

# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

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



**Wed, May 27, 2009  
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  
Leighton Hills, Deputy 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 March 25, 2009 as attached.
- B. **Approval of Financial Statements** – For the period ended April 30, 2009, 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 GENERAL ADMINISTRATION**

1. Update on FEMA 2006 Projects
  - a. Closeout report filed California Department of Emergency Management who oversees the program for the state. Onsite inspection of work was conducted by the State. Waiting to receive final report from the Federal Agency based on filing by the State.

#### **Item 5 FIRE DEPARTMENT REPORT**

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

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

1. **Water Capital Improvements.**
  - a. Two new storage containers have been delivered, have electricity and are in use. The old shed that encroached on NPS land has been demolished. Some cleanup work and arranging of tools and equipment still to be done, as well as a workbench for one of the containers.
  - b. We are assembling all of the Lab results from the various tests that were ordered, and will begin work on the scheduled Water Quality Report, after which we will formally apply to the County for a permit to operate the new backup well.
  - c. New Water line and service connection from Sunset to Cove Lane. Per our long-term capital improvements plan, our next project will be to replace the existing 2" line that goes down from Sunset and dead-ends at Cove Lane. The plan is to replace that line with a new 6" line that will make the fire hydrant at the bottom of Cove Lane usable. The project will also entail reconnecting all water meters currently connected to the existing small pipe to the new one.
2. **Billing**
  - a. Credit card billing for water bills is now available, and a significant number of customers have already signed up. Over time, we hope to increase that number where the majority of customers have automatic billing to their credit card.
  - b. Once credit card billing is in place, we will implement a bi-monthly billing cycle, i.e. bill once every other month, but leave the water rates themselves the same. This will help reduce some administrative costs. The meters will still be read monthly for the foreseeable future.

### **Item 7 ROADS AND EASEMENTS**

1. A request has been received to address the wooden steps on the path between Sunset Way and Pacific Way. The issue is that since the steps are open, they reverberate with sound when subjected to foot traffic. Solid steps (such as concrete) would be less noisy.
2. Pacific Way Causeway/Bridge. Meetings with the County and the Consulting Engineers designing the bridge have been facilitated by Supervisor Steve Kinsey. We have been asked for our input with respect to esthetic considerations such as texture and color, with the idea that we want the bridge to fit into its surroundings.

### **Item 8 RECREATION ITEMS**

1. Review Status of Marin Community Funds grant for Community Center Improvements.
2. A proposal for revamping the electrical wiring and addressing all electricity related issues (including lighting) at the Community Center has been prepared. This project would also be paid for from the MCF grant.

### **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 July is the 22nd.

### **Item 12 ADJOURNMENT**

Muir Beach Community Services District

**Balance Sheet**

As of April 30, 2009

Accrual Basis

	<u>Apr 30, 09</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Smith Barney	1,048,778
Cash on Hand	<u>27</u>
Total Checking/Savings	1,048,805
Accounts Receivable	
Receivables	<u>4,609</u>
Total Accounts Receivable	4,609
Other Current Assets	
Due from Water Fund	23,082
Undeposited Funds	4,365
Deposits	<u>523</u>
Total Other Current Assets	<u>27,970</u>
Total Current Assets	1,081,384
Fixed Assets	
Building	195,002
Equipment	45,878
Water System	309,186
Land	<u>74,673</u>
Total Fixed Assets	<u>624,739</u>
<b>TOTAL ASSETS</b>	<u><u>1,706,123</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>16,314</u>
Total Accounts Payable	16,314
Credit Cards	
Chase VISA 5153	<u>1,985</u>
Total Credit Cards	1,985
Other Current Liabilities	
Due to General Fund	23,082
FEMA Grant Deferred Revenue	427
Rental Security Deposits	3,990
Water Security Deposits	<u>10,800</u>
Total Other Current Liabilities	<u>38,299</u>
Total Current Liabilities	<u>56,598</u>
Total Liabilities	56,598
Equity	
Governmental Funds	393,485
Proprietary (Water) Fund	535,082
Retained Earnings	494,777
Net Income	<u>226,180</u>
Total Equity	<u>1,649,525</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>1,706,123</u></u>

# Business FMA Statement

April 1 - April 30, 2009

Ref: 00012101 00079896

**D09000012101 309120A101 WEB000074A**  
**MUIR BEACH**  
**COMMUNITY SERVICES DISTRICT**  
**ATTN: SHARRY MULLIN**  
**19 SEACAPE DRIVE**  
**MUIR BEACH CA 94965-9701**

