

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, October 7, 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 July 22, 2009 as attached.
- B. **Approval of Financial Statements** – For the period ended August 31, 2009, as attached.

Item 3 NATIONAL PARK SERVICE REPORT

Representatives of the National Park Service may 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 FIRE DEPARTMENT REPORT

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

Item 5 WATER DEPARTMENT

1. Water Capital Improvements.

- a. Work has been completed on the new Water line and service connection from Sunset to Cove Lane. A new fire hydrant with increased water flow has also been installed at the bottom of Cove Lane, replacing the non-functioning fire hydrant at that location. This new 6" line replaces the last segment of galvanized steel piping in our system that dates from the 1950's.
 - b. Work has been completed on installing a new water pipe as an inter-tie from beginning of Sunset Way to Highway One. A new, modern style fire hydrant has also been installed at that location which substantially increases water flow.
2. The leak at the Lower Tank has been repaired by Bellagio Wood Tank Co.
 3. The old 10 hp pump in the well has been put back, so we now have the ability to pump directly from the well to both the Upper Tank as well as the Lower Tank if we need to.
 4. Replacement Options for the Upper Tank have been under investigation, with several options for a new concrete tank under consideration.
 5. CRWA Assessment. The California Rural Water Association conducted an assessment of our water system and concluded that we are one of the best small water systems in the state. Kudos to our water department staff, to the community and to the board for the ongoing commitment toward maintaining and improving our community's water system.

Item 6 ROADS AND EASEMENTS

1. The trail from Cove Lane up to the end of Sunset has been restored.
2. Need to get bids on repaving section of Sunset Way near the vicinity of 5 Sunset to 35 Sunset where the pavement has been crumbling.

Item 7 RECREATION ITEMS

1. "Day of the Dead". Request for funds for this popular community event.
2. 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.
3. Project to install granite countertop and new sink for the kitchen in the community center is underway.
4. The retaining wall above the children's playground has been repaired and replaced with the same pre-formed concrete blocks used further above in the community center back yard.

5. Office Space and utilization of Community Center rooms. A proposal has been made to convert the upstairs Children's Room into an office that can be shared by the CSD, the MBVFA, and members of the community for shared resources such as printers and photocopiers. In any event, the existing office downstairs will be cleaned up and unneeded items thrown out or put in the storage shed. There is a proposal to store the children's toys in the downstairs room so that parents can more easily monitor the kids when they are in the main room during events.

The overall consideration is to ensure that we are flexible in how we use the space, and to allow each room to serve multiple-purposes if needed. It is not desirable to take up usable space in the community center rooms itself for storage that is rarely accessed.

6. The Muir Beach LAN has provided a free wireless "hot-spot" at the Community Center, no password required.
7. Gerry Pearlman wishes to discuss some additional recreation items.

Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 9 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 10 SELECTION OF DATE FOR NEXT MEETING

The 4th Wednesday in November (the 23rd) is the day before Thanksgiving. Dec. 2nd is reserved for the Quilter's Fair set-up. Suggested dates for the next meeting are Nov. 18th or December 9th.

Item 11 ADJOURNMENT

Morgan Stanley
Smith Barney

Ref: 00038574 00223399

109000036574 309273AN01 WSC00143A
MUIR BEACH
COMMUNITY SERVICES DISTRICT
ATTN: SHARRY MULLIN
19 SEACAPE DRIVE
MUIR BEACH CA 94965-9701

Business FMA Statement
 September 1 - September 30, 2009

Account number

Morgan Stanley Smith Barney LLC. Member SIPC.

Your Financial Advisor

Kenneth Tarrant
 750 LINDARO STREET
 SUITE 300
 SAN RAFAEL CA 94901
 415 460 6207
 Website: www.smithbarney.com

Business FMA Service Center: 888-557-BFMA
 Branch Phone: 800 777 3439
 TTY/TDD Deaf & Hard of hearing: 800-227-4238

Account carried by Citigroup Global Markets Inc. Member SIPC.

