

# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

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



**Wed, July 22, 2009  
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  
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 May 27, 2009 and Special meeting June 15, 2009 as attached.
- B. **Approval of Financial Statements** – For the period ended June 30, 2009, as attached.

### **Item 3 NATIONAL PARK SERVICE REPORT**

A representative of the National Park Service will be present to update the community on various ongoing NPS projects, specifically the Redwood Creek restoration project, the Pacific Way Bridge, and the Diaz Ridge trail construction.

### **Item 4 GENERAL ADMINISTRATION**

1. Presentation of Budget for Approval. A budget for Fiscal Year 2009-2010 has been prepared (included in meeting packet) for review and approval by the Board.
2. Consideration of hiring new Auditor. There is a suggestion to investigate whether the CSD should hire the same accountant that works with the MBVFA to do our audit, as he is familiar with small governments and non-profits. The District Manager will interview him and prepare a recommendation.
3. Designation of District Manager as the Authorized Agent for the CSD with the California Emergency Management Agency. It turns out that Donovan MacFarlane is still the authorized agent of record and we cannot close out the FEMA projects without submitting new forms proving that the CSD Board has designated a new authorized agent.

### **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. Work has commenced on the new Water line and service connection from Sunset to Cove Lane. Per our long-term capital improvements plan, this project will replace the existing 1 1/2" galvanized line that goes down from Sunset and dead-ends at Cove Lane. The project will be 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.
  - b. Bids have been received for installing a new water pipe as an inter-tie from beginning of Sunset Way to Highway One.
2. Possible Leak at Lower Tank. A company has been called to get a price on caulking the bottom of the tank.

### **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, made of concrete might be less noisy, but would be relatively costly to install, costing somewhere between \$2,000 and \$3,000 for the upper steps just below Sunset Way.

### **Item 8 RECREATION ITEMS**

1. Review Status of Marin Community Funds grant for Community Center Improvements. Electrical work has been completed, and new stone steps leading down to the deck are in progress.
2. Two bids have been received for replacing the countertop in the kitchen. While both bids involve granite countertop, one would involve replacing the sink. This project would also be paid for from the MCF grant.
3. The wooden retaining wall above the children's playground is in need of repair. The suggestion is to replace it with the same pre-formed concrete blocks used further above in the community center back yard.
4. Office Space. A proposal has been made to convert the Children's Room into an office that can be shared by the CSD and the MBVFA. In any event, the existing office should be cleaned up and un-needed items should be thrown out or put in the storage shed. The overall consideration is how much space is really needed for a functional office, and how much is just storage for file cabinets.
5. Disposition of the pool table at the Fire Station. A question has arisen as to what will happen to the pool table when the Fire Station is reconstructed.

### **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 23rd.

### **Item 12 ADJOURNMENT**

**Business FMA Statement**

June 1 - June 30, 2009

**F09000020400 309181A101 WEB00074A**  
**MUIR BEACH**  
**COMMUNITY SERVICES DISTRICT**  
**ATTN: SHARRY MULLIN**  
**19 SEACAPE DRIVE**  
**MUIR BEACH CA 94965-9701**

Account number [REDACTED]

**Morgan Stanley Smith Barney LLC. Member SIPC.**

*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 carried by Citigroup Global Markets Inc. Member SIPC.

| Account value      | Last period            | This period            | %             |
|--------------------|------------------------|------------------------|---------------|
| Money fund         | \$ 1,058,297.72        | \$ 1,024,375.87        | 100.00        |
| <b>Total value</b> | <b>\$ 1,058,297.72</b> | <b>\$ 1,024,375.87</b> | <b>100.00</b> |

| Earnings summary    | This period      |                | This year          |                |
|---------------------|------------------|----------------|--------------------|----------------|
|                     | Taxable          | Non-taxable    | Taxable            | Non-taxable    |
| Money fund earnings | \$ 198.40        | \$ 0.00        | \$ 3,156.60        | \$ 0.00        |
| <b>Total</b>        | <b>\$ 198.40</b> | <b>\$ 0.00</b> | <b>\$ 3,156.60</b> | <b>\$ 0.00</b> |

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

| Cash, money fund, bank deposits | This period            | This year    |
|---------------------------------|------------------------|--------------|
| <b>Opening balance</b>          | <b>\$ 1,058,297.72</b> |              |
| Deposits                        | 18,984.90              | 231,939.81   |
| Withdrawals                     | (94.00)                | (472.05)     |
| Checks written                  | (53,011.15)            | (184,235.84) |
| Money fund earnings reinvested  | 198.40                 |              |
| <b>Closing balance</b>          | <b>\$ 1,024,375.87</b> |              |

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

| Portfolio summary                              | This period     | This year       |
|--|-----------------|-----------------|
| Beginning total value (excl. accr. int.)       | \$ 1,058,297.72 | \$ 973,987.35   |
| Net security deposits/withdrawals              | 0.00            | 0.00            |
| Net cash deposits/withdrawals                  | (34,120.25)     | 47,231.92       |
| Beginning value net of deposits/withdrawals    | 1,024,177.47    | 1,021,219.27    |
| Total value as of 6/30/2009 (excl. accr. int.) | \$ 1,024,375.87 | \$ 1,024,375.87 |
| Change in value                                | \$ 198.40       | \$ 3,156.60     |

Muir Beach Community Services District

**Balance Sheet**

As of June 30, 2009

Accrual Basis

|                                       | <u>Jun 30, 09</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| Current Assets                        |                         |
| Checking/Savings                      |                         |
| Smith Barney                          | 1,015,060               |
| Cash on Hand                          | 50                      |
| Cash Clearing                         | <u>36</u>               |
| Total Checking/Savings                | 1,015,146               |
| Accounts Receivable                   |                         |
| Receivables                           | <u>4,145</u>            |
| Total Accounts Receivable             | 4,145                   |
| Other Current Assets                  |                         |
| Due from Water Fund                   | 23,082                  |
| Undeposited Funds                     | 5,044                   |
| Deposits                              | <u>658</u>              |
| Total Other Current Assets            | <u>28,784</u>           |
| Total Current Assets                  | 1,048,075               |
| Fixed Assets                          |                         |
| Building                              | 220,495                 |
| Equipment                             | 45,878                  |
| Water System                          | 309,186                 |
| Land                                  | <u>74,673</u>           |
| Total Fixed Assets                    | <u>650,232</u>          |
| <b>TOTAL ASSETS</b>                   | <u><u>1,698,307</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| Liabilities                           |                         |
| Current Liabilities                   |                         |
| Accounts Payable                      |                         |
| Accounts Payable                      | <u>5,744</u>            |
| Total Accounts Payable                | 5,744                   |
| Credit Cards                          |                         |
| Chase VISA 5153                       | <u>1,366</u>            |
| Total Credit Cards                    | 1,366                   |
| Other Current Liabilities             |                         |
| Due to General Fund                   | 23,082                  |
| FEMA Grant Deferred Revenue           | 427                     |
| Rental Security Deposits              | 2,750                   |
| Water Security Deposits               | <u>11,000</u>           |
| Total Other Current Liabilities       | <u>37,259</u>           |
| Total Current Liabilities             | <u>44,368</u>           |
| Total Liabilities                     | 44,368                  |
| Equity                                |                         |
| Governmental Funds                    | 393,285                 |
| Proprietary (Water) Fund              | 535,245                 |
| Retained Earnings                     | 494,777                 |
| Net Income                            | <u>230,630</u>          |
| Total Equity                          | <u>1,653,938</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>1,698,307</u></u> |

