_  
Maury Ostroff, District Manager

## 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
Jul 16, 08	976,445	886,431	50,000	40,014	4%	32,548	29,548	24,240	\$ 9,943	\$ 99,295	0.8%
Jun 16, 08	929,310	786,171	50,000	93,139	10%	29,978	25,360	24,074	\$ 9,117	\$ 98,461	-0.3%
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	



# ***MUIR BEACH COMMUNITY SERVICES DISTRICT***

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

## **Water Department Rates and Policies - Updated August 2, 2008**

### **1) Current Rates for Water Service (billed Monthly)**

<u>GALLONS</u>	<u>CHARGE</u>
0 to 2,250	\$23.00 flat charge
2,251 to 5,000	\$ 0.85 per 100 gallons used, plus charge from prior tier
5,001 to 15,000	\$ 1.19 per 100 gallons used, plus charge from prior tier
15,000+	\$ 1.49 per 100 gallons used, plus charge from prior tier.

Meter readings are in cubic feet; there are 7.48 gallons per cubic foot.

Note that once a meter is installed, the minimum flat charge will be billed whether any water is used or not.

Built into the water rates is a 25% surcharge for Water System Capital Improvements. Revenues collected from water usage billings are allocated as 75% to fund current operating expenses, and 25% is set aside in the Capital Improvements Fund.

### **2) Water Billing Policies and Procedures**

Water meters are read on the 16<sup>th</sup> day of each month; bills are sent out in time to arrive before the 1<sup>st</sup> of the next month. Payment is essentially due on receipt, and no later than the 16<sup>th</sup> day of the following month.

Customers may choose to receive their monthly statements via regular U.S. mail or via email. Email is encouraged to help reduce postage and other costs.

Payment in the form of checks made payable to Muir Beach Community Services District or MBCSD may be dropped off in either the mailbox in front of the Community Center at 19 Seacape Drive or at the Water mailbox at the right end of mailbox row on Highway 1 opposite the Pelican Inn. Checks can also be mailed to MBCSD, 19 Seacape Drive, Muir Beach, CA 94965.

Delinquent accounts are subject to a \$25 fee, and notice of termination of water service per the following schedule:

16th of month A: meter reading and charge date.

16th of month B: late date for month A billing.

16th of month C: 15-day notice of past due amounts sent if balance from month A have not been paid.

~1st of month D: 48-hour termination notice sent out and a **\$25 charge is assessed.**

# ***MUIR BEACH COMMUNITY SERVICES DISTRICT***

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

## **Water Department Rates and Policies - Updated August 2, 2008**

The District Manager has the final decision as to when fees may be waived and when service may be terminated by placing a lock on the meter.

Customers are required to notify the District at least ten days in advance of a requested service termination, (usually due to moving out.) Customers are responsible for all water service charges until 5pm on the requested termination date.

### **3) Leak Relief Policy**

On occasion, a leak in the water distribution pipe carrying water to the customer residence on their side of the meter may occur. A notice of a possible leak will be included on the customer's monthly statement if current water usage exceeds the previous months' by 150%.

If a customer suspects a leak has occurred, they must contact the Water Manager immediately, who will verify the leak. While the District Water Manager may assist or facilitate in effecting the repair, all leaks on the customer's side of the water meter are the customer's responsibility. Once the leak has been verified and repaired, the customer can apply to the Water Billing department for leak relief as follows:

Property owner will pay the average of the previous 12 months water bills, or the average of all the water bills in the case of an account in service of less than 12 months, including the Capital Improvements surcharge.

There is no limit to the number of times relief can be sought but relief will only be granted after the leak has been verified as having been repaired.

Water leak or excessive use must not have occurred as a result of a willful or negligent act on the part of the customer. Leaky faucets, toilets, hot water heaters, hoses left unattended or other leaks and malfunctions in appliances are not eligible for leak relief. The policy is intended to provide relief for leaks that occur in buried pipes from the meter to the house only.

Final decision as to applicability of the Leak Relief policy rests with the District Manager.

# ***MUIR BEACH COMMUNITY SERVICES DISTRICT***

19 Seacape Drive, Muir Beach, CA 94965 . 415-388-7804 . [www.muirbeachcsd.com](http://www.muirbeachcsd.com)

## **Water Department Rates and Policies - Updated August 2, 2008**

### **4) Initiating Water Service**

Customers requesting water service for an existing meter can apply by submitting the Water Application Form. Complete name, address, phone numbers and emergency contact information is required.

A \$100 refundable security deposit is required for any new water account, whether the customer is a homeowner or renter. Unpaid balances upon termination of the account will be deducted from the security deposit, otherwise the security deposit will be refunded in full upon termination of the account.

### **5) New Water Connection**

Customers may apply to the District for a new water service connection with a CSD installed meter. New connections consist of a \$6500 hookup fee, plus all installation costs. Depending on the distance and location of the new connection to existing service lines, these costs may run anywhere from \$5,000 to \$10,000 due to street and other excavation. All costs of installing water lines on the customer's side of the water meter to any new house or structure are solely the responsibility of the customer, and are subject to all Marin County building codes and permits.

### **6) Second Units**

A residential second unit is defined by Marin County as a permanent residence that is accessory to a primary residence on the same site. A second unit typically has a separate entrance, separate bathroom, and separate food preparation facilities (which include a stove, refrigerator, and sink) intended for the use of the occupants.

The Muir Beach CSD requires that all second units as defined and legally permitted by Marin County have their own water meter and hookup. This means that any new second unit or existing second unit that hasn't done so must pay the \$6500 hookup fee and the installation cost of a new meter.

### **7) Water Parcel Tax**

The District has passed an additional parcel tax that is paid annually along with the property owner's Property Tax. The current assessment is \$300 annually, and the funds go into the Water Capital Improvements Fund. Owners are only assessed once if they have multiple contiguous lots comprising their property.