Your Broker/Dealer is  
**CITIGROUP GLOBAL MKTS INC.**  
 Your Financial Advisor  
 Kenneth Tarrant  
 750 LINDARO STREET  
 SUITE 300  
 SAN RAFAEL CA 94901  
 415 460 6207  
 www.smithbarney.com

Business FMA Service Center: 888-557-BFMA  
 Branch Phone: 800 777 3489  
 TTY/TDD Deaf & Hard of hearing: 800-227-4238

Account number: [REDACTED]

Citigroup Global Markets Inc., member principal exchanges, and the Securities Investor Protection Corporation (SIPC). Smith Barney is a division and service mark of Citigroup Global Markets Inc. and its affiliates and is used and registered throughout the world. Citi and Citi with Arc Design are trademarks and service marks of Citigroup Inc. and its affiliates, and are used and registered throughout the world. Working Wealth<sup>SM</sup> is a service mark of Citigroup Global Markets Inc.

Account value	Last period	This period	%
Money fund	\$ 971,833.42	\$ 1,050,739.76	100.00
<b>Total value</b>	<b>\$ 971,833.42</b>	<b>\$ 1,050,739.76</b>	<b>100.00</b>

Cash, money fund, bank deposits	This period	This year
Opening balance	\$ 971,833.42	
Deposits	114,495.82	177,959.49
Withdrawals	(7.05)	(203.05)
Checks written	(35,991.13)	(103,511.27)
Money fund earnings reinvested	408.70	
<b>Closing balance</b>	<b>\$ 1,050,739.76</b>	

Earnings summary	This period		This year	
	Taxable	Non-taxable	Taxable	Non-taxable
Money fund earnings	\$ 408.70	\$ 0.00	\$ 2,607.24	\$ 0.00
<b>Total</b>	<b>\$ 408.70</b>	<b>\$ 0.00</b>	<b>\$ 2,607.24</b>	<b>\$ 0.00</b>

A free credit balance in any securities account may be paid to you on demand. Although properly accounted for on our books and records, these funds may be used for our business purposes.

Gain/loss summary	This period	This year
Unrealized gain or (loss) to date	\$ 0.00	

Portfolio summary	This period	This year
Beginning total value (excl. accr. int.)	\$ 971,833.42	\$ 973,987.35
Net security deposits/withdrawals	0.00	0.00
Net cash deposits/withdrawals	78,497.64	74,145.17
Beginning value net of deposits/withdrawals	1,050,331.06	1,048,132.52
Total value as of 4/30/2009 (excl. accr. int.)	\$ 1,050,739.76	\$ 1,050,739.76
Change in value	\$ 408.70	\$ 2,607.24

**Muir Beach Community Services District**  
**Statement of Revenues and Expenditures**

March through April 2009

Accrual Basis

	<u>Mar 09</u>	<u>Apr 09</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Water Operations Income	4,514	5,569	10,083
Water Capital Improvement Revs	1,216	31,146	32,362
Tax Revenues	76	27,948	28,024
Recreational Activities Income	901	2,884	3,785
Donations	0	50,000	50,000
Interest Income	439	409	847
Total Income	<u>7,146</u>	<u>117,955</u>	<u>125,101</u>
Expense			
Accounting & Bookkeeping	1,820	1,068	2,888
Administration Fees	0	737	737
Community Classes & Functions	200	156	356
Employee Benefits	997	997	1,994
Legal & Professional	0	131	131
Licenses, Permits & Fees	0	275	275
Misc Operating Expenses	-15	67	52
Office Expense	59	34	92
Payroll Expenses	5,401	7,748	13,149
Reimbursable Expenses	684	684	1,368
Repair & Maintenance	33	9,000	9,033
Supply	19	83	102
Travel Expense	150	150	300
Uncategorized Exp	-2	-2	-3
Utilities	634	1,248	1,881
Water Enterprise	583	752	1,336
Total Expense	<u>10,563</u>	<u>23,127</u>	<u>33,689</u>
Net Ordinary Income	<u>-3,417</u>	<u>94,829</u>	<u>91,412</u>
Net Income	<u><u>-3,417</u></u>	<u><u>94,829</u></u>	<u><u>91,412</u></u>