Muir Beach Community Center Improvement Fund  
Balance as of July 18, 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>       |
|             |                                     |           |                      |
|             | <b><u>Completed Projects</u></b>    |           | <b><u>Amount</u></b> |
| 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          |
| 06/14/09    | Electrical Work at Community Center | \$        | 14,570               |
|             | <b>Subtotal Completed</b>           | <b>\$</b> | <b>111,660</b>       |
|             |                                     |           |                      |
|             | <b><u>Projects in Progress</u></b>  |           |                      |
| 07/14/09    | Stone Steps down to deck (Phase 2)  | \$        | 12,000               |
|             | <b>Total Spent</b>                  | <b>\$</b> | <b>123,660</b>       |
|             | <b>Remaining Balance</b>            | <b>\$</b> | <b>16,340</b>        |

**Muir Beach Community Services District**  
**Statement of Revenues and Expenditures**  
 May through June 2009

Accrual Basis

|                                | <u>May 09</u>       | <u>Jun 09</u>        | <u>TOTAL</u>        |
|--------------------------------|---------------------|----------------------|---------------------|
| Ordinary Income/Expense        |                     |                      |                     |
| Income                         |                     |                      |                     |
| Water Operations Income        | 6,738               | 6,273                | 13,011              |
| Water Capital Improvement Revs | 1,785               | 3,871                | 5,656               |
| Tax Revenues                   | 26,411              | 5,905                | 32,316              |
| Recreational Activities Income | 1,114               | 269                  | 1,383               |
| Interest Income                | 351                 | 198                  | 549                 |
| Other Income                   | 75                  | 668                  | 743                 |
| Total Income                   | <u>36,474</u>       | <u>17,185</u>        | <u>53,658</u>       |
| Expense                        |                     |                      |                     |
| Accounting & Bookkeeping       | 1,935               | 1,995                | 3,930               |
| Community Classes & Functions  | 137                 | 180                  | 316                 |
| Employee Benefits              | 995                 | 995                  | 1,990               |
| Insurance                      | 8,484               | 0                    | 8,484               |
| Legal & Professional           | 4,310               | 0                    | 4,310               |
| Licenses, Permits & Fees       | 175                 | 2,866                | 3,041               |
| Meals & Entertainment          | 71                  | 0                    | 71                  |
| Misc Operating Expenses        | 109                 | 83                   | 192                 |
| Office Expense                 | 26                  | 146                  | 172                 |
| Payroll Expenses               | 6,894               | 10,560               | 17,453              |
| Repair & Maintenance           | 671                 | 177                  | 848                 |
| Supply                         | 261                 | 439                  | 699                 |
| Travel Expense                 | 406                 | 102                  | 508                 |
| Utilities                      | 560                 | 930                  | 1,490               |
| Water Enterprise               | 2,742               | 2,885                | 5,628               |
| Total Expense                  | <u>27,776</u>       | <u>21,357</u>        | <u>49,133</u>       |
| Net Ordinary Income            | <u>8,697</u>        | <u>-4,172</u>        | <u>4,525</u>        |
| Net Income                     | <u><u>8,697</u></u> | <u><u>-4,172</u></u> | <u><u>4,525</u></u> |

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

Accrual Basis

|                                | <u>Jul '08 - Jun 09</u> | <u>Budget</u>        | <u>% of Budget</u> |
|--------------------------------|-------------------------|----------------------|--------------------|
| <b>Ordinary Income/Expense</b> |                         |                      |                    |
| <b>Income</b>                  |                         |                      |                    |
| Water Operations Income        | 78,769                  | 81,500               | 97%                |
| Water Capital Improvement Revs | 63,465                  | 70,950               | 89%                |
| Tax Revenues                   | 167,193                 | 123,000              | 136%               |
| Recreational Activities Income | 17,128                  | 16,800               | 102%               |
| Donations                      | 95,000                  |                      |                    |
| Grant Revenues                 | 66,772                  | 65,400               | 102%               |
| Interest Income                | 13,355                  | 20,000               | 67%                |
| Other Income                   | 3,438                   |                      |                    |
| <b>Total Income</b>            | <u>505,121</u>          | <u>377,650</u>       | <u>134%</u>        |
| <b>Expense</b>                 |                         |                      |                    |
| Accounting & Bookkeeping       | 20,469                  | 25,000               | 82%                |
| Administration Fees            | 737                     |                      |                    |
| Community Classes & Functions  | 2,490                   | 2,400                | 104%               |
| Dues & Memberships             | 490                     | 1,000                | 49%                |
| Employee Benefits              | 11,755                  | 18,000               | 65%                |
| FEMA Expenditures              | 62,644                  | 57,000               | 110%               |
| Fire Dept. Supplies & Exps     | 0                       | 26,000               | 0%                 |
| Insurance                      | 8,484                   | 6,000                | 141%               |
| Interest Expense               | 14                      |                      |                    |
| Legal & Professional           | 17,464                  | 33,000               | 53%                |
| Licenses, Permits & Fees       | 6,663                   | 6,000                | 111%               |
| Meals & Entertainment          | 71                      | 500                  | 14%                |
| Misc Operating Expenses        | 660                     | 1,000                | 66%                |
| Office Expense                 | 764                     | 2,500                | 31%                |
| Payroll Expenses               | 80,961                  | 70,999               | 114%               |
| Reimbursable Expenses          | 1,368                   |                      |                    |
| Repair & Maintenance           | 17,096                  | 30,000               | 57%                |
| Supply                         | 2,286                   | 2,500                | 91%                |
| Travel Expense                 | 2,008                   | 3,000                | 67%                |
| Uncategorized Exp              | 773                     |                      |                    |
| Utilities                      | 10,976                  | 9,800                | 112%               |
| Water Enterprise               | 26,319                  | 21,000               | 125%               |
| West Marin Expenditures        | 0                       | 8,400                | 0%                 |
| <b>Total Expense</b>           | <u>274,491</u>          | <u>324,099</u>       | <u>85%</u>         |
| <b>Net Ordinary Income</b>     | <u>230,630</u>          | <u>53,551</u>        | <u>431%</u>        |
| <b>Net Income</b>              | <u><u>230,630</u></u>   | <u><u>53,551</u></u> | <u><u>431%</u></u> |



