

**TABLE OF CONTENTS
FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS'
MEETING ON WEDNESDAY, JANUARY 29, 2003
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE.
THE REGULAR MEETING WILL BEGIN AT 7:00 P.M.**

<u>DESCRIPTION</u>	<u>PAGES</u>
Agenda for the Regular Meeting	1 - 4
Bills to be Paid Report for 11/01/02 through 11/30/02	5 - 6
Bills to be Paid Report for 12/01/02 through 12/31/02	7 - 8
Year to Date Income and Expense Summary	9
District Fiscal Consolidated Balance Sheet as of December 31, 2002	10
Monthly Income versus Expenses report for November 2002	11 - 12
Monthly Income versus Expenses report for December 2002	13 - 14
Profit & Loss Budget Versus Actual, year to date	15 - 18
Draft Minutes of the December 11, 2002 Board Meeting	19 - 23
Suggested Resolution 2002-12-11-01 for Seacape Park area	24 - 25

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR MEETING ON WEDNESDAY,
JANUARY 29, 2003 TO BEGIN AT 7:00 P. M. IN THE COMMUNITY CENTER
LOCATED AT 19 SEACAPE DRIVE, MUIR BEACH, CALIFORNIA.**

Directors: President Steve Shaffer; Directors:, Leighton Hills, Deborah Kamradt, Maury Ostroff, and Peter Rudnick.

- I. Open the public meeting:** President Shaffer will call the public meeting to order.
- II. Review and consideration of the January 29, 2002 Agenda.** Agenda items may be deleted, postponed, continued, or changed in scheduled sequence from the posted agenda so as to accommodate the needs of the Board and the public in attendance. However, no item can be added to the Agenda, for the purpose of having the Board make a decision, except as defined below under "Public Open Time".
- III. National Park Service:** Representatives from the National Park Service (N. P. S.) will offer information on the ongoing Muir Woods and Beach activities relevant to the Muir Beach Community.
- IV. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the November 1 through November 30, 2002, and December 1 through December 31, 2002.
- V. Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the Department's activities since the last Board meeting.

AT 8:30 PM, A 15 MINUTE COFFEE BREAK WILL BE CALLED

- VI. General Manager's Report:** The General Manager's written report follows, and the G. M. will be present to answer questions concerning the various elements in the report. This report is an integral part of the Agenda and the Board may take action on any or all items within the report.
 - A. Administration:** There are several administrative matters requiring Board attention:
 1. Contract renewal for legal services from the County Counsel's office. The fees have increased from \$95 per hour to \$110 per hour. it is recommended that the contract be continued, as these rates remain well below private attorney rates.
 2. Conflict of interest code Biennial Review: The District has adopted the County's Conflict of Interest Code, which must be reviewed biennially. No changes are indicated as needed; however, the Board should indicate this by a motion to continue use of the County Code and authorize the G. M. to complete the forms required by the County.
 3. Information phone: A notice was included with the previous months water bills that the district now has an information phone for alerting residents about District activities including but not limited to Board meetings, work activities, water alerts, special events, etc. The phone number for this is (415) 388-7808. There was a delay in its activation due to a misunderstanding by the phone company. They originally established our general line (415) 388-7804 for this purpose and i was unable to correct the error until my return from vacation.
 4. My most recent communication with Dana Proctor of the Auditor's office indicates that she is progressing well on completion of the audit.
 - B. Roads and Easements:** The following items require Board consideration and possible action:
 1. Sunset Way to Ahab Drive pedestrian way. Portions of the pathway improvements for

this trail encroach onto the adjacent private property. The property owner where there is an encroachment at the lower end (near Sunset Way) has requested that the encroachment be removed. Removal of the encroachment requires considerable work to rebuild stairs (the existing stairs are in bad condition) and the possible removal of substantial pruning of some large trees. Director Hills will give the Board a report and recommendation for resolving this matter.

2. Due to time limitations and the Board's desire to further review the suggested Resolution for governing the Seacape Park Area the Board postponed a decision on adoption of the suggested Resolution. The suggested Resolution 2002-12-11-01, outlining District policy for the subject park area, is resubmitted for consideration and recommended for adoption.
3. We have received a request to remove or alter the speed bump on Sunset Way in the vicinity of #30, so as to reduce the noise created when truck traffic goes over the bump. It is recommended that the speed bump be removed.

C. WATER OPERATIONS: Subsequent to the October Board meeting we have experienced a series of leaks and other problems in the distribution system. These problems will be discussed below, following the general operations considerations.