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

Accrual Basis

	<u>Jul '08 - Apr 09</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Water Operations Income	65,762	81,500	81%
Water Capital Improvement Revs	72,529	70,950	102%
Tax Revenues	120,157	123,000	98%
Recreational Activities Income	15,745	16,800	94%
Donations	95,000		
Grant Revenues	66,772	65,400	102%
Interest Income	12,806	20,000	64%
Other Income	2,695		
<b>Total Income</b>	<u>451,467</u>	<u>377,650</u>	<u>120%</u>
<b>Expense</b>			
Accounting & Bookkeeping	16,539	25,000	66%
Administration Fees	737		
Community Classes & Functions	2,174	2,400	91%
Dues & Memberships	490	1,000	49%
Employee Benefits	9,771	18,000	54%
FEMA Expenditures	62,644	57,000	110%
Fire Dept. Supplies & Exps	0	26,000	0%
Insurance	0	6,000	0%
Interest Expense	14		
Legal & Professional	13,154	33,000	40%
Licenses, Permits & Fees	3,622	6,000	60%
Meals & Entertainment	0	500	0%
Misc Operating Expenses	408	1,000	41%
Office Expense	592	2,500	24%
Payroll Expenses	63,507	70,999	89%
Reimbursable Expenses	1,368		
Repair & Maintenance	16,248	30,000	54%
Supply	1,600	2,500	64%
Travel Expense	1,500	3,000	50%
Uncategorized Exp	787		
Utilities	9,475	9,800	97%
Water Enterprise	20,657	21,000	98%
West Marin Expenditures	0	8,400	0%
<b>Total Expense</b>	<u>225,287</u>	<u>324,099</u>	<u>70%</u>
<b>Net Ordinary Income</b>	<u>226,180</u>	<u>53,551</u>	<u>422%</u>
<b>Net Income</b>	<u><u>226,180</u></u>	<u><u>53,551</u></u>	<u><u>422%</u></u>

Muir Beach Community Services District  
Expenditures  
March 2009

	<u>TOTAL</u>	<u>Admin</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>W Cap Impr</u>
Mullin, Sharon	1,721.30	1,061.25	0.00	0.00	0.00	660.05	0.00
Ostroff, Maury	1,656.96	272.32	184.62	184.62	276.92	369.24	369.24
Harvey Pearlman	1,575.00	0.00	0.00	50.00	12.50	1,512.50	0.00
CalPers	995.24	995.24	0.00	0.00	0.00	0.00	0.00
Redwood Empire (to be reimbursed)	683.95	0.00	0.00	0.00	683.95	0.00	0.00
Payroll taxes	547.26	547.26	0.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	399.50	0.00	0.00	170.00	229.50	0.00	0.00
State Compensation Insurance Fund	362.11	37.75	15.10	97.65	22.65	158.76	30.20
Juana Gonzalez	360.00	0.00	0.00	360.00	0.00	0.00	0.00
Harry Brown Training	300.00	0.00	0.00	0.00	0.00	300.00	0.00
Jose Alcala	290.00	0.00	0.00	0.00	0.00	290.00	0.00
AT&T	254.11	101.58	27.98	0.00	0.00	124.55	0.00
Lonna Richmond	210.00	0.00	0.00	210.00	0.00	0.00	0.00
PG&E well 745-7	183.57	0.00	0.00	0.00	0.00	183.57	0.00
Wang, Emiko	162.00	0.00	0.00	162.00	0.00	0.00	0.00
Paychex, Inc.	157.61	157.61	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey - mileage allowance	150.00	0.00	0.00	0.00	0.00	150.00	0.00
American Water College	133.44	0.00	0.00	0.00	0.00	133.44	0.00
PG&E pumphouse 623-9	77.86	0.00	0.00	0.00	0.00	77.86	0.00
Marin County Public Health Laboratory	60.00	0.00	0.00	0.00	0.00	60.00	0.00
PG&E CC 019-6	53.27	0.00	0.00	53.27	0.00	0.00	0.00
AT&T Mobility	35.87	0.00	0.00	0.00	0.00	35.87	0.00
United Site Services, Inc.	33.00	0.00	0.00	33.00	0.00	0.00	0.00
Herb's Pool Service	32.92	0.00	0.00	0.00	0.00	32.92	0.00
Goodman Building Supply	30.15	0.00	0.00	0.00	0.00	30.15	0.00
Valley Security & Tool	26.40	0.00	0.00	0.00	0.00	26.40	0.00
Smith Barney Citigroup	25.00	25.00	0.00	0.00	0.00	0.00	0.00
Knox, Nancy	23.00	0.00	0.00	23.00	0.00	0.00	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00
Piel, Laurie (reimbursement)	19.38	0.00	0.00	19.38	0.00	0.00	0.00
Misc Vendor - bistro expenses	14.50	0.00	0.00	14.50	0.00	0.00	0.00
Intuit	0.38	0.00	0.00	0.00	0.00	0.38	0.00