Muir Beach Community Services District  
Expenditures  
May 2009

|                                   | <u>TOTAL</u>            | <u>Admin</u>            | <u>Fire</u>            | <u>Rec</u>             | <u>Roads</u>           | <u>Water</u>           | <u>W Cap Impr</u>    |
|-----------------------------------|-------------------------|-------------------------|------------------------|------------------------|------------------------|------------------------|----------------------|
| Rural Special Districts Insurance | 5,601.00                | 5,351.00                | 250.00                 | 0.00                   | 0.00                   | 0.00                   | 0.00                 |
| Kevin Harper, CPA                 | 4,310.00                | 4,310.00                | 0.00                   | 0.00                   | 0.00                   | 0.00                   | 0.00                 |
| VFIS (insurance)                  | 2,883.00                | 0.00                    | 2,883.00               | 0.00                   | 0.00                   | 0.00                   | 0.00                 |
| Harvey Pearlman                   | 2,337.50                | 0.00                    | 0.00                   | 62.50                  | 0.00                   | 2,275.00               | 0.00                 |
| Brenntag Pacific                  | 2,087.15                | 0.00                    | 0.00                   | 0.00                   | 0.00                   | 2,087.15               | 0.00                 |
| Maury Ostroff                     | 1,846.16                | 461.52                  | 184.62                 | 184.62                 | 276.92                 | 369.24                 | 369.24               |
| Sharon Mullin                     | 1,834.40                | 1,223.00                | 0.00                   | 0.00                   | 0.00                   | 611.40                 | 0.00                 |
| CalPers                           | 995.24                  | 995.24                  | 0.00                   | 0.00                   | 0.00                   | 0.00                   | 0.00                 |
| Salvador Gonzalez                 | 680.00                  | 0.00                    | 0.00                   | 272.00                 | 102.00                 | 306.00                 | 0.00                 |
| Home Depot                        | 577.03                  | 0.00                    | 0.00                   | 115.67                 | 82.90                  | 378.46                 | 0.00                 |
| State Compensation Insurance Fund | 559.88                  | 37.75                   | 15.10                  | 96.87                  | 179.32                 | 200.64                 | 30.20                |
| Payroll taxes                     | 450.09                  | 450.09                  | 0.00                   | 0.00                   | 0.00                   | 0.00                   | 0.00                 |
| Jose Alcala                       | 450.00                  | 0.00                    | 0.00                   | 0.00                   | 0.00                   | 450.00                 | 0.00                 |
| Goodman Building Supply           | 443.01                  | 0.00                    | 0.00                   | 0.00                   | 327.24                 | 115.77                 | 0.00                 |
| Juana Gonzalez                    | 360.00                  | 0.00                    | 0.00                   | 360.00                 | 0.00                   | 0.00                   | 0.00                 |
| Harvey Pearlman (reimbursements)  | 333.83                  | 0.00                    | 0.00                   | 144.94                 | 0.00                   | 188.89                 | 0.00                 |
| Misc Vendor (travel, bistro exp)  | 295.61                  | 0.00                    | 0.00                   | 16.50                  | 0.00                   | 279.11                 | 0.00                 |
| AT&T                              | 238.72                  | 105.62                  | 39.89                  | 0.00                   | 0.00                   | 93.21                  | 0.00                 |
| Jackson's Hardware                | 227.98                  | 0.00                    | 0.00                   | 0.00                   | 227.98                 | 0.00                   | 0.00                 |
| Lonna Richmond                    | 210.00                  | 0.00                    | 0.00                   | 210.00                 | 0.00                   | 0.00                   | 0.00                 |
| Paychex, Inc.                     | 175.03                  | 175.03                  | 0.00                   | 0.00                   | 0.00                   | 0.00                   | 0.00                 |
| Smith Barney Citigroup            | 175.00                  | 175.00                  | 0.00                   | 0.00                   | 0.00                   | 0.00                   | 0.00                 |
| Marin Resource and Recovery       | 165.00                  | 0.00                    | 0.00                   | 0.00                   | 0.00                   | 165.00                 | 0.00                 |
| Container Store                   | 95.84                   | 0.00                    | 0.00                   | 0.00                   | 0.00                   | 95.84                  | 0.00                 |
| Emiko Wang                        | 90.00                   | 0.00                    | 0.00                   | 90.00                  | 0.00                   | 0.00                   | 0.00                 |
| Intuit                            | 82.87                   | 0.00                    | 0.00                   | 0.00                   | 0.00                   | 82.87                  | 0.00                 |
| PG&E well 745-7                   | 73.17                   | 0.00                    | 0.00                   | 0.00                   | 0.00                   | 73.17                  | 0.00                 |
| AT&T Mobility                     | 54.46                   | 0.00                    | 0.00                   | 0.00                   | 0.00                   | 54.46                  | 0.00                 |
| United Site Services, Inc.        | 33.00                   | 0.00                    | 0.00                   | 33.00                  | 0.00                   | 0.00                   | 0.00                 |
| Knox, Nancy                       | 30.00                   | 0.00                    | 0.00                   | 30.00                  | 0.00                   | 0.00                   | 0.00                 |
| Herb's Pool Service               | 26.28                   | 0.00                    | 0.00                   | 0.00                   | 0.00                   | 26.28                  | 0.00                 |
| Delano's Market                   | 26.04                   | 26.04                   | 0.00                   | 0.00                   | 0.00                   | 0.00                   | 0.00                 |
| Maxemail                          | 20.85                   | 20.85                   | 0.00                   | 0.00                   | 0.00                   | 0.00                   | 0.00                 |
| <b>TOTAL</b>                      | <u><u>27,768.14</u></u> | <u><u>13,331.14</u></u> | <u><u>3,372.61</u></u> | <u><u>1,616.10</u></u> | <u><u>1,196.36</u></u> | <u><u>7,852.49</u></u> | <u><u>399.44</u></u> |

Muir Beach Community Services District  
Expenditures  
May 2009

**PAID PER SPREADSHEET ABOVE:**

|   |           |  |
|---|-----------|--|
| Paid from the Water Capital Improvements Fund | 399.44    |  |
| Paid from General Funds                       | 27,368.70 |  |

