

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, November 14, 2007
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

Maury Ostroff, Board President
Danny Hobson, Board Vice President
Steve Shaffer, Director
Peter Rudnick, Director
Bob Jacobs, Director

Leighton Hills, District Manager
Sharry Mullin, Meeting Secretary

Item 2 CONSENT CALENDAR

All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single action of the Board. Upon request from a Board member, staff, or member of the public, specific items may be transferred from the Consent Calendar to the Regular Agenda for separate discussion and consideration.

- A. **Approval of Minutes** – Regular meeting August 22, 2007, special meeting September 26, 2007, and Regular meeting October 24, 2007 as attached.
- B. **Approval of Financial Statements** – For the period ended Sept. 31, 2007, as attached.

Item 3 NATIONAL PARK SERVICE REPORT

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

Item 4 FIRE DEPARTMENT REPORT

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

Item 5 MBCSD and the Volunteer Fire Department

In light of the upcoming tax measure to approve a tax assessment for the Fire Department, the roles and responsibilities of the CSD vis-à-vis the Fire Department and the Dire Association need to be discussed.

Item 6 DISTRICT MANAGER'S REPORT

1. Approval of Fiscal Year 2007-2008 Budget. A proposed budget for 2007-2008 is attached, which includes a Water Capital Improvements budget.

2. Presentation of Audited Financial Statements for Fiscal Year 2004-2005 and Auditor's Letter to Management. Our Auditor, Kevin Harper, has completed his audit of the 2004-2005 Financial Statements and has also provided a letter to the CSD Board containing some recommendations.

3. Update on FEMA Projects – Work has commenced on the various FEMA projects. Many projects have been completed, and many are underway.

Item 7 Telecommunications Discussion

Gerald Pearlman will make a presentation to the Board on the topic of telecommunications capabilities that are potentially available to the community, and the possible role the CSD might take in providing such services.

Item 8 Recreation Items

1. Quilters Fair to be held Dec. 1st and 2nd.
2. Updates on Storage Shed proposal

Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 10 PUBLIC OPEN TIME

1. *Topics should be within the jurisdiction of the CSD (water, roads, fire & public recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *The Board and staff may only briefly respond to statements and questions (legal requirement for items not posted on an agenda).*
4. *Public comments are limited to 3 minutes per speaker, unless waived by the Board.*
5. *The period for public open time is limited to 15 minutes, unless waived by the Board.*

Item 11 SELECTION OF DATE FOR NEXT MEETING

The 4th Wednesday in December (12/24) is Christmas Eve. 4th Wednesday in January 2008 is January 23rd.

Item 12 ADJOURNMENT

Muir Beach Community Services District - Proposed Budget Fiscal Year July 1, 2007 - June 30, 2008

	<u>Last Year Actuals FYE 2007</u>	<u>Proposed Budget FYE 2008</u>	<u>Allocation</u>		
			<u>Water Oper</u>	<u>Water Impr</u>	<u>Gov Services</u>
Revenues					
1	<u>Water Operations</u>				
2	Water Operations Revenues	\$ 77,481	\$ 78,000	\$ 78,000	
3	Total Water Revenue	\$ 77,481	\$ 78,000	\$ -	\$ -
4	<u>Property Tax Income</u>				
5	General Tax Income	\$ 64,371	\$ 67,750		\$ 72,000
6	ERAF Refunds	\$ 46,772	\$ 45,000		\$ 20,000
7	Total General Taxes	\$ 111,143	\$ 112,750	\$ -	\$ 92,000
8	<u>Recreation</u>				
9	Rentals	\$ 6,290	\$ 8,000		\$ 8,000
10	Community Classes & Functions	\$ 3,866	\$ 3,800		\$ 3,800
11	Community Directory	\$ -	\$ 1,000		\$ 1,000
12	Total Recreation	\$ 10,156	\$ 12,800	\$ -	\$ 12,800
13	<u>Grants</u>				
14	West Marin Fire	\$ -	\$ 8,400		\$ 8,400
15	Fire Association	\$ -	\$ 6,500		\$ 6,500
16	Total Grants	\$ -	\$ 14,900	\$ -	\$ 14,900
17	Other Income	\$ 5,455	\$ -		
18	Interest Income	\$ 37,397	\$ 20,000	\$ 5,000	\$ 10,000
19	Total Operating Revenues	\$ 241,632	\$ 218,450	\$ 78,000	\$ -
20	<u>Water Capital Improvements</u>				
21	Improvement Surcharge	\$ 19,230	\$ 19,000		\$ 19,000
22	Improvement Tax	\$ 49,828	\$ 50,000		\$ 50,000
23	Non District in Lieu Fee	\$ 1,400	\$ 1,400		\$ 1,400
24	Total Water Improvements	\$ 70,458	\$ 70,400	\$ -	\$ 70,400
25	FEMA Grants Earned Revenues	\$ 38,398	\$ -		
26	Total Revenues	\$ 350,488	\$ 288,850	\$ 78,000	\$ 70,400