Muir Beach Community Services District  
**Expenditures**  
 March 2009

TOTAL	<u>10,594.63</u>	<u>3,218.86</u>	<u>227.70</u>	<u>1,377.42</u>	<u>1,225.52</u>	<u>4,145.69</u>	<u>399.44</u>
-------	------------------	-----------------	---------------	-----------------	-----------------	-----------------	---------------

**PAID PER SPREADSHEET ABOVE:**

Paid from the Water Capital Improvements Fund	399.44
Paid from General Funds	10,195.19

**BALANCE SHEET ACCOUNTS:**

Paid from the Rental Security Deposit Trust	
Schwartz	<u>250.00</u>
Total paid from the Rental Security Deposit Trust	250.00
Paid from the Water Security Deposit Trust	
Murray	<u>100.00</u>
Total paid from the Water Security Deposit Trust	100.00
Paid from Other Restricted Funds	0.00

Total checks issues	<u>10,944.63</u>
---------------------	------------------

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

**MUIR BEACH COMMUNITY SERVICES DISTRICT**

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

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

Muir Beach Community Services District  
Expenditures  
April 2009

	<u>TOTAL</u>	<u>Admin</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>W Cap Impr</u>
Onorato, Terry (reimbursement)	9,000.00	0.00	0.00	0.00	9,000.00	0.00	0.00
Salvador Gonzalez	2,680.23	0.00	0.00	289.00	1,915.23	476.00	0.00
Ostroff, Maury	1,656.96	272.32	184.62	184.62	276.92	369.24	369.24
Harvey Pearlman	1,425.00	0.00	0.00	137.50	0.00	1,287.50	0.00
CalPers	995.24	995.24	0.00	0.00	0.00	0.00	0.00
Mullin, Sharon	943.60	536.25	0.00	0.00	0.00	407.35	0.00
Redwood Empire (partially reimbursable)	832.24	0.00	0.00	148.29	683.95	0.00	0.00
Payroll taxes	712.57	712.57	0.00	0.00	0.00	0.00	0.00
Home Depot	610.59	0.00	0.00	0.00	0.00	610.59	0.00
State Compensation Insurance Fund	383.13	37.75	15.10	79.98	42.45	177.65	30.20
Juana Gonzalez	360.00	0.00	0.00	360.00	0.00	0.00	0.00
Jose Alcala	320.00	0.00	0.00	0.00	0.00	320.00	0.00
California Rural Water Assn.	275.00	0.00	0.00	0.00	0.00	275.00	0.00
PG&E well 745-7	245.62	0.00	0.00	0.00	0.00	245.62	0.00
AT&T	242.24	105.62	39.97	0.00	0.00	96.65	0.00
Lonna Richmond	210.00	0.00	0.00	210.00	0.00	0.00	0.00
Pearlman, H - mileage + reimbursements	201.20	0.00	0.00	51.20	0.00	150.00	0.00
Paychex, Inc.	157.61	157.61	0.00	0.00	0.00	0.00	0.00
Marin Resource and Recovery	140.00	0.00	0.00	0.00	0.00	140.00	0.00
McPhail's	134.79	0.00	0.00	134.79	0.00	0.00	0.00
Marin County Tax Collector	131.25	131.25	0.00	0.00	0.00	0.00	0.00
Moore, Mike (reimbursement)	120.00	0.00	0.00	0.00	0.00	120.00	0.00
PG&E pumphouse 623-9	103.99	0.00	0.00	0.00	0.00	103.99	0.00
Wang, Emiko	90.00	0.00	0.00	90.00	0.00	0.00	0.00
Sloat Garden Center	65.36	0.00	0.00	0.00	0.00	65.36	0.00
PG&E CC 019-6	51.75	0.00	0.00	51.75	0.00	0.00	0.00
Misc Vendor	41.00	0.00	0.00	41.00	0.00	0.00	0.00
AT&T Mobility	32.24	0.00	0.00	0.00	0.00	32.24	0.00
Chevron	31.76	0.00	0.00	0.00	31.76	0.00	0.00
Intuit Merchant Services	29.95	29.95	0.00	0.00	0.00	0.00	0.00
Bankcard	29.57	29.57	0.00	0.00	0.00	0.00	0.00
Herb's Pool Service	26.28	0.00	0.00	0.00	0.00	26.28	0.00
Knox, Nancy - bistro expense	25.00	0.00	0.00	25.00	0.00	0.00	0.00