Account value	Last period	This period	%
Cash balance	\$ 0.00	\$ 1,002.73	.11
Money fund	963,547.61	905,728.39	99.89
Total value	\$ 963,547.61	\$ 906,731.12	100.00

Earnings summary	This period		This year
	Taxable	Non-taxable	
Money fund earnings	\$ 13.64	\$ 0.00	\$ 0.00
Total	\$ 13.64	\$ 0.00	\$ 0.00

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

Cash, money fund, bank deposits	This period	This year
Opening balance	\$ 963,547.61	
Deposits	12,976.45	272,630.38
Withdrawals	0.00	(472.05)
Checks written	(69,806.58)	(342,650.17)
Money fund earnings reinvested	13.64	
Closing balance	\$ 906,731.12	

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.)	\$ 963,547.61	\$ 973,987.35
Net security deposits/withdrawals	0.00	0.00
Net cash deposits/withdrawals	(56,830.13)	(70,491.84)
Beginning value net of deposits/withdrawals	906,717.48	903,495.51
Total value as of 9/30/2009 (excl. accr. int.)	\$ 906,731.12	\$ 906,731.12
Change in value	\$ 13.64	\$ 3,235.61

Muir Beach Community Services District

Balance Sheet

As of August 31, 2009

Accrual Basis

	Aug 31, 09
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney	
Government Dept. Cash	
General Fund Cash	398,810
Fire Dept Cash	
Fire Tax Cash	36,800
Fire Station Reserve Cash	17,096
West Marin Fund Cash	22,087
Total Fire Dept Cash	75,983
Total Government Dept. Cash	474,793
Water Cap Impr Fund Cash	470,410
SB Unallocated Interest	6,153
Total Smith Barney	951,356
73800 Fund	
Government Fund	
General Fund	968
Total Government Fund	968
Total 73800 Fund	968
Cash Clearing	35
Total Checking/Savings	952,359
Accounts Receivable	
Receivables	10,126
Undisbursed Receipts at County	1,264
Total Accounts Receivable	11,390
Other Current Assets	
Deposits	
Brentag Container Deposits	450
State Fund Deposit	523
Total Deposits	973
Due from Water Fund	23,082
Undeposited Funds	4,024
Total Other Current Assets	28,079
Total Current Assets	991,828
Fixed Assets	
Building	
Building-Cost	364,822
Building Accum Depr	-185,142
Shed -Cost	52,103
Total Building	231,783
Equipment	
Equipment-Cost	139,072
Equipment Accum Depr	-93,194
Total Equipment	45,878
Water System	
Water System-Cost	
Water Lines	91,472

Muir Beach Community Services District

Balance Sheet

As of August 31, 2009

Accrual Basis

	Aug 31, 09
Water Aeration Equipment	1,432
Water Tank Controls	5,237
Water Equipment	12,962
Water Well	21,620
Pumphouse Cost	2,712
Water System-Cost - Other	599,128
Total Water System-Cost	734,562
Water System Accum Depr	-345,401
Total Water System	389,161
Land	74,673
Total Fixed Assets	741,496
TOTAL ASSETS	1,733,324
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	47,232
Total Accounts Payable	47,232
Credit Cards	
Chase VISA 5153	4,967
Total Credit Cards	4,967
Other Current Liabilities	
Due to General Fund	23,082
Rental Security Deposits	2,500
Water Security Deposits	11,100
Total Other Current Liabilities	36,682
Total Current Liabilities	88,882
Total Liabilities	88,882
Equity	
Governmental Funds	
General Fund	693,260
Restricted Gov't Funds	84,072
Total Governmental Funds	777,332
Proprietary (Water) Fund	
Restricted Proprietary Funds	485,143
Proprietary (Water) Fund - Other	380,192
Total Proprietary (Water) Fund	865,335
Retained Earnings	15,309
Net Income	-13,535
Total Equity	1,644,442
TOTAL LIABILITIES & EQUITY	1,733,324

Muir Beach Community Services District
Statement of Revenues and Expenditures
July through August 2009