Includes \$5,000 donation from Ellen Mettler down because we'll spend the FEMA funds

Muir Beach Community Services District - Proposed Budget Fiscal Year July 1, 2007 - June 30, 2008

	<u>Last Year Actuals FYE 2007</u>	<u>Proposed Budget FYE 2008</u>	<u>Allocation</u>		
			<u>Water Oper</u>	<u>Water Impr</u>	<u>Gov Services</u>
Expenses					
27 Employee - Wages	\$ 32,574	\$ 40,000	\$ 33,000		\$ 11,000
28 Employee - Workers Comp	\$ 3,335	\$ 5,200	\$ 3,600		\$ 1,600
29 Employee - Health Ins	\$ 4,554	\$ 5,000	\$ 3,600		\$ 1,150
30 Payroll Taxes	\$ 2,492	\$ 3,500	\$ 2,525		\$ 975
31 Employee - Vehicle Allowance	\$ 1,801	\$ 1,620	\$ 1,620		
32 District Manager/Administration	\$ 26,196	\$ 30,000	\$ 7,500	\$ 7,500	\$ 15,000
33 Bookkeeping & Services	\$ 19,008	\$ 22,000	\$ 10,000		\$ 12,000
34 Audit	\$ 2,145	\$ 28,000	\$ 12,000	\$ 2,000	\$ 14,000
35 Repairs & Maintenance	\$ 13,542	\$ 15,000	\$ 10,000		\$ 10,000
36 Water Supplies and Expense	\$ 2,302	\$ 3,000	\$ 3,000		
37 Water Testing	\$ 2,950	\$ 6,000	\$ 6,000		
38 Water Treatment	\$ 5,548	\$ 4,000	\$ 4,000		
39 Insurance - Prop, Vehicle & Liab	\$ 5,824	\$ 7,621	\$ 2,000		\$ 5,621
40 Dues and Subscriptions	\$ 380	\$ 400	\$ 400		\$ -
41 Licenses & Fees	\$ 3,430	\$ 5,000	\$ 3,000		\$ 2,000
42 Utilities					
43 Electric	\$ 4,867	\$ 5,000	\$ 4,500		\$ 500
44 Telephone	\$ 1,759	\$ 2,000	\$ 500		\$ 1,500
45 Propane	\$ 602	\$ 700			\$ 700
46 Refuse/Trash Removal	\$ 515	\$ 600			\$ 600
47 Total Utilities	\$ 7,743	\$ 8,300	\$ 5,000	\$ -	\$ 3,300
48 Community Classes & Functions	\$ 2,487	\$ 5,000	\$ -		\$ 5,000
49 Legal Counsel	\$ 1,514	\$ 1,500	\$ 750		\$ 750
50 Office, Supplies & Postage	\$ 2,228	\$ 2,500	\$ 1,200		\$ 1,300
51 Misc Operating Expense	\$ 1,078	\$ 1,000	\$ 500		\$ 500
52 Total Operating Expenses	\$ 141,131	\$ 194,641	\$ 109,695	\$ 9,500	\$ 84,196
53 FEMA Expenditures	\$ 38,398	\$ 240,155			
54 Total Expenditures	\$ 179,529	\$ 434,796	\$ 109,695	\$ 9,500	\$ 84,196
55 Net Operating Income	\$ 100,501	\$ 23,809	\$ (31,695)	\$ (9,500)	\$ 35,504
56 Revenues less Expenditures	\$ 170,959	\$ (145,946)	<u>\$ (31,695)</u>	<u>\$ 60,900</u>	<u>\$ 35,504</u>

Muir Beach Community Services District - Proposed Budget Fiscal Year July 1, 2007 - June 30, 2008