Muir Beach Community Services District  
Expenditures  
April 2009

General Hardware	23.91	0.00	0.00	0.00	0.00	23.91	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00
Delano's Market	15.26	0.00	0.00	0.00	0.00	15.26	0.00
Best Buy	10.89	0.00	0.00	0.00	0.00	10.89	0.00
Smith Barney	7.05	7.05	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>22,382.13</b>	<b>3,036.03</b>	<b>239.69</b>	<b>1,803.13</b>	<b>11,950.31</b>	<b>4,953.53</b>	<b>399.44</b>

**PAID PER SPREADSHEET ABOVE:**

Paid from the Water Capital Improvements Fund 399.44  
 Paid from General Funds 21,982.69

**BALANCE SHEET ACCOUNTS:**

Paid from the Rental Security Deposit Trust						
Good Samaritan Family Resources	250.00					
Total paid from the Rental Security Deposit Trust		250.00				
Paid from the Water Security Deposit Trust						
Total paid from the Water Security Deposit Trust	0.00		0.00			
Paid from Other Restricted Funds			0.00			
John Sward	24983.17					
Anthony Moore	211.32					
Total paid from Other Restricted Funds		25194.49				
Total checks issues				<b>47,826.62</b>		

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, 2009.

**MUIR BEACH COMMUNITY SERVICES DISTRICT**

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

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

Muir Beach Community Services District  
Expenditures  
April 2009

Muir Beach Community Center Improvement Fund  
Balance as of May 21, 2009

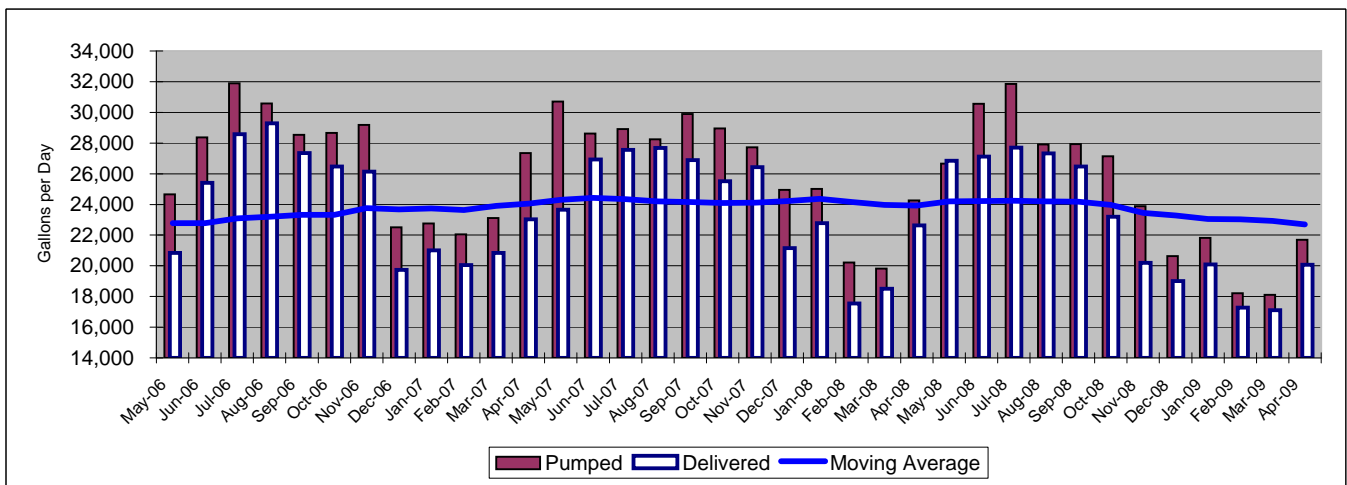
<u>Date</u>	<u>Received From</u>		<u>Amount</u>
06/12/08	Marin Community Foundation	\$	40,000
07/10/08	MB Quilters	\$	5,000
07/10/08	MBCSD	\$	5,000
11/21/08	Marin Community Foundation	\$	40,000
04/02/09	Marin Community Foundation	\$	50,000
	<b>Total Received</b>	<b>\$</b>	<b>140,000</b>