1. Coliform tests taken during November and December were free of bacteria.
2. Gross water billing for the 10/23/02 through 11/23/02 billing period was \$4,961.22 including \$46.84 in late payment penalties and \$1.82 in interest charges. The monthly consumption surcharge for this period totaled \$1,233.82

Gross water billing for the 11/23/02 through 12/23/02 billing period was \$3,641.44 including \$69.43 in late payment penalties and \$3.30 in interest charges. The monthly consumption surcharge for this period totaled \$922.88.

3. During this time period, several water distribution system leaks were repaired . a follows:
 - a. A valve was damaged at the lower end of the pedestrian easement from Sunset Way to Pacific Way. We cannot be certain how the valve was damaged but it seems to have been the result of heavy vehicle traffic. During the repairs, an inoperative valve was discovered that had been buried many years ago when the driveway was constructed. In addition, a portion of this line subject to constant vehicle traffic was lowered to provide additional protection from the traffic loads. The work included replacement of the damaged valve, replacement of inoperable valve and the addition of an upstream control valve.
 - b. A leak in the high pressure line from the well site was located near the intersection of Muir Woods Road and Shoreline Highway. The leak was repaired, including catalectic rods to abate corrosion, and a non functioning valve replaced.
 - c. A leak was repaired, non functioning valves replaced, two additional control valves added (added valves previously approved by the Board), the roadway crossing lowered and a substantial section of the very shallow pipe lowered, at the Sunset Way end of the Community Center pedestrian path.

The table below tabulates the water production for the period October 23, 2002 to November 23, 2002.

Total volume of water measured through the master meter =	1,177,900 gallons
Average daily pumping rate	37,997 gallons
Highest pumping day was on 11/24/02 and volume pumped =	57,600 gallons

Lowest pumping day was on 11/07/02 and volume pumped =	20,500 gallons
Total volume billed through service meters =	883,541 gallons
Gross unaccounted for water loss =	198,508 gallons
Estimated un-metered maintenance use	0000 gallons
Estimated leak repair losses	20,000 gallons
Net unaccounted for water loss (23.29%) ¹	274,359 gallons
Average daily customer consumption per meter =	105 gallons
Average service billing =	\$34.53

¹ The continued high unaccounted for water loss indicates a distribution system leak.

The table below tabulates the water production for the period November 23, 2002 to December 23, 2002.

Total volume of water measured through the master meter =	691,500 gallons
Average daily pumping rate	23,050 gallons
Highest pumping day was on 12/18/02 and volume pumped =	57,600 gallons
Lowest pumping day was on 12/23/02 and volume pumped =	12,100 gallons
Total volume billed through service meters =	623,271 gallons
Gross unaccounted for water loss =	68,271 gallons
Estimated un-metered maintenance use (Hydrant flushing)	20,000 gallons
Estimated leak repair losses	5,000 gallons
Net unaccounted for water loss (6.94%) ²	43,271 gallons
Average daily customer consumption per meter =	74 gallons
Average service billing =	\$23.74

² The reduced unaccounted for water loss to less than 7% of total volume indicates that we have repaired the major system leaks.

- d. A leak was finally located and repaired in the vicinity of 106 Sunset Way and the main line lowered and relocated from beneath an asphalt driveway, where the main line had very little protective cover.

D. Water Conservation enforcement: The draft Ordinance for enforcing water conservation has been submitted to the County Counsel for review and a legal opinion. The fine table was submitted as prepared by Director Hills, requesting the Counsel to select the proper method for including in the Ordinance as either a part of the Ordinance wording or a Table to be referenced for the penalty determinations.

E. Water rates: During the previous meeting, Director Ostroff submitted suggestions for changes

in the District's water service rates. Further consideration was deferred to tonight's meeting so as to give the Directors more time to consider the suggestions. Following the Board's consideration and agreement on a new rate schedule it will be necessary to set a date for a formal public hearing prior to adopting a new schedule. The public hearing requires consecutive advertizing (two weeks) for the notice of hearing and mail delivery to all voters within the District. As this process is time consuming and the projected deficit in water operations income continues, it is suggested that the Board complete the considerations of a possible rate schedule change as quickly as possible.

- F. **Water Rights:** The January 24, 2003 T. A. C. meeting was canceled, as requested by the Board and is tentatively rescheduled for Friday, March 14 or April 4 subject to the final adoption of the conservation enforcement policy.
- G. **Capital Improvements:** DCV Consultants is working on the final draft of their report for upgrading the well site facilities and tank controls. However, their report has not been submitted as of this date. The required water quality tests for the new well have been completed; however, the State Park Service has not completed their process of sealing the abandoned well on the State Park land. Sealing of the abandoned well is required prior to the Health Department's approval for our new well to go in to operation.
- H. **Recreation:** The bidding process for roofing of the community center deck is scheduled to receive bids during the February meeting, if this agrees with the Board's considerations.