		<u>Last Year Actuals FYE 2007</u>	<u>Proposed Budget FYE 2008</u>	Allocation		
				<u>Water Oper</u>	<u>Water Impr</u>	<u>Gov Services</u>
Capital Improvements Budget						
57	1) Add Tie Line to Lower Tank		\$ 75,000			
	2) New pump for Lower Tank to					
58	Upper Tank and related work		\$ 25,000			
	3) Miscellaneous Valve and					
59	Equipment Upgrades		\$ 20,000			
		<u>Starting Balance 7/1/2007</u>	<u>Budgeted Income</u>	<u>Budgeted Expenses</u>	<u>Projected Ending Balance 6/30/2008</u>	
60	General Funds	\$ 234,781	\$ 218,450	\$ 194,641	\$ 258,590	
61	Water Capital Improvements	\$ 447,603	\$ 79,000	\$ 120,000	\$ 406,603	
62	FEMA Grant Funds	\$ 240,155	\$ -	\$ 240,155	\$ -	

Muir Beach Community Services District

Balance Sheet

As of September 30, 2007

Accrual Basis

	Sep 30, 07
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney	
SB General Fund	473,508
SB Water Cap Impr Fund	453,356
SB Fire Station Reserve Fund	15,547
SB Unallocated Interest	21,185
Smith Barney - Other	7,969
Total Smith Barney	971,564
73800 Fund	
General Fund	-17,882
Water Cap Impr Fund	2,545
Unallocated Interest	15,337
Total 73800 Fund	
Petty Cash Fund	192
Total Checking/Savings	971,755
Accounts Receivable	
Receivables	26,264
Due from County of Marin	11,116
Total Accounts Receivable	37,380
Other Current Assets	
Prepaid Expenses	
Calpers Prepaid	15
Total Prepaid Expenses	15
Undeposited Funds	18,446
Deposits	340
Total Other Current Assets	18,801
Total Current Assets	1,027,937
Fixed Assets	
Building	16,518
Furniture & Fixtures	3,000
Machinery & Equipment	34,979
Roads & Easements	
CC Steps	376
Easement Lighting	5,103
Total Roads & Easements	5,479
Water System Improvements	
Water Lines	6,209
Water Aeration Equipment	804
Water Tank Controls	5,237
Water Equipment	932
Water Well	21,620
Total Water System Improvements	34,802
Total Fixed Assets	94,778
Other Assets	
Due From Hills	2,286
Total Other Assets	2,286

Muir Beach Community Services District

Balance Sheet

As of September 30, 2007

Accrual Basis

	Sep 30, 07
TOTAL ASSETS	<u>1,125,000</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	9,890
Total Accounts Payable	<u>9,890</u>
Credit Cards	
Chase 5153	1,402
Total Credit Cards	<u>1,402</u>
Other Current Liabilities	
FEMA Grant Deferred Revenue	
2153; Project 5	25,098
2158; Project 11	12,214
2326; Project 6	41,788
2428; Project 7	36,331
2484; Project 9	1,053
2764; Project 1	5,734
3043; Project 4-1	4,732
3046; Project 3	14,760
3048; Project 4-2	23,061
3284; Project 2	-2,600
3286; Project 13	4,355
3327; Project 12G	9,027
3328; Project 12C	27,494
3330; Project 10	8,204
3338; Project 8	4,076
Administrative Allowance	3,469
FEMA reimbursable	3,369
FEMA Grant Deferred Revenue - Other	-95
Total FEMA Grant Deferred Revenue	<u>222,069</u>
Rental Security Deposits	2,000
Water Security Deposits	7,950
West Marin Fd Deferred Revenue	22,583
Total Other Current Liabilities	<u>254,602</u>
Total Current Liabilities	<u>265,894</u>
Total Liabilities	265,894
Equity	
Retained Earnings	846,746
Net Income	12,360
Total Equity	<u>859,106</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,125,000</u></u>