	<u>Completed Projects</u>		<u>Amount</u>
12/09/08	Storage Shed	\$	52,103
01/02/09	Stone Walls near shed	\$	20,004
05/08/09	Steps and Deck Expansion (Phase 1)	\$	24,983 deck
	<b>Total Spent</b>	<b>\$</b>	<b>97,090</b>
	<b>Remaining Balance</b>	<b>\$</b>	<b>42,910</b>

<u>Projects Scheduled</u>		<u>Estimated Cost</u>
Steps and Deck Expansion (Phase 2)	\$	20,000 stone steps
Electrical	\$	15,000

## 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
Apr 16, 09	672,416	622,338	-	50,078	7%	21,691	20,075	22,703	\$ 6,929	\$ 94,086	-1.1%
Mar 16, 09	507,269	479,256	-	28,013	6%	18,117	17,116	22,916	\$ 5,655	\$ 95,098	-0.7%
Feb 16, 09	564,844	535,259	-	29,585	5%	18,221	17,266	23,031	\$ 6,196	\$ 95,755	-0.1%
Jan 16, 09	676,368	622,876	25,000	28,492	4%	21,818	20,093	23,054	\$ 7,246	\$ 95,886	-1.1%
Dec 16, 08	598,541	551,419	-	47,122	8%	20,639	19,014	23,277	\$ 6,287	\$ 96,995	-1.1%
Nov 17, 08	788,024	666,591	25,000	96,433	12%	23,880	20,200	23,456	\$ 7,412	\$ 98,047	-0.7%
Oct 15, 08	814,365	696,194	20,000	98,171	12%	27,146	23,206	23,975	\$ 7,539	\$ 98,698	-0.3%
Sep 15, 08	782,230	741,381	-	40,849	5%	27,937	26,478	24,168	\$ 8,360	\$ 99,034	-0.9%
Aug 18, 08	921,225	901,604	-	19,621	2%	27,916	27,321	24,202	\$ 10,162	\$ 99,892	0.6%
Jul 16, 08	1,019,495	886,431	50,000	83,064	8%	31,859	27,701	24,232	\$ 9,943	\$ 99,295	0.8%
Jun 14, 08	886,260	786,171	50,000	50,089	6%	30,561	27,109	24,219	\$ 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                                   **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2                                   **Minutes of the Board of Directors' meeting held on**  
3                                   **Wednesday, March 25, 2009**  
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          President Shaffer called the regular meeting of the Muir Beach Community Services District  
15          Board of Directors to order at 7:13 PM on Wednesday, March 25, 2009.  
16

17           **Roll Call**

18  
19          DIRECTORS PRESENT:     Hobson, Rudnick, Shaffer, Stoddard, Fitzpatrick  
20          OFFICERS PRESENT:       District Manager Ostroff, Secretary-Treasurer Mullin  
21

22           **Item 2   CONSENT CALENDAR**  
23

- 24                   A. **Approval of Minutes** – Regular meeting January 21, 2009.  
25  
26                   B. **Approval of Financial Statements** – For the period ended February 28, 2009.  
27

28          MOTION:   To approve items A and B above.  
29          Moved:     Hobson, seconded by Stoddard  
30          Vote:       AYES: Unanimous  
31

32           **Item 3   NATIONAL PARK SERVICE REPORT**  
33

34          Brian Aviles provided a report on several National Park Service projects. There will be a  
35          gathering this Saturday afternoon from 2:00 to 4:00 to discuss the Redwood Creek  
36          Restoration Project. The Park Service is seeking stimulus funding which would allow  
37          construction to begin in August. There will be another public meeting mid-May, at which  
38          time the County will have design information. If funding is not received, nothing will begin  
39          this year. Steve Griswald, trails specialist, is awaiting funding for the Diaz Ridge trail  
40          project. If received, construction on that project would also begin in August. Mia Monroe  
41          took the communities concerns about the proposed addition of fire rings on the big beach to  
42          the park management group. Nothing has yet been decided. At the last public meeting, the  
43          question of whether a community garden will fit into the park's plans for Banducci Ranch  
44          was raised. The Park Service would like to have an ongoing dialogue with the community to  
45          discuss issues such as this.