***MUIR BEACH COMMUNITY SERVICES DISTRICT***

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**Water Department Rates and Policies - Updated August 2, 2008**

**8) Water Conservation**

As the district's water supply is limited, water conservation measures are encouraged throughout the year. A general guideline is no more than 80 gallons of water per day per occupant.

In conformance with the District's Water Rights permit, we are required to monitor the levels in Redwood Creek, and during conditions when the creek is not continuously flowing, Muir Beach is required to go on Water Conservation Alert and curtail our use of water. During times of noticed conservation, there are severe financial penalties for any residential customer who exceeds 2,000 cubic feet of water in a month (approximately 15,000 gallons.)

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.

1                                   **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2                                   **Minutes of the Board of Directors' meeting held on**  
3                                   **Wednesday, June 25, 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 Rudnick called the regular meeting of the Muir Beach Community Services District  
15                  Board of Directors to order at 7:16 PM on Wednesday, June 25, 2008.

16  
17                  **Roll Call**

18  
19                  DIRECTORS PRESENT:   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 April 23, 2008.

25  
26                  Approval of minutes was postponed until the next meeting.

27  
28                  **Item 3 NATIONAL PARK SERVICE REPORT**

29  
30                  No National Park Service personnel were in attendance to issue a report. A meeting with the  
31                  GGNRA is scheduled for tomorrow night at 6:30 at the Community Center.

32  
33                  **Item 4 FIRE DEPARTMENT REPORT**

34  
35                  Chief John Sward reported. As the bobcat does not receive much use within the community,  
36                  it is going to be sold. The Fire Department will rent one as needed. Funding for the renewed  
37                  chipper program has been granted for 2009. The MBVFD will drill with Green Gulch Zen  
38                  Center next month. The annual BBQ fundraiser was a success, grossing \$49,000.

39  
40                  **Item 5 RESOLUTION FOR REMEDIATION OF EROSION AT 285 SUNSET WAY**

41  
42                  A solution was arrived at to address the erosion at 285 Sunset Way, that being to line the  
43                  waterway with rip rap and fabric. The CSD will pay for the work done on the Cove Lane  
44                  side of the creek with FEMA funds. The culvert running under Sunset Way by 290 will be  
45                  replaced. Maury is waiting for a bid from David Schwartz. This repair will be paid from the  
46                  Roads and Easements repair budget.

1 **Item 6 DISTRICT MANAGER'S REPORT**

2  
3 **1. Update on FEMA Projects**

4  
5 The County has given approval to begin drilling the new backup well. The work will begin  
6 in a couple of weeks. Details can be found on the CSD website at [muirbeachcsd.com](http://muirbeachcsd.com).

7  
8 **2. Water Capital Improvements**

9  
10 A contract has been signed with Forster to complete the tie-in of the new water line to the  
11 lower tank and to install new pumps at the current well, the new backup well, and the lower  
12 tank. Once completed, all water from the well will be pumped directly to the lower tank  
13 (instead of the upper tank as is currently done) and only the additional water required for the  
14 upper tank will be pumped from the lower tank to the upper.

15  
16 **3. Redwood Creek Levels and Water Conservation**

17  
18 Although Redwood Creek appears low, the level of the water table is fine. It is possible that  
19 Muir Beach could be put on conservation notice though.

20  
21 **4. Presentation of Investment Policy for CSD funds.**

22  
23 District Manager Ostroff presented a basic investment policy that is conservative and focuses  
24 on preservation of principal.

25  
26 MOTION: To approve the investment policy as written.

27 Moved: Fitzpatrick, seconded by Hobson

28 Vote: AYES: Unanimous

29  
30  
31 **Item 7 RECREATIONAL ITEMS**

32  
33 **1. Updates on storage shed proposal**

34  
35 The Marin Community Foundation has forwarded a grant from an anonymous donor for a  
36 custom shed at the Community Center. The Quilters have requested that the CSD match  
37 their funds up to \$5,000 for the initial ground preparation and building of the foundation for  
38 the shed.

39  
40 MOTION: To approve CSD matching funds up to \$5,000 for the above purpose.

41 Moved: Fitzpatrick, seconded by Hobson

42 Vote: AYES: Unanimous

43  
44  
45 There was discussion about the Community Center handrail which is in need of repair.  
46 Maury agreed to add this as an item to the agenda of the next meeting.

1       **Item 8   ROADS AND EASEMENTS**

2  
3       A request has been made to restore the pedestrian easement that runs from the beginning of  
4       Sunset Way down to Pacific Way at Lagoon. This may require installation and/or repair of  
5       stairs requiring expenditure of funds. A specific proposal will be written for the next public  
6       meeting. Routine maintenance of other roads and easements is underway.  
7

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

9  
10       No items were removed from the Consent Calendar.  
11

12       **Item 10 PUBLIC OPEN TIME**

13  
14       A resident expressed that she would like correspondence sent to individual Board members  
15       to be included in the public record. This prompted a lively discussion concerning  
16       correspondence protocol. In an effort to clarify, the following points were made:  
17

18       The CSD Board can only respond to correspondence as a whole and at a public meeting. No  
19       one Board member can respond on behalf of the Board as a whole. Any item intended for a  
20       public meeting should be sent to the District Manager and noted as an item to be included on  
21       the next agenda or if the correspondence is sent to an individual Board member, the District  
22       Manager should be CC'ed.  
23

24       **Item 11   NEXT MEETING DATE**

25  
26       The next public meeting date is scheduled for Wednesday, August 27, 2008.  
27

28       **Item 12 ADJOURNMENT**

29  
30       The meeting was adjourned at 8:19 PM.