Muir Beach Community Services District
Statement of Revenues and Expenditures

August through September 2007

Accrual Basis

	<u>Aug 07</u>	<u>Sep 07</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Water Operations Income	7,703	7,375	15,077
Water Capital Improvement Revs	2,013	1,844	3,857
Recreational Activities Income	587	1,063	1,650
Grant Revenues	3,902	15,922	19,825
Interest Income	4,442	3,527	7,969
Total Income	<u>18,647</u>	<u>29,731</u>	<u>48,378</u>
Expense			
Accounting & Bookkeeping	2,026	1,024	3,049
Community Classes & Functions	155	257	412
Employee Benefits	890	890	1,781
FEMA Expenditures	2,193	15,893	18,086
Licenses & Fees	2,591	0	2,591
Misc Operating Expenses	54	13	67
Office Expense	49	5	54
Payroll Expenses	5,642	2,695	8,336
Repair & Maintenance	70	11	81
Supply	0	105	105
Travel Expense	135	179	314
Uncategorized Exp	59	27	86
Utilities	493	679	1,172
Water Enterprise	618	837	1,456
West Marin Expenditures	1,709	29	1,739
Total Expense	<u>16,684</u>	<u>22,643</u>	<u>39,327</u>
Net Ordinary Income	<u>1,963</u>	<u>7,088</u>	<u>9,051</u>
Net Income	<u><u>1,963</u></u>	<u><u>7,088</u></u>	<u><u>9,051</u></u>

1
2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 **Minutes of the Board of Directors' meeting held on**
4 **Wednesday, August 22, 2007**
5
6

7 **OFFICIAL MINUTES ONLY UPON APPROVAL**
8

9 Prior to approval of these minutes by the Board of Directors in a public meeting, these
10 minutes are draft only and subject to change. Upon approval by the Board, these minutes
11 become the Official Minutes of the meeting.
12

13 **Item 1 CALL TO ORDER**
14

15 President Ostroff called the regular meeting of the Muir Beach Community Services District
16 Board of Directors to order at 7:20 PM on Wednesday, August 22, 2007.
17

18 **Roll Call**
19

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

23 **Item 2 NATIONAL PARK SERVICE REPORT**
24

25 Carolyn Shoulders from the National Park Service gave a general update on the restoration
26 projects at Big Lagoon and Banducci Ranch. The EIS for the Big Lagoon project, issued in
27 December 2006, elicited 26 public comments relating to transportation, parking, sea level
28 rise and the bridge/causeway. They are preparing responses and have made some
29 amendments. The final EIS will be issued in November to be followed by a month long
30 period for public comment. They will then apply for the permits from the various regulatory
31 agencies. Design preparation will be the focus of 2008. The work, possibly to begin in
32 2009, will only be done during the dry season. Rotating the parking lot is being considered,
33 which will retain current capacity. The rotated parking lot will have a different entrance to
34 discourage visitors from going forward into the residential areas.
35

36 Saaid Fakharzadeh from the Department of Public Works reported on the causeway portion
37 of the project. The altitude will be around 250' which he said is not much higher than that of
38 Highway 1. Many of the comments made by the public were to express concerns about the
39 causeways width. The width now being considered is a maximum of 32', with a divider for
40 cars and 6' allocated to a pedestrian and bicycle path that meets ADA requirements. The
41 width will be reduced further if possible. The County does not have any funding at this point
42 in time and is looking for grant opportunities to be able to begin the planning process.

1 Carolyn also gave an update on the project at Banducci Ranch to restore habitat and flood
2 plain processes. Work on a part of the channel that is highly disconnected from its flood
3 plain will begin in September. An Environmental Assessment has been prepared but there
4 isn't the money to address all of the actions. More work will be done as funding is received.
5 It will take about a month to complete. Regulatory agencies are requiring that the work be
6 completed before October 15.

7
8 **Item 3 CONSENT CALENDAR**
9

10 A. **Approval of Minutes** – Regular meeting June 27, 2007, and special meeting May
11 23, 2007.

12
13 B. **Approval of Financial Statements** – July 31, 2007.

14
15 MOTION: To adopt the Consent Calendar, which includes Item A and B above.

16 Moved: Shaffer, seconded by Rudnick

17 Vote: AYES: Unanimous
18

19 **Item 4 FIRE DEPARTMENT REPORT**
20

21 Fire Chief John Sward is still in negotiations regarding the fire barn although the process is
22 slow.

23
24 **Item 5 DISTRICT MANAGER'S REPORT**
25

26 District Manager Leighton Hills announced that after serving the District for many years as a
27 Board member and District Manager, he needs more time for personal endeavors. He will
28 continue to retain the position of District Manager but other Board members will help with
29 the workload.