**BALANCE SHEET ACCOUNTS:**

|   |               |        |
|---|---------------|--------|
| Paid from the Rental Security Deposit Trust       |               |        |
| Sharpton/Usher                                    | 500.00        |        |
| Norton  | <u>240.00</u> |        |
| Total paid from the Rental Security Deposit Trust |               | 740.00 |

|  |             |      |
|--|-------------|------|
| Paid from the Water Security Deposit Trust       |             |      |
|  | <u>0.00</u> |      |
| Total paid from the Water Security Deposit Trust |             | 0.00 |

|   |                 |          |
|---|-----------------|----------|
| Paid from the Water Capital Improvements Fund       |                 |          |
| Hazelton Electric                                   | <u>2,386.16</u> |          |
| Total paid from the Water Capital Improvements Fund |                 | 2,386.16 |

|  |             |      |
|--|-------------|------|
| Paid from Other Restricted Funds       |             |      |
|  | <u>0.00</u> |      |
| Total paid from Other Restricted Funds |             | 0.00 |

|                     |  |                         |
|---------------------|--|-------------------------|
| Total checks issues |  | <u><u>30,494.86</u></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  
June 2009

|                                   | <u>TOTAL</u>            | <u>Admin</u>           | <u>Fire</u>          | <u>Rec</u>             | <u>Roads</u>           | <u>Water</u>            | <u>W Cap Impr</u>    |
|-----------------------------------|-------------------------|------------------------|----------------------|------------------------|------------------------|-------------------------|----------------------|
| Harvey Pearlman                   | 2,925.00                | 0.00                   | 0.00                 | 337.50                 | 212.50                 | 2,375.00                | 0.00                 |
| Maury Ostroff                     | 2,769.24                | 692.28                 | 276.93               | 276.93                 | 415.38                 | 553.86                  | 553.86               |
| County of Marin, EHS              | 2,665.00                | 0.00                   | 0.00                 | 0.00                   | 0.00                   | 2,665.00                | 0.00                 |
| Dave Elliott                      | 2,626.07                | 0.00                   | 0.00                 | 0.00                   | 0.00                   | 2,626.07                | 0.00                 |
| Sharon Mullin                     | 1,822.50                | 1,469.75               | 0.00                 | 0.00                   | 0.00                   | 352.75                  | 0.00                 |
| Jose Alcala                       | 1,490.00                | 0.00                   | 0.00                 | 0.00                   | 1,430.00               | 60.00                   | 0.00                 |
| CalPers                           | 995.24                  | 995.24                 | 0.00                 | 0.00                   | 0.00                   | 0.00                    | 0.00                 |
| Payroll taxes                     | 919.95                  | 919.95                 | 0.00                 | 0.00                   | 0.00                   | 0.00                    | 0.00                 |
| State Compensation Insurance Fund | 752.15                  | 56.63                  | 22.65                | 134.74                 | 132.75                 | 360.07                  | 45.31                |
| Salvador Gonzalez                 | 680.00                  | 0.00                   | 0.00                 | 323.00                 | 340.00                 | 17.00                   | 0.00                 |
| Juana Gonzalez                    | 540.00                  | 0.00                   | 0.00                 | 540.00                 | 0.00                   | 0.00                    | 0.00                 |
| Paychex, Inc.                     | 336.55                  | 336.55                 | 0.00                 | 0.00                   | 0.00                   | 0.00                    | 0.00                 |
| Lonna Richmond                    | 315.00                  | 0.00                   | 0.00                 | 315.00                 | 0.00                   | 0.00                    | 0.00                 |
| Fort Knox Mailbox                 | 293.20                  | 293.20                 | 0.00                 | 0.00                   | 0.00                   | 0.00                    | 0.00                 |
| PG&E well 745-7                   | 288.96                  | 0.00                   | 0.00                 | 0.00                   | 0.00                   | 288.96                  | 0.00                 |
| Harvey Pearlman (reimbursements)  | 244.44                  | 0.00                   | 0.00                 | 0.00                   | 0.00                   | 244.44                  | 0.00                 |
| AT&T                              | 241.58                  | 106.52                 | 41.96                | 0.00                   | 0.00                   | 93.10                   | 0.00                 |
| PG&E pumphouse 623-9              | 211.80                  | 0.00                   | 0.00                 | 0.00                   | 0.00                   | 211.80                  | 0.00                 |
| AWWA                              | 201.00                  | 0.00                   | 0.00                 | 0.00                   | 0.00                   | 201.00                  | 0.00                 |
| Home Depot                        | 154.70                  | 0.00                   | 0.00                 | 0.00                   | 154.70                 | 0.00                    | 0.00                 |
| Wang, Emiko                       | 144.00                  | 0.00                   | 0.00                 | 144.00                 | 0.00                   | 0.00                    | 0.00                 |
| Office Depot                      | 125.91                  | 0.00                   | 0.00                 | 125.91                 | 0.00                   | 0.00                    | 0.00                 |
| Hach Company                      | 125.23                  | 0.00                   | 0.00                 | 0.00                   | 0.00                   | 125.23                  | 0.00                 |
| PG&E CC 019-6                     | 115.79                  | 0.00                   | 0.00                 | 115.79                 | 0.00                   | 0.00                    | 0.00                 |
| NEBS                              | 101.70                  | 0.00                   | 0.00                 | 0.00                   | 0.00                   | 101.70                  | 0.00                 |
| Intuit                            | 98.07                   | 0.00                   | 0.00                 | 0.00                   | 0.00                   | 98.07                   | 0.00                 |
| AT&T Mobility                     | 42.85                   | 0.00                   | 0.00                 | 0.00                   | 0.00                   | 42.85                   | 0.00                 |
| Herb's Pool Service               | 39.42                   | 0.00                   | 0.00                 | 0.00                   | 0.00                   | 39.42                   | 0.00                 |
| Nancy Knox                        | 25.00                   | 0.00                   | 0.00                 | 25.00                  | 0.00                   | 0.00                    | 0.00                 |
| Smith Barney Citigroup            | 25.00                   | 25.00                  | 0.00                 | 0.00                   | 0.00                   | 0.00                    | 0.00                 |
| Maxemail                          | 20.85                   | 20.85                  | 0.00                 | 0.00                   | 0.00                   | 0.00                    | 0.00                 |
| Walgreens                         | 19.62                   | 0.00                   | 0.00                 | 19.62                  | 0.00                   | 0.00                    | 0.00                 |
| Martin Bros. Supply               | 14.17                   | 0.00                   | 0.00                 | 0.00                   | 14.17                  | 0.00                    | 0.00                 |
| Misc Vendor (bistro exp)          | 10.50                   | 0.00                   | 0.00                 | 10.50                  | 0.00                   | 0.00                    | 0.00                 |
| Goodman Building Supply           | 8.50                    | 0.00                   | 0.00                 | 0.00                   | 8.50                   | 0.00                    | 0.00                 |
| <b>TOTAL</b>                      | <u><u>21,388.99</u></u> | <u><u>4,915.97</u></u> | <u><u>341.54</u></u> | <u><u>2,367.99</u></u> | <u><u>2,708.00</u></u> | <u><u>10,456.32</u></u> | <u><u>599.17</u></u> |

Muir Beach Community Services District  
Expenditures  
June 2009

**PAID PER SPREADSHEET ABOVE:**

|   |           |  |
|---|-----------|--|
| Paid from the Water Capital Improvements Fund | 599.17    |  |
| Paid from General Funds                       | 20,789.82 |  |