Accrual Basis

	<u>Jul 09</u>	<u>Aug 09</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Water Operations Income	7,250	7,208	14,458
Water Capital Improvement Revs	2,796	1,896	4,692
Tax Revenues	362	9	371
Recreational Activities Income	811	1,311	2,122
Interest Income	57	8	65
Total Income	<u>11,276</u>	<u>10,432</u>	<u>21,708</u>
Expense			
Accounting & Bookkeeping	1,968	4,438	6,406
Community Classes & Functions	288	201	489
Dues & Memberships	201	0	201
Employee Benefits	995	995	1,990
Insurance	0	-197	-197
Licenses, Permits & Fees	176	150	326
Misc Operating Expenses	88	65	153
Office Expense	39	18	56
Payroll Expenses	8,263	6,747	15,010
Repair & Maintenance	64	2,673	2,737
Supply	387	0	387
Travel Expense	150	150	300
Utilities	985	609	1,594
Water Enterprise	1,185	6,381	7,566
Total Expense	<u>14,788</u>	<u>22,230</u>	<u>37,017</u>
Net Ordinary Income	<u>-3,512</u>	<u>-11,798</u>	<u>-15,309</u>
Net Income	<u><u>-3,512</u></u>	<u><u>-11,798</u></u>	<u><u>-15,309</u></u>

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

Accrual Basis

	<u>Jul - Aug 09</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Water Operations Income	14,458	75,000	19%
Water Capital Improvement Revs	4,692	64,200	7%
Tax Revenues	371	133,000	0%
Recreational Activities Income	2,122	17,000	12%
Grant Revenues	0	8,400	0%
Interest Income	65	12,000	1%
Total Income	<u>21,708</u>	<u>309,600</u>	<u>7%</u>
Expense			
Accounting & Bookkeeping	6,406	42,000	15%
Community Classes & Functions	489	3,000	16%
Dues & Memberships	201	500	40%
Employee Benefits	1,990	18,000	11%
Fire Dept. Supplies & Exps	0	26,000	0%
Insurance	-197	9,000	-2%
Legal & Professional	0	4,000	0%
Licenses, Permits & Fees	326	7,000	5%
Meals & Entertainment	0	500	0%
Misc Operating Expenses	153	1,000	15%
Office Expense	56	1,500	4%
Payroll Expenses	15,010	87,000	17%
Repair & Maintenance	2,737	30,000	9%
Supply	387	2,500	15%
Travel Expense	300	3,000	10%
Utilities	1,594	12,000	13%
Water Enterprise	7,566	22,000	34%
West Marin Expenditures	0	8,400	0%
Total Expense	<u>37,017</u>	<u>277,400</u>	<u>13%</u>
Net Ordinary Income	<u>-15,309</u>	<u>32,200</u>	<u>-48%</u>
Net Income	<u>-15,309</u>	<u>32,200</u>	<u>-48%</u>