30
31 The FEMA projects have received a one-year extension. Work is currently being done on the
32 bridge. Other projects to be started in a couple of weeks include improvements to the
33 drainage from Ahab down Cove Lane to little beach, working on the culverts and swales
34 along Sunset Way, getting the back-up well back into production and removal of unsafe
35 trees.

36
37 **Item 6 RECREATIONAL ITEMS**
38

39 Due to an increase in the number of children in the community, Harvey would like to have an
40 event at the picnic grounds at the end of September to bring parents and children together.
41 Harvey will organize and publicize the event and is asking for up to \$500 to pay for the cost
42 of food and activities.

43
44 **Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR**
45

46 No items were removed from the Consent Calendar.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16

Item 8 PUBLIC OPEN TIME

Several residents offered ideas as to how the community could honor resident and consummate volunteer Ellen Mettler who passed away in early August. An agenda item was requested to discuss whether the monies that Ellen donated to the CSD for the purpose of improving access and parking at the Community Center could be used to rebuild the bottom stairway in the same manner that John Sward built the upper stairway.

Item 9 NEXT MEETING DATE

The next meeting date is scheduled for Wednesday, October 24, 2007.

Item 10 ADJOURNMENT

The meeting was adjourned at 8:34 PM.

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Special Board of Directors' meeting held on**
3 **Wednesday, September 26, 2007**

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 Ostroff called the special meeting of the Muir Beach Community Services District
15 Board of Directors to order at 7:01 PM on Wednesday, September 26, 2007.

16
17 **Roll Call**

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

21
22 **Item 2 PUBLIC HEARING ITEM**

23
24 The Volunteer Fire Department is proposing a \$200 annual parcel tax to help fund fire
25 department responsibilities for Muir Beach. It is proposed that an ordinance be adopted by
26 the Muir Beach CSD (the legal entity for the fire department), that would then be submitted
27 to the voters in February 2008 for approval or rejection of the proposed special tax.

28
29 After consideration and public comment the following motion was made:

30
31 MOTION: To adopt the “Resolution of the Board of Directors of the Muir Beach
32 Community Services District Proposing a Special Tax for Fire Protection and
33 Related Purposes” as written.

34 Moved: Jacobs, seconded by Hobson

35 Vote: AYES: Unanimous

36
37 President Ostroff introduced and read the ordinance (by title only): “Ordinance 2007-2, An
38 ordinance of the Board of Directors of the Muir Beach Community Services District
39 amending Ordinance 2007-1 approving and adopting the levy of a special tax on the real
40 property located within the District for fire protection and related purposes.”

41
42 The meeting date for the public hearing on the ordinance is scheduled for Wednesday,
43 October 24, 2007.

44
45 **Item 3 ADJOURNMENT**

46
47 The special item meeting was adjourned at 7:04 PM.

1
2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 **Minutes of the Board of Directors' meeting held on**
4 **Wednesday, October 24, 2007**
5
6

7 **OFFICIAL MINUTES ONLY UPON APPROVAL**
8

9 Prior to approval of these minutes by the Board of Directors in a public meeting, these
10 minutes are draft only and subject to change. Upon approval by the Board, these minutes
11 become the Official Minutes of the meeting.
12

13 **Item 1 CALL TO ORDER**
14

15 President Ostroff called the regular meeting of the Muir Beach Community Services District
16 Board of Directors to order at 7:19 PM on Wednesday, October 24, 2007.
17

18 **Roll Call**
19

20 DIRECTORS PRESENT: Ostroff, Jacobs, Hobson, Shaffer

21 OFFICERS PRESENT: Secretary-Treasurer Mullin
22

23 **Item 2 CONSENT CALENDAR**
24

25 A. **Approval of Minutes** – Regular meeting August 22, 2007, and special meeting
26 September 26, 2007.
27

28 B. **Approval of Financial Statements** – August 31 and September 30, 2007.
29

30 Approval of Items A and B above has been postponed until the next regular meeting.
31

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

34 No National Park Service personnel were in attendance to issue a report.
35

36 **Item 4 FIRE DEPARTMENT REPORT**
37

38 No Fire Department personnel were in attendance to issue a report.
39

40 **Item 5 PUBLIC HEARING ITEM (Special Tax in Support of the Fire Department)**
41

42 Having introduced and read the proposed ordinance (by title only) at the meeting on
43 September 26, 2007, President Ostroff opened the public hearing for Ordinance No. 2007-2.
44 He performed the second reading of the ordinance by title only: "Ordinance No. 2007-2, An
45 Ordinance of the Board of Directors of the Muir Beach Community Services District
46 amending Ordinance No. 2007-1 approving and adopting the levy of a special tax on the real
47 property located within the District."