**BALANCE SHEET ACCOUNTS:**

|   |           |           |
|---|-----------|-----------|
| Paid from the Rental Security Deposit Trust         |           |           |
| Krieger-Moon  | 500.00    |           |
| Wolf  | 500.00    |           |
| Total paid from the Rental Security Deposit Trust   |           | 1,000.00  |
| Paid from the Water Security Deposit Trust          |           |           |
|   | 0.00      |           |
| Total paid from the Water Security Deposit Trust    |           | 0.00      |
| Paid from the Water Capital Improvements Fund       |           |           |
| Hazelton Electric                                   | 325.79    |           |
| Total paid from the Water Capital Improvements Fund |           | 325.79    |
| Paid from Other Restricted Funds                    |           |           |
| John Sward  | 8,000.00  | 0.00      |
| Synapse Electric                                    | 14,570.00 |           |
| Total paid from Other Restricted Funds              |           | 22,570.00 |
| Total checks issues                                 |           | 45,284.78 |

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 CSD**  
**Proposed Budget for Fiscal Year 2009-2010**

|   | Proposed             |                     |                     | Govt. Services   |               |                 |                      |                | WaterDept.          |                               |             |
|---|----------------------|---------------------|---------------------|--|---------------|-----------------|----------------------|----------------|---------------------|-------------------------------|-------------|
|   | 2008-2009<br>Actuals | 2008-2009<br>Budget | 2009-2010<br>Budget | Govt. Admin  | Fire Dept.    | Rec-<br>reation | Roads &<br>Easements | Total<br>Govt. | Water<br>Operations | Water Capital<br>Improvements | Total Water |
| <b>Income</b>                               |                      |                     |                     |  |               |                 |                      |                |                     |                               |             |
| Water Operations Income                     |                      |                     |                     |  |               |                 |                      |                |                     |                               |             |
| Water Service Income                        | 71,744               | 75,000              | <b>75,000</b>       |  |               |                 |                      | -              | 75,000              |                               | 75,000      |
| 48-HR Notice Fee                            | 375                  |                     |                     |  |               |                 |                      | -              |                     |                               | -           |
| Misc Water Income                           | 150                  |                     |                     |  |               |                 |                      | -              |                     |                               | -           |
| New Meter Fee                               | 6,500                | 6,500               |                     |  |               |                 |                      | -              |                     |                               | -           |
| <b>Total Water Operations Income</b>        | <b>78,769</b>        | <b>81,500</b>       | <b>75,000</b>       | -  | -             | -               | -                    | -              | 75,000              | -                             | 75,000      |
| Water Capital Improvement Revs              |                      |                     |                     |  |               |                 |                      |                |                     |                               |             |
| Annual Tax for Water Cap Impr               | 44,356               | 51,000              | <b>45,000</b>       |  |               |                 |                      | -              |                     | 45,000                        | 45,000      |
| Consumption Surcharge                       | 17,909               | 18,750              | <b>18,000</b>       |  |               |                 |                      | -              |                     | 18,000                        | 18,000      |
| Non District In Lieu Fee                    | 1,200                | 1,200               | <b>1,200</b>        |  |               |                 |                      | -              |                     | 1,200                         | 1,200       |
| <b>Total Water Capital Improvement Revs</b> | <b>63,465</b>        | <b>70,950</b>       | <b>64,200</b>       | -  | -             | -               | -                    | -              | -                   | 64,200                        | 64,200      |
| Tax Revenues                                |                      |                     |                     |  |               |                 |                      |                |                     |                               |             |
| Fire Tax Revenues                           | 36,579               | 30,000              | <b>36,000</b>       |  | <b>36,000</b> |                 |                      | 36,000         |                     |                               | -           |
| Property Tax Revenues                       | 73,474               | 68,000              | <b>72,000</b>       | <b>72,000</b>  |               |                 |                      | 72,000         |                     |                               | -           |
| ERAF Revenues                               | 57,140               | 25,000              | <b>25,000</b>       | <b>25,000</b>  |               |                 |                      | 25,000         |                     |                               | -           |
| <b>Total Tax Revenues</b>                   | <b>167,193</b>       | <b>123,000</b>      | <b>133,000</b>      | 97,000   | 36,000        | -               | -                    | 133,000        | -                   | -                             | -           |
| Recreational Activities Income              |                      |                     |                     |  |               |                 |                      |                |                     |                               |             |
| Rental Income                               | 13,010               | 13,000              | <b>13,000</b>       |  |               | 13,000          |                      | 13,000         |                     |                               | -           |
| Community Functions Income                  |                      |                     |                     |  |               |                 |                      |                |                     |                               |             |
| Bistro Income                               | 2,336                |                     |                     |  |               |                 |                      | -              |                     |                               | -           |
| Children's Income                           | 95                   |                     |                     |  |               |                 |                      | -              |                     |                               | -           |
| Tai Chi Income                              | 1,688                |                     |                     |  |               |                 |                      | -              |                     |                               | -           |
| Comm Functions Income - Other               | -                    | 3,800               | <b>4,000</b>        |  |               | 4,000           |                      | 4,000          |                     |                               | -           |
| <b>Total Community Functions Income</b>     | <b>4,118</b>         | <b>3,800</b>        | <b>4,000</b>        | -  | -             | 4,000           | -                    | 4,000          | -                   | -                             | -           |
| <b>Total Recreational Activities Income</b> | <b>17,128</b>        | <b>16,800</b>       | <b>17,000</b>       | -  | -             | 17,000          | -                    | 17,000         | -                   | -                             | -           |
| Donations                                   |                      |                     |                     |  |               |                 |                      |                |                     |                               |             |
| Restricted Donations                        | 95,000               | -                   | -                   |  |               |                 |                      | -              |                     |                               | -           |
| <b>Total Donations</b>                      | <b>95,000</b>        | <b>-</b>            | <b>-</b>            | -  | -             | -               | -                    | -              | -                   | -                             | -           |
| Grant Revenues                              |                      |                     |                     |  |               |                 |                      |                |                     |                               |             |
| West Marin Grant Earned Revenue             | -                    | 8,400               | <b>8,400</b>        |  | 8,400         |                 |                      | 8,400          |                     |                               | -           |
| FEMA Grants Earned Revenues                 | 62,644               | 57,000              |                     |  |               |                 |                      | -              |                     |                               | -           |
| MBVFA Donation                              | 4,128                |                     |                     |  |               |                 |                      | -              |                     |                               | -           |
| <b>Total Grant Revenues</b>                 | <b>66,772</b>        | <b>65,400</b>       | <b>8,400</b>        | -  | 8,400         | -               | -                    | 8,400          | -                   | -                             | -           |
| Interest Income                             | 13,355               | 20,000              | <b>12,000</b>       | 6,000  |               |                 |                      | 6,000          |                     | 6,000                         | 6,000       |
| Other Income                                | 3,438                |                     |                     |  |               |                 |                      |                |                     |                               |             |
| <b>Total Income</b>                         | <b>505,121</b>       | <b>377,650</b>      | <b>309,600</b>      | 103,000  | 44,400        | 17,000          | -                    | 164,400        | 75,000              | 70,200                        | 145,200     |
| <i>Subtotal Operating Income</i>            | <i>279,885</i>       | <i>241,300</i>      | <i>237,000</i>      | <i>* Does not include Water Capital Improvements Income, Donations, and Grants</i> |               |                 |                      |                |                     |                               |             |