Muir Beach Community Services District
Expenditures

August 2009

Name	Memo	TOTAL	Gov't	Water	W Cap Impr
Linscott Engineering	replace 1950s galvanized main, replace nonfunctional fire hydrant	41,668.65	0.00	0.00	41,668.65
Ghillotti Construction	install new water main inertie, upgrade fire hydrant	29,800.00	0.00	0.00	29,800.00
John Sward	stone stairs at Community Center	10,000.00	10,000.00	0.00	0.00
Schwartz & Assoc. and crew	hand dig trench for water main and service lines	5,062.50	0.00	0.00	5,062.50
Kevin Harper	audit expense	3,944.00	3,944.00	0.00	0.00
Brenntag Pacific	soluable silica for water system	3,821.12	0.00	3,821.12	0.00
Harvey Pearlman	wages	2,462.50	212.50	2,250.00	0.00
Maury Ostroff	District Manager's salary	1,846.16	1,107.68	369.24	369.24
Drillspot	underground utilities locator	1,758.54	0.00	0.00	1,758.54
Home Depot	\$1306 replacement of wood retaining wall with block, \$44 water	1,350.33	1,306.33	44.00	0.00
Mill Valley Lumber	pressure treated lumber for easement steps	1,180.43	1,180.43	0.00	0.00
CalPers	medical coverage: Hills \$510, Pearlman \$484	995.04	497.52	497.52	0.00
Salvador Gonzalez	wages	612.00	442.00	170.00	0.00
State Compensation Insurance Fund	worker's compensation insurance	596.86	235.00	331.66	30.20
Sharon Mullin	Secretary-Treasurer wages	511.60	429.00	82.60	0.00
O'Malley	return of rental security deposit	500.00	500.00	0.00	0.00
Swarthout	return of rental security deposit	500.00	500.00	0.00	0.00
Payroll taxes	employer payroll taxes	418.11	418.11	0.00	0.00
Juana Gonzalez	wages for Community Center cleaning	360.00	360.00	0.00	0.00
Pace Supply Corp	water department expense	334.79	0.00	334.79	0.00
PG&E	\$300 well site	299.92	0.00	299.92	0.00
Paychex	payroll service	265.87	265.87	0.00	0.00
Lahey	return of rental security deposit	250.00	250.00	0.00	0.00
AT&T	telephone: \$103 admin, \$41 fire, \$93 water	237.46	143.98	93.48	0.00
Harvey Pearlman	mileage allowance	150.00	0.00	150.00	0.00
Scott Bender	candidate statement filing	150.00	150.00	0.00	0.00
Goodman	water department expense	136.06	0.00	136.06	0.00
Tam Rentals	roads & easements	126.00	126.00	0.00	0.00
Marin Resource and Recovery	fees for disposal of old shed	120.00	0.00	120.00	0.00
Lonna Richmond	wages for running Bistro	105.00	105.00	0.00	0.00
Emiko Wang	tai chi instruction	90.00	90.00	0.00	0.00
Jose Alcala	wages	80.00	0.00	80.00	0.00
Propest Products	wood preservative for water tanks	77.80	0.00	77.80	0.00
Intuit Merchant Services	water account payment by credit card processing fees	64.74	64.74	0.00	0.00
Green Jeans	roads & easements	64.31	64.31	0.00	0.00
Misc Vendor	\$29 bistro supplies, \$20 water department expense	48.12	28.60	19.52	0.00
Muir Beach Quilters	wages for running Bistro	45.00	45.00	0.00	0.00
AT&T Mobility	Harvey's cell phone	42.79	0.00	42.79	0.00

Muir Beach Community Services District
Expenditures

August 2009

Herb's Pool Service	water system supply	39.42	0.00	39.42	0.00
Nancy Knox	reimbursement for scone pastry for Bistro	37.50	37.50	0.00	0.00
Marin County Public Health Laboratory	water testing	30.00	0.00	30.00	0.00
Maxemail	voicemail service	20.85	20.85	0.00	0.00
		<u>110,203.47</u>	<u>22,524.42</u>	<u>8,989.92</u>	<u>78,689.13</u>