1 The floor was opened for testimony and discussion after which the Board considered the
2 merits of the proposed ordinance and testimony received and voted as follows:
3

4 MOTION: To approve Ordinance 2007-2 as written.

5 Moved: Shaffer, seconded by Hobson

6 Vote: AYES: Unanimous
7

8 **Item 6 DISTRICT MANAGER'S REPORT**
9

10 **1. Approval of Fiscal Year 2007-2008 Budget** - Approval of the budget was
11 postponed until the next regular meeting.
12

13 **2. Presentation of LAFCO Report dated 2007** - The LAFCO report titled "Muir
14 Beach Area Service Review and Sphere of Influence Update" was received by the District. It
15 contained only two items of note as follows:
16

17 a) "Although the Volunteer Fire Department is described as a department of
18 MBCSD, the volunteer firemen are not employees of the District. The
19 volunteers are not subject to the District's governance authority other than being
20 dependant on the District for certain administrative functions. It is not clear
21 how the District's new financial responsibility for fire protection programs will
22 change the governance and management relationships between the District and
23 the Muir Beach Volunteer Fire Department board and membership."
24

25 b) "Staff recommends that the Commission amend the District's coterminous
26 sphere of influence designation to include the District's well site. No other
27 amendments are proposed due to a lack of advantage of organizational
28 alternatives, the public ownership of surrounding territory and lack of demand
29 for extension of service beyond existing District boundaries."
30

31 **3. Update on FEMA Projects** - Completed projects include the bridge
32 replacement, Cove Lane creek refurbishment, the pump house roof replacement and capping
33 of two old wells. The Bello-Seacape drainage ditch repair is in process. There is now a
34 FEMA project link on the Muir Beach website.
35

36 **4. Recommendations for Clarification to Water Leak Policy** - Maury has
37 researched many leak relief policies in districts throughout the country. The current policy
38 that was adopted in April of 2005 contains the following provisions:
39

40 a) Water account owner will pay the average of the previous 12 months water
41 bills, or the average of all water bills in the case of a water account history of
42 less than 12 months, including the surcharge.
43

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

1 Proposed amendments to the leak relief policy are:
2

3 c) Water leak or excessive use must not have occurred as a result of a willful or
4 negligent act on the part of the customer. Leaky faucets, toilets, hot water
5 heaters, hoses left unattended or other leaks and malfunctions in appliances are
6 not eligible for leak relief. The policy is intended to provide relief for leaks that
7 occur in buried pipes from the meter to the house only.
8

9 d) Final decision as to applicability of the Leak Relief Policy rests with the
10 District Manager.
11

12 After discussion and consideration by the Board, the following motion was made:
13

14 MOTION: To add items c & d above to the current leak relief policy.

15 Moved: Shaffer, seconded by Jacobs

16 Vote: AYES: Unanimous
17

18 **Item 7 RECREATIONAL ITEMS**

19

20 The Board agreed to supplement \$175 donated by the Muir Beach Quilters with an additional
21 \$25 for the Children's Halloween Party. It also agreed to an expenditure of up to \$500 for
22 the Day of the Dead Celebration and up to \$700 for publication of a new Muir Beach
23 Directory. Anyone wishing to make private donations to any of these can do so.
24

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

26

27 No items were removed from the Consent Calendar.
28

29 **Item 9 PUBLIC OPEN TIME**

30

31 Laurie Piel, the new rental coordinator of the Community Center, has instigated some new
32 processes. Beginning next week, the rental calendar will be posted on the CSD website as
33 well as a revised clean-up checklist, rules and regulations and application form. You can
34 email reservation requests to BookTheMBCC@aol.com.
35

36 Shere Stoddard reported that she heard from Carolyn Shoulders that a walkabout of the
37 Banducci Ranch project with the project manager has been scheduled for Saturday, Nov 3,
38 beginning at 10 AM. Meet in the parking lot.
39

40 **Item 10 NEXT MEETING DATE**

41

42 The next meeting date is scheduled for Wednesday, November 14, 2007.
43

44 **Item 11 ADJOURNMENT**

45

46 The meeting was adjourned at 8:51 PM.