**Muir Beach CSD  
Proposed Budget for Fiscal Year 2009-2010**

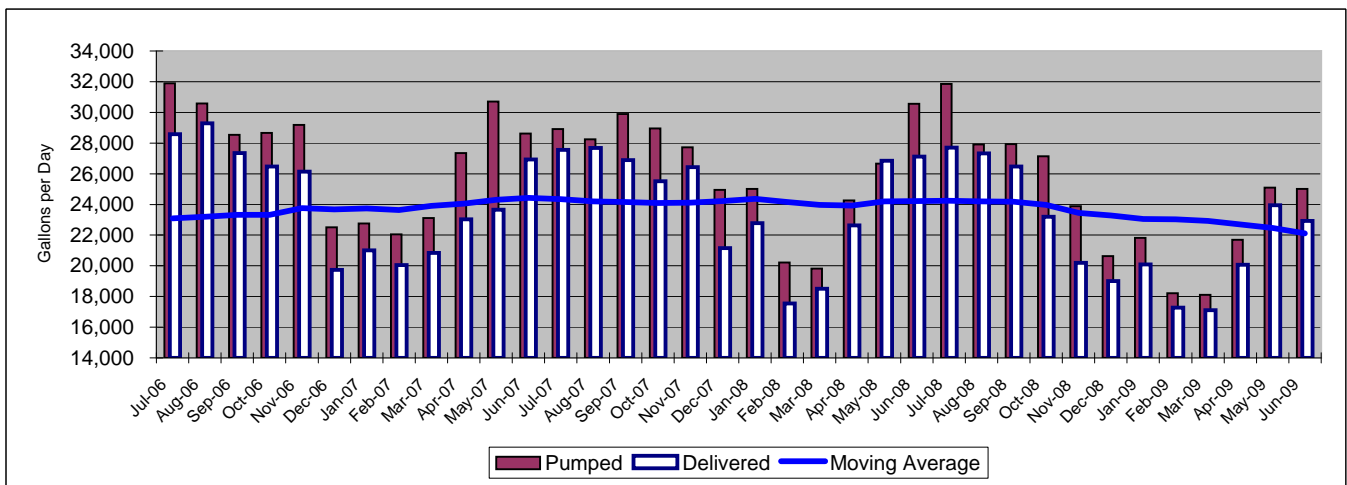
|                                     | Proposed             |                     |                     | Govt. Services |            |                  |                      |                | WaterDept.          |                               |             |
|-------------------------------------|----------------------|---------------------|---------------------|----------------|------------|------------------|----------------------|----------------|---------------------|-------------------------------|-------------|
|                                     | 2008-2009<br>Actuals | 2008-2009<br>Budget | 2009-2010<br>Budget | Govt. Admin    | Fire Dept. | Rec-<br>reaction | Roads &<br>Easements | Total<br>Govt. | Water<br>Operations | Water Capital<br>Improvements | Total Water |
| Expense                             |                      |                     |                     |                |            |                  |                      |                |                     |                               |             |
| Accounting & Bookkeeping            | 20,469               | 25,000              | <b>22,000</b>       | 17,000         |            |                  |                      | 17,000         | 5,000               |                               | 5,000       |
| Administration Fees                 | 737                  |                     |                     |                |            |                  |                      |                |                     |                               |             |
| Community Classes & Functions       |                      |                     |                     |                |            |                  |                      |                |                     |                               |             |
| Bistro Expenses                     | 687                  |                     |                     |                |            |                  |                      |                |                     |                               | -           |
| Event Costs                         | 453                  |                     |                     |                |            |                  |                      |                |                     |                               | -           |
| Tai Chi Expense                     | 1,350                |                     |                     |                |            |                  |                      |                |                     |                               | -           |
| Comm Classes & Functions - Other    | -                    | 2,400               | <b>3,000</b>        |                |            | 3,000            |                      | 3,000          |                     |                               | -           |
| Total Community Classes & Functions | 2,490                | 2,400               | <b>3,000</b>        | -              | -          | 3,000            | -                    | 3,000          | -                   | -                             | -           |
| Dues & Memberships                  | 490                  | 1,000               | <b>500</b>          | 500            |            |                  |                      | 500            |                     |                               | -           |
| FEMA Expenditures                   |                      |                     |                     |                |            |                  |                      |                |                     |                               |             |
| Project Costs                       | 62,644               |                     |                     |                |            |                  |                      |                |                     |                               |             |
| FEMA Expenditures - Other           | -                    | 57,000              |                     |                |            |                  |                      |                |                     |                               |             |
| Total FEMA Expenditures             | 62,644               | 57,000              | -                   | -              | -          | -                | -                    | -              | -                   | -                             | -           |
| Fire Dept. Supplies & Exps          | -                    | 26,000              | <b>26,000</b>       |                | 26,000     |                  |                      | 26,000         |                     |                               | -           |
| Insurance                           |                      |                     |                     |                |            |                  |                      |                |                     |                               |             |
| Vehicle Insurance                   | 3,133                | 3,500               | <b>3,500</b>        |                | 3,500      |                  |                      | 3,500          |                     |                               | -           |
| P & L Insurance                     | 5,351                | 2,500               | <b>5,500</b>        | 4,000          |            |                  |                      | 4,000          | 1,500               |                               | 1,500       |
| Total Insurance                     | 8,484                | 6,000               | <b>9,000</b>        | 4,000          | 3,500      | -                | -                    | 7,500          | 1,500               | -                             | 1,500       |
| Interest Expense                    | 14                   |                     |                     |                |            |                  |                      |                |                     |                               |             |
| Legal & Professional                |                      |                     |                     |                |            |                  |                      |                |                     |                               |             |
| Audit Expense                       | 17,245               | 28,000              | <b>20,000</b>       | 20,000         |            |                  |                      | 20,000         |                     |                               | -           |
| Consulting                          | -                    | 2,000               | <b>2,000</b>        | 2,000          |            |                  |                      | 2,000          |                     |                               | -           |
| Legal Fees                          | 219                  | 3,000               | <b>2,000</b>        | 2,000          |            |                  |                      | 2,000          |                     |                               | -           |
| Total Legal & Professional          | 17,464               | 33,000              | <b>24,000</b>       | 24,000         | -          | -                | -                    | 24,000         | -                   | -                             | -           |
| Licenses, Permits & Fees            | 6,663                | 6,000               | <b>7,000</b>        | 2,000          |            |                  |                      | 2,000          | 5,000               |                               | 5,000       |
| Meals & Entertainment               | 71                   | 500                 | <b>500</b>          | 500            |            |                  |                      | 500            |                     |                               | -           |
| Misc Operating Expenses             |                      |                     |                     |                |            |                  |                      |                |                     |                               |             |
| Meeting Expense                     | 99                   |                     |                     |                |            |                  |                      | -              |                     |                               | -           |
| Bank Service Charges                | 283                  |                     |                     |                |            |                  |                      | -              |                     |                               | -           |
| Misc Operating Expenses - Other     | 278                  | 1,000               | <b>1,000</b>        | 1,000          |            |                  |                      | 1,000          |                     |                               | -           |
| Total Misc Operating Expenses       | 660                  | 1,000               | <b>1,000</b>        | 1,000          | -          | -                | -                    | 1,000          | -                   | -                             | -           |
| Office Expense                      |                      |                     |                     |                |            |                  |                      |                |                     |                               |             |
| Office Supply                       | 200                  |                     |                     |                |            |                  |                      | -              |                     |                               | -           |
| Postage & Delivery                  | 524                  |                     |                     |                |            |                  |                      | -              |                     |                               | -           |
| Office Expense - Other              | 40                   | 2,500               | <b>1,500</b>        | 1,500          |            |                  |                      | 1,500          |                     |                               | -           |
| Total Office Expense                | 764                  | 2,500               | <b>1,500</b>        | 1,500          | -          | -                | -                    | 1,500          | -                   | -                             | -           |
| Payroll Expenses                    |                      |                     |                     |                |            |                  |                      |                |                     |                               |             |