Muir Beach Community Services District

Expenditures

July 2009

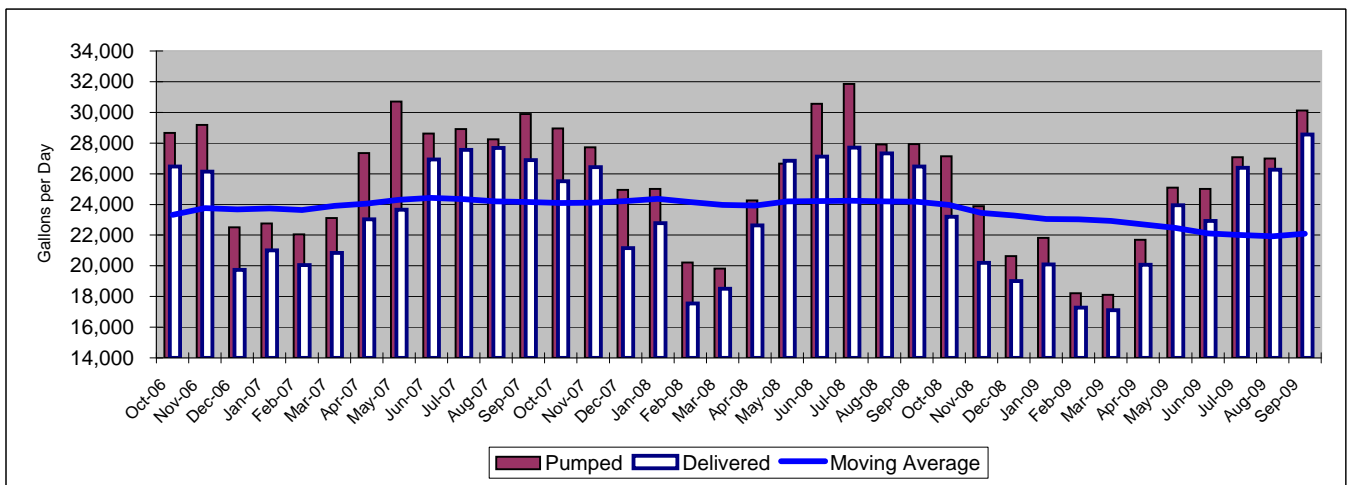
<u>Name</u>	<u>Memo</u>	<u>TOTAL</u>	<u>Gov't</u>	<u>Water</u>	<u>W Cap Impr</u>
John Sward	work on stone steps at Community Center	4,000.00	4,000.00	0.00	0.00
Harvey Pearlman	wages	3,873.25	325.00	3,548.25	0.00
Sharon Mullin	Secretary-Treasurer wages	2,024.02	1,575.80	448.22	0.00
Maury Ostroff	District Manager's salary	1,846.16	1,107.68	369.24	369.24
CalPers	medical coverage: Hills \$510, Pearlman \$484	994.84	497.42	497.42	0.00
Ravica	water tank level monitors	897.00	0.00	0.00	897.00
Salvador Gonzalez	wages	680.00	663.00	17.00	0.00
Payroll taxes	employer payroll taxes	555.72	555.72	0.00	0.00
PG&E	\$65 Community Center, \$128 pumphouse, \$303 well site	495.91	65.60	430.31	0.00
State Compensation Insurance Fund	worker's compensation insurance	443.01	248.85	163.96	30.20
Ron Andrews Medical Supply	purchase wheelchair for CC	369.56	369.56	0.00	0.00
Juana Gonzalez	wages for Community Center cleaning	360.00	360.00	0.00	0.00
Jose Alcala	wages	300.00	180.00	120.00	0.00
AT&T	telephone: \$106 admin, \$41 fire, \$94 water	242.92	149.22	93.70	0.00
American Water Works Association	annual membership	201.00	0.00	201.00	0.00
Marin County Treasurer - Tax Collector	annual LAFCO charges	176.00	176.00	0.00	0.00
Harvey Pearlman	mileage allowance	150.00	0.00	150.00	0.00
Redwood Empire Disposal	refuse	148.29	148.29	0.00	0.00
Muir Beach Quilters	wages for running Bistro	135.00	135.00	0.00	0.00
Lonna Richmond	wages for running Bistro	105.00	105.00	0.00	0.00
Ely Pearlman	wages	100.00	100.00	0.00	0.00
Water Components & Building Supply	water department supplies	92.55	0.00	92.55	0.00
Marin County Public Health Laboratory	water testing	90.00	0.00	90.00	0.00
Emiko Wang	tai chi instruction	90.00	90.00	0.00	0.00
Home Depot	\$30 water, \$31 roads	61.02	30.58	30.44	0.00
Intuit Merchant Services	water account payment by credit card processing fees	58.51	58.51	0.00	0.00
Nancy Knox	reimbursement for scone pastry for Bistro	50.00	50.00	0.00	0.00
Kragen Auto Parts	water department expense	43.79	0.00	43.79	0.00
AT&T Mobility	Harvey's cell phone	42.79	0.00	42.79	0.00
Delano's Market	\$30 refreshments for meetings, \$7 water dept. supply	36.27	29.73	6.54	0.00
United Site Services, Inc.	porto-potty servicing at picnic grounds	33.00	33.00	0.00	0.00
Chevron	propane for Community Center heaters	26.09	26.09	0.00	0.00
Misc Vendor	\$13 bistro supplies, \$25 water department expense	37.07	12.50	24.57	0.00
Maxemail	voicemail service	20.85	20.85	0.00	0.00
		<u>18,779.62</u>	<u>11,113.40</u>	<u>6,369.78</u>	<u>1,296.44</u>

Muir Beach Community Center Improvement Fund
Balance as of September 30, 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
	Total Received	\$	140,000
	 <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
06/14/09	Electrical Work at Community Center	\$	14,570
	Subtotal Completed	\$	111,660
	 <u>Projects in Progress</u>		
07/14/09	Stone Steps down to deck (Phase 2)	\$	12,000
08/15/09	Stone Steps down to deck (Phase 2)	\$	10,000
	Subtotal Projects in Progress	\$	22,000
	 Total Spent	 \$	 133,660
	 Remaining Balance	 \$	 6,340