1  
2 **Item 4 GENERAL ADMINISTRATION**  
3

4 The closeout report has been filed with the California Department of Emergency  
5 Management for the many FEMA projects that were completed throughout the district. An  
6 onsite project inspection may be forthcoming.  
7

8 **Item 5 FIRE DEPARTMENT REPORT**  
9

10 Chief John Sward reported that Leighton Hills has been monitoring the negotiations with the  
11 National Park Service regarding the plans for the firehouse. Leighton added that resident  
12 Gail Falls has refined the plan to incorporate substantial pro bono work and to better fit the  
13 Park Service's guidelines.  
14

15 **Item 6 WATER DEPARTMENT**  
16

17 **1. Water Capital Improvements**  
18

19 Two new storage containers have been delivered and put into place on District property near  
20 where the old shed was located. Once the old shed is emptied, it will be demolished and the  
21 debris removed.  
22

23 Recent lab results are being compiled and the scheduled Water Quality Report is about to be  
24 completed after which the District will apply to the County for a permit to operate the new  
25 backup well.  
26

27 Per the District's long-term capital improvement plan, the next project will be to replace the  
28 existing 1.5" water line that runs down from Sunset Way and terminates at the end of Cove  
29 Lane. The current line will be replaced with a 6" line that will restore the utility of the fire  
30 hydrant at the bottom of Cove Lane. All water meters currently connected to the existing  
31 line will be reconnected to the new one. The new line will not lie where the current line does  
32 but may run down the easement at the end of Sunset Way.  
33

34 **2. Billing**  
35

36 The District has opened a merchant account that will allow for the payment of water bills by  
37 credit or debit card. This payment method will be offered for the next water billing cycle. At  
38 some point in the near future, the District will implement bi-monthly billing as most other  
39 water districts do.  
40

41 **Item 7 ROADS AND EASEMENTS**  
42

43 Various repairs to handrails, broken steps and other maintenance items on CSD easements  
44 continue. The next item to be addressed will be to repair the easement path that connects  
45 Ahab Drive to Sunset Way.



1  
2 **Item 8 RECREATIONAL ITEMS**  
3

4 The Marin Foundation has given the CSD grant monies which will be used to replace the  
5 steps from the children's room deck to the main deck at the Community Center. The new  
6 steps will match the upper steps that were replaced a few years ago. The new design will  
7 incorporate a curved step path and extension of the deck area. Each phase of the project will  
8 cost between \$15,000 and \$18,000.  
9

10 Conversations have been taking place with electrician and resident Paul Brunner regarding  
11 replacement of the electrical system at the Community Center. Grant monies will be  
12 available to cover the cost of this project.  
13

14 There was a discussion about the pros and cons of installing electric heaters on the deck to  
15 replace the propane heaters that are currently used.  
16

17 The possibility of a community garden on the Banducci property was discussed. Peter  
18 Rudnick conveyed that there are 10 acres that the Park Service is not interested in restoring.  
19 The Park Service is currently working on putting together a 25-year General Management  
20 Plan. There will be a better understanding of the plan by the end of year. Peter and Amadeo  
21 are meeting with the Park Service tomorrow.  
22

23 **Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR**  
24

25 No items were removed from the Consent Calendar.  
26

27 **Item 10 PUBLIC OPEN TIME**  
28

29 Chris Gove has priced sand that is needed for the volleyball court. Approval was granted for  
30 Chris to work with Harvey to order it.  
31

32 There are four positions that will be open on the CSD Board in November. The filing period  
33 for inclusion on the ballot is July 13 to August 7.  
34

35 Paul Jeschke will begin investigation of the process for installing a sewer system in Muir  
36 Beach. There would be many benefits to converting to sewer. Leighton Hills researched it a  
37 couple of years ago and found that there was more than adequate capacity at the Sausolito  
38 treatment facility to handle any incremental load from Muir Beach. The Park Service would  
39 like to see Muir Beach make the conversion and would offer grants to support it.  
40

41 **Item 11 NEXT MEETING DATE**  
42

43 The next public meeting date is scheduled for Wednesday, May 27, 2009.  
44

45 **Item 12 ADJOURNMENT**  
46

47 The meeting was adjourned at 8:17 PM.