**Muir Beach CSD**  
**Proposed Budget for Fiscal Year 2009-2010**

|                                     | Proposed  |                 |                    | Govt. Services  |            |                 |                      |                | WaterDept.          |                               |             |
|-------------------------------------|---|-----------------|--------------------|---|------------|-----------------|----------------------|----------------|---------------------|-------------------------------|-------------|
|                                     | 2008-2009   | 2008-2009       | 2009-2010          | Govt. Admin   | Fire Dept. | Rec-<br>reation | Roads &<br>Easements | Total<br>Govt. | Water<br>Operations | Water Capital<br>Improvements | Total Water |
|                                     | Actuals   | Budget          | Budget             |   |            |                 |                      |                |                     |                               |             |
| Empr PR Taxes                       | 5,572   | 4,999           | <b>6,000</b>       | 811   |            | 1,216           | 1,216                | 3,243          | 2,514               | 243                           | 2,757       |
| Payroll Service                     | 168   |                 |                    |   |            |                 |                      | -              |                     |                               | -           |
| Wages                               | 69,536  | 60,000          | <b>74,000</b>      | 10,000  |            | 15,000          | 15,000               | 40,000         | 31,000              | 3,000                         | 34,000      |
| Workers Comp                        | 5,684   | 6,000           | <b>7,000</b>       | 946   |            | 1,419           | 1,419                | 3,784          | 2,932               | 284                           | 3,216       |
| <b>Total Payroll Expenses</b>       | <b>80,961</b>   | <b>70,999</b>   | <b>87,000</b>      | 11,757  | -          | 17,635          | 17,635               | 47,027         | 36,446              | 3,527                         | 39,973      |
| Employee Benefits                   | 11,755  | 18,000          | <b>18,000</b>      | 2,432   |            | 3,649           | 3,649                | 9,730          | 7,541               | 730                           | 8,270       |
| Reimbursable Expenses               | 1,368   |                 |                    |   |            |                 |                      | -              |                     |                               |             |
| Repair & Maintenance                | 17,096  | 30,000          | <b>30,000</b>      |   |            | 6,000           | 12,000               | 18,000         | 12,000              |                               | 12,000      |
| Supply                              | 2,286   | 2,500           | <b>2,500</b>       |   |            | 1,000           | 500                  | 1,500          | 1,000               |                               | 1,000       |
| Travel Expense                      | 2,008   | 3,000           | <b>3,000</b>       | 1,000   |            |                 |                      | 1,000          | 2,000               |                               | 2,000       |
| Uncategorized Exp                   | 773   |                 |                    |   |            |                 |                      | -              |                     |                               | -           |
| Utilities                           |   |                 |                    |   |            |                 |                      |                |                     |                               |             |
| Electric                            | 5,464   | 5,000           | <b>6,000</b>       |   |            | 1,000           |                      | 1,000          | 5,000               |                               | 5,000       |
| Propane                             | 843   | 1,000           | <b>1,000</b>       |   |            | 1,000           |                      | 1,000          |                     |                               | -           |
| Refuse Service                      | 1,003   | 800             | <b>1,000</b>       |   |            | 1,000           |                      | 1,000          |                     |                               | -           |
| Telephone                           | 3,667   | 3,000           | <b>4,000</b>       | 1,500   | 500        | 500             |                      | 2,500          | 1,500               |                               | 1,500       |
| <b>Total Utilities</b>              | <b>10,976</b>   | <b>9,800</b>    | <b>12,000</b>      | 1,500   | 500        | 3,500           | -                    | 5,500          | 6,500               | -                             | 6,500       |
| Water Enterprise                    |   |                 |                    |   |            |                 |                      |                |                     |                               |             |
| Water Dept. Expense                 | 12,448  | 5,000           | <b>105,000</b> (a) |   |            |                 |                      | -              | 5,000               | 100,000                       | 105,000     |
| Water Testing                       | 3,788   | 6,000           | <b>5,000</b>       |   |            |                 |                      | -              | 5,000               |                               | 5,000       |
| Water Treatment                     | 10,083  | 10,000          | <b>12,000</b>      |   |            |                 |                      | -              | 12,000              |                               | 12,000      |
| <b>Total Water Enterprise</b>       | <b>26,319</b>   | <b>21,000</b>   | <b>122,000</b>     | -   | -          | -               | -                    | -              | 22,000              | 100,000                       | 122,000     |
| West Marin Expenditures             | -   | 8,400           | <b>8,400</b>       |   | 8,400      |                 |                      | 8,400          |                     |                               | -           |
| <b>Total Expenses</b>               | <b>274,491</b>  | <b>324,099</b>  | <b>377,400</b>     | 67,189  | 38,400     | 34,784          | 33,784               | 174,157        | 98,986              | 104,257                       | 203,243     |
| <b>Net Income</b>                   | <b>230,631</b>  | <b>53,551</b>   | <b>(67,800)</b>    | 35,811  | 6,000      | (17,784)        | (33,784)             | (9,757)        | (23,986)            | (34,057)                      | (58,043)    |
| <i>Non-Operating Expenses</i>       |   |                 |                    |   |            |                 |                      |                |                     |                               |             |
| FEMA Projects                       | 62,644  | 57,000          | -                  |   |            |                 |                      |                |                     |                               |             |
| Water Capital Improvements          | 10,854  |                 | <b>100,000</b>     |   |            |                 |                      |                |                     |                               |             |
| <b>Total Non-Operating Expenses</b> | <b>73,498</b>   | <b>57,000</b>   | <b>100,000</b>     |   |            |                 |                      |                |                     |                               |             |
|                                     | (a) Change in Budgeting Procedure for Water Capital Improvements; assume all capital improvement projects added to Water Expense Account. |                 |                    |   |            |                 |                      |                |                     |                               |             |
| <b>Subtotal Operating Expense</b>   | <b>200,993</b>  | <b>267,099</b>  | <b>277,400</b>     |   |            |                 |                      |                |                     |                               |             |
| <b>Net Operating Income</b>         | <b>78,892</b>   | <b>(25,799)</b> | <b>(40,400)</b>    | * Operating Income less Operating Expenses; basic run rate without capital improvements, grants, etc. |            |                 |                      |                |                     |                               |             |

## 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 |
| Jun 16, 09 | 750,162                  | 687,516   | -         | 62,646          | 8%  | 25,005          | 22,917    | 22,112                | \$ 7,779  | \$ 91,931         | -1.4%               |
| May 17, 09 | 778,259                  | 742,635   | -         | 35,624          | 5%  | 25,105          | 23,956    | 22,461                | \$ 8,423  | \$ 93,269         | -0.9%               |
| 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         |                     |





1                                   **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2                                   **Minutes of the Board of Directors' meeting held on**  
3                                   **Wednesday, May 27, 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 7:17 PM on Wednesday, May 25, 2009.