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
Sep 16, 09	933,446	885,340	-	48,106	5%	30,111	28,559	22,089	\$ 9,469	\$ 91,063	1.2%
Aug 16, 09	836,855	814,173	-	22,682	3%	26,995	26,264	21,915	\$ 9,160	\$ 89,954	-1.1%
Jul 16, 09	812,431	791,868	-	20,563	3%	27,081	26,396	22,003	\$ 8,969	\$ 90,956	-1.1%
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 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Board of Directors' meeting held on**
3 **Wednesday, July 22, 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, July 22, 2009.
16

17 **Roll Call**
18

19 DIRECTORS PRESENT: Hobson, Shaffer, Fitzpatrick, Rudnick
20 OFFICERS PRESENT: District Manager Ostroff, Deputy District Manager Hills,
21 Secretary-Treasurer Mullin
22

23 **Item 2 CONSENT CALENDAR**
24

25 A. **Approval of Minutes** – Regular meeting May 27, 2009 and special meeting June
26 15, 2009.
27

28 B. **Approval of Financial Statements** – For the period ended June 30, 2009.
29

30 MOTION: To approve items A and B above.

31 Moved: Fitzpatrick, seconded by Hobson

32 Vote: AYES: Unanimous
33

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

36 Carolyn Shoulders, project manager for the Redwood Creek restoration project reported. The
37 last year has been spent working on construction designs for the project and the NPS is close
38 to having one. They did not receive the stimulus monies (through The National Institute of
39 Marine Fisheries) that were hoped for. Those monies, had they received them, would have
40 funded almost all of the restoration project as well as the Pacific Way causeway. There are
41 enough monies from other sources to get started on certain aspects of the project, such as
42 enhancing coho salmon habitat, flow conveyance for flood relief and red-legged frog habitat.
43 They are continuing to write grant proposals for funding of different parts of the restoration.
44

45 The Pacific Way bridge design is about 30% complete. The alignment of the road will be the
46 same as the current road, will be 250' long, 31' wide and include a 6' pedestrian trail in order
47 to conform with federal standards. On-site walks will be held Thursday, August 6 and
48 Thursday, September 3 at 6:00 PM. Attendees should meet in the parking lot.

1
2 Katie from the Golden Gate National Park Conservancy, a non-profit that supports the
3 National Park Service, gave an update on the Dias ridge project. The realignment process is
4 essentially complete. The road was removed and replaced with a 5' wide, multi-use trail.
5 There will be a number of walks to introduce the public to the new trail. The first of these
6 will be on August 15. Those interested in participating should check the flyer box for times.
7 The trail will remain closed through the winter in order to allow the fill to settle and harden.
8 25,000 native plants are scheduled to be planted. The grand opening of the trail may occur as
9 early as April.

10
11 **Item 4 GENERAL ADMINISTRATION**

12
13 District Manager Ostroff presented the new budget to the Board. Deputy District Manager
14 Hills suggested increasing the budget for capital improvements from \$100,000 to \$150,000,
15 as current economic conditions could indicate increased competition for bids. He also felt
16 that the budget line for capital improvements should not be included in the expense section of
17 the budget.

18
19 MOTION: To approve the budget with the two amendments listed above.
20 Moved: Rudnick, seconded by Fitzpatrick
21 Vote: AYES: Unanimous

22
23 There was a discussion on the merits of hiring a new auditor. The accountant that the
24 MBVFA engages specializes in non-profits and small governments, is a peer reviewer and is
25 well versed with Quickbooks, the accounting software that the District uses. District
26 Manager Ostroff will conduct a phone interview and prepare a recommendation for the
27 Board.

28
29 The California Emergency Management Agency lists Donovan MacFarlane as the authorized
30 agent of record for the District, which is preventing the closing out of the FEMA projects
31 completed last year.

32
33 MOTION: To amend the authorized agent of record with the California Emergency
34 Management Agency to the "Office of District Manager".
35 Moved: Shaffer, seconded by Hobson
36 Vote: AYES: Unanimous

37
38 **Item 5 FIRE DEPARTMENT REPORT**

39
40 Chief John Sward reported. A number of grant applications have been submitted, including
41 one for \$417,000 for the construction of a new firehouse. Regular drills are continuing.