16  
17                  **Roll Call**

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

21  
22                  **Item 2 CONSENT CALENDAR**

- 23  
24                        A. **Approval of Minutes** – Regular meeting March 25, 2009.  
25  
26                        B. **Approval of Financial Statements** – For the period ended April 30, 2009.

27  
28                  MOTION:    To approve items A and B above.  
29                  Moved:     Fitzpatrick, seconded by Hobson  
30                  Vote:        AYES: Unanimous

31  
32                  **Item 3 NATIONAL PARK SERVICE REPORT**

33  
34                  Brian Aviles reported on the various projects in process. The Park Service is waiting for  
35                  news on stimulus package funding for Big Lagoon. The County is proceeding with the  
36                  design of the bridge. They will bring it to the community when it is completed. The Dias  
37                  Ridge project is moving along. An information person is now stationed at the mailboxes to  
38                  answer questions about the Dias Ridge project. A newsletter will be released in July to  
39                  update the public on the various projects.

40  
41                  The issue of parking problems on Pacific Way was broached. On busy beach days, cars park  
42                  on both sides of the street turning Pacific Way into a one lane road. The single lane often  
43                  gets blocked by traffic leaving no access for emergency vehicles. Brian responded that a  
44                  seasonal law enforcement officer will be assigned to this area.

45  
46                  NPS Superintendent Brian O'Neill passed away unexpectedly on May 13. Mai-Liis Bartling  
47                  is currently acting as superintendent. A memorial service will be held on Crissy Field this  
48                  Friday at 11:00.

1        **Item 4 GENERAL ADMINISTRATION**

2  
3        The closeout report has been filed with the California Department of Emergency  
4        Management for the various FEMA projects that were completed throughout the District. An  
5        onsite project inspection was conducted and the final report is forthcoming.  
6

7        **Item 5 FIRE DEPARTMENT REPORT**

8  
9        Chief John Sward reported. The final accounting for the BBQ is not yet complete but  
10       preliminary analysis indicates that this year's gross will be close to last year's. The post-  
11       BBQ meeting will be held this Saturday at 5:00 for heads of departments. Three cases of  
12       leftover chicken was donated to St. Vincent de Paul.  
13

14       A Firesafe Marin Grant of \$150,000 for the removal of unwanted vegetation, is looking  
15       promising. If awarded, the funds would be available in 2010.  
16

17       The Fire Department currently has 15 members.  
18

19       **Item 6 WATER DEPARTMENT**

20  
21                **1. Water Capital Improvements**

22  
23        Two new storage containers have been delivered and put into place on District property near  
24        where the old shed was located. The old shed that encroached on NPS property has been  
25        demolished and removed.  
26

27        Recent lab results are in the process of being compiled after which the scheduled Water  
28        Quality Report will be completed. Once done, the District will apply to the County for a  
29        permit to operate the new backup well.  
30

31        Per the District's long-term capital improvement plan, the next project will be to replace the  
32        existing 1.5" water line that runs downhill from Sunset Way and terminates at the end of  
33        Cove Lane. The current line will be replaced with a 6" line that will restore the utility of the  
34        fire hydrant at the bottom of Cove Lane. All water meters currently connected to the existing  
35        line will be reconnected to the new one.  
36

37                **2. Billing**

38  
39        Water account payment by credit or debit card is now available and a significant number of  
40        residents have opted for that method of payment. The District will change to a bi-monthly  
41        billing cycle at some point in the future.

1 **Item 7 ROADS AND EASEMENTS**

2  
3 Some easement repairs have taken place, replacing cracked concrete and older wooden steps.

4  
5 A request has been received to address the wooden steps on the path between Sunset Way  
6 and Pacific Way, the issue being that, since the steps are open, they reverberate with sound  
7 when subjected to foot traffic. This issue will be put on the next agenda as an action item.

8  
9 Judith Yamamoto and District Manager Maury Ostroff will attend a meeting next week  
10 regarding the proposed Pacific Way bridge/causeway. The new causeway as currently  
11 planned will be approximately 9 feet wider than Highway 1.

12  
13 **Item 8 RECREATIONAL ITEMS**

14  
15 The current Marin Community Foundation grant project, replacing the steps from the  
16 children's room deck to the main deck at the Community Center, is underway.

17  
18 Maury, with the help of Paul Brunner, compiled a wish-list of electrical work at the  
19 Community Center which included installing new circuits inside and out. Paul put together  
20 an estimate by project. Work could begin in a week. This project will also be funded by  
21 Marin Community Foundation grant monies.

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 Laurie Piel, Community Center Rental Coordinator, offered thanks to Harvey for obtaining a  
30 cart for the Community Center.

31  
32 **Item 11 NEXT MEETING DATE**

33  
34 The next public meeting date is scheduled for Wednesday, July 22, 2009.

35  
36 **Item 12 ADJOURNMENT**

37  
38 The meeting was adjourned at 8:16 PM.

1                                   **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2                                   **Minutes of the Special Board of Directors' meeting held on**  
3                                   **Monday, June 15, 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 special meeting of the Muir Beach Community Services District  
15                 Board of Directors to order at 7:35 PM on Monday, June 15, 2009.

16  
17                 **Roll Call**

18  
19                 DIRECTORS PRESENT:     Shaffer, Hobson, Fitzpatrick, Rudnick, Stoddard  
20                 OFFICERS PRESENT:       District Manager Ostroff,  
21   Deputy District Manager Hills

22  
23                 **Item 2 Vote to Adopt Resolution 2009-1, Authorizing Elections for Board of Directors**

24  
25                 MOTION:     To adopt the "Resolution of the Governing Body of the Muir Beach Community  
26                                   Services District Proposing an Election to be held in its jurisdiction; requesting  
27                                   the Board of Supervisors to consolidate with any other election conducted on  
28                                   said date, and requesting election services by the registrar of voters."

29  
30                 Moved:       Hobson, seconded by Stoddard

31                 Vote:        AYES: Unanimous

32  
33  
34  
35                 **Item 3 ADJOURNMENT**

36  
37                 The special item meeting was adjourned at 7:40 PM.