1 **Item 6 WATER DEPARTMENT**

2
3 **1. Water Capital Improvements**

4
5 Trenching is almost completed for the new Sunset Way to Cove Lane water line. A second
6 project, for a new inter-tie on Sunset Way, is about to begin. Most projects identified in the
7 Harris Plan and the Muir Beach 20 Year Plan have been completed. Only some lower level
8 projects remain to be done.

9
10 **2. Repairs**

11
12 A minor leak in the lower water tank is in the process of being repaired.

13
14 **Item 7 ROADS AND EASEMENTS**

15
16 A request has been received to address the wooden steps on the path between Sunset Way
17 and Pacific Way. Since the steps are open, they reverberate with sound when subjected to
18 foot traffic. Solid concrete steps might be less noisy, but would be relatively costly to install,
19 costing between \$2,000 - \$3,000 for the upper steps just below Sunset Way. Board
20 discussion on this item is postponed until the next meeting.

21
22 **Item 8 RECREATIONAL ITEMS**

23
24 The electrical work at the Community Center has been completed with the exception of new
25 dimmer switches. Installation of stone steps from the walkway down to the deck is in
26 process.

27
28 Two bids have been received to replace the kitchen countertop - one with an inset sink, one
29 utilizing the existing sink. Some members of the community who regularly use the sink
30 would like to have a deeper sink installed. Kathy Sward and Tayeko Kaufman volunteered to
31 work with Harvey and Dave to make decisions on sink and granite choices.

32
33 The wooden retaining wall above the children's playground is in need of repair. A
34 suggestion was made that it be replaced with the same pre-formed concrete blocks used in
35 the Community center back yard.

36
37 A proposal has been made to convert the Children's Room into an office that can be shared
38 by the MBCSD and the MBVFA, as well as other community groups. The current smaller
39 office is not large enough to accommodate needed use and the larger room would provide a
40 space to consolidate items that are scattered throughout the community. A discussion
41 included arguments for and against the change.

42
43 MOTION: To convert the current Children's Room into office space to be shared by the
44 MBCSD, the MBVFA and other community groups.

45 Moved: Fitzpatrick, seconded by Rudnick

46 Vote: AYES: Unanimous

1 Resident Gerry Pearlman wants to request that the GGNRA move the pool table, which
2 currently resides in the fire barn, to the creamery house. He read aloud a letter that he
3 composed to the GGNRA making the request. MBVFA President Michael Kaufman
4 responded that they have applied for a grant that awards stimulus monies for building and
5 renovating fire houses. The application was completed in close concert with the park service
6 and both the MBVFD and MBVFA worked very hard over a long period of time to achieve
7 good standing with the park service. He would like the letter to not be sent until after the
8 MBVFA has received notification as to whether the grant was awarded. The topic will be
9 revisited at the next public meeting.

10
11 **Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR**

12
13 No items were removed from the Consent Calendar.

14
15 **Item 10 PUBLIC OPEN TIME**

16
17 A representative for resident Peter Lambert, Kira Drosihn Matthews, asked the Board if they
18 would like to add a level terrace at the bottom of the Community Center property. A great
19 deal of dirt will be removed from Peter's Sunset Way project when it begins and it makes
20 environmental sense to deposit the dirt locally, if possible. President Shaffer spoke with
21 Peter prior to the meeting and understood that Peter would absorb the cost of building the
22 retaining wall and transporting the dirt. The Board is interested and would like to receive a
23 proposal from Peter.

24
25 Resident Tayeko Kaufman addressed the Board regarding efforts by a committee of
26 community members to address inappropriate behavior on Little Beach. The committee has
27 printed an informational flyer and has been distributing it on the beach. They've established
28 a phone tree and enlisted pairs of male residents who will respond to incidences that occur.
29 Supervisor Kinsey has offered to cover the cost of signage.

30
31 **Item 11 NEXT MEETING DATE**

32
33 The next public meeting date is scheduled for Wednesday, September 23, 2009.

34
35 **Item 12 ADJOURNMENT**

36
37 The meeting was adjourned at 9:08 PM.