This concludes the General Manager's report in the Agenda.

VII. PUBLIC OPEN TIME: California State Law prohibits Board action on any item, within its jurisdiction, that has not been listed on the lawfully posted Agenda unless: *1) upon a determination by a majority of the Board that an emergency situation exists; 2) upon a determination by a two-thirds majority of the Board (or by no less than three members, if less than the entire Board is present) that the need to take action arose subsequent to the Agenda being posted; or 3) the item was posted for a prior Board meeting, occurring not more than five (5) days prior to the date action is taken on the item, and at the subject prior meeting, the item was continued to the meeting at which action is being taken. Other items will generally be received as information, or referred to staff for further consideration prior to the next scheduled meeting of the Board. As a matter of procedure, the Board may limit individual presentations to no more than five minutes. Individual presentations should involve non-repetitive items, and non-repetitive supporting information.*

PUBLIC INPUT

Old business: The public may request further consideration, clarification, or modification of business items previously considered and acted upon by the Board. The public must reference the minute item and date of the approved minutes

New Business: The public may introduce items of new business, not included in the posted Agenda, that they wish the Board to consider at a future meeting, or they may present substantiating evidence to support emergency consideration. The presentation should include information and details offering a clear understanding of the problem to be considered.

In addition to the foregoing public input, the public has the right and will be invited to comment on any and all items listed on the posted Agenda. Comments are subject to the time and content limitations outlined above.

VIII. Review of the draft minutes for: The regular Board meeting held on December 11, 2002

IX. Next meeting date: The 4th Wednesday in February is February 27, 2003.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 11/01/02 THROUGH 11/30/02**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	Activities performed for capital improvements	B	\$175.00
DVC Consultants, Inc.	4169	New Well specifications and properties	B	1,500.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$1,675.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Costco	2049	Meeting refreshments	P	5.99
Costco	2049	Meeting refreshments	P	9.99
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Office Max	2133	Lazer printer drum	P	257.69
Costco	2137	Copier toner	P	118.10
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	147.66
AT&T	2534	Toll calls 415-388-7804 thru 10/28/02	B	46.19
Cingular	2534	Cell phone paid this month	B	
Pacific Bell	2534	415-388-7804 paid this month	B	50.61
Pacific Bell	2534	707-643-1143 paid this month	B	18.91
TOTAL G&A EXPENSES =				\$1,255.14

FIRE DIVISION EXPENSES, DIVISION CODE 9240				
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
Pacific Bell	4827	Fire station phone paid this month	B	100.06
TOTAL FIRE EXPENSES =				\$325.06

RECREATION EXPENSES, DIVISION CODE 9239				
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	
State of California	1072	Unemployment insurance	C	34.00
Salvador Gonzales	1073	Extra Hire wages paid this month	C	255.69
Juana Gonzales	1077	Janitorial wages paid this month	C	227.67
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Costco	2366	Paper towels, etc.	P	11.06
Pacific Bell	2534	Community Centerpay phone paid this month	B	53.91
Pacific Gas & Electric	2535	Community Center electric paid this month	B	76.73
Bell's market	2041BI	Misc. Bistro supplies purchased this month	P	7.20
Lonna Richmond	2041BI	Bistro wages paid this month	C	290.67
Nancy Knox	2041BI	Bistro pastries purchased this month	P	25.00
Emiko Wang	2041TC	Tai Chi instruction October	B	72.00
TOTAL RECREATION EXPENSES =				\$1,553.93

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	26.91
Salvador Gonzales	1073	Extra Hire wages paid this month	C	188.38
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$715.29

WATER DIVISION EXPENSES, DIVISION CODE 9238				
Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	1,991.53
Jose Alcala	1073	Extra Hire wages paid this month	C	103.34
P. E. R. S.	1506	Final settlement for Harvey's medical ins.	B	201.58
Herb's Pool Service	2115	Chlorine supplies	B	42.35
Marin County Health Laboratory	2115	Choliform tests in October	B	30.00
Western Water Products	2115	Filter cartridges	C	204.46
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
USPO	2130	Postage	P	85.40
Costco	2133	Security envelopes, binders, 1st aid	P	45.38
Office Max	2133	Invoice copies, Printer Ink,paper	P	93.36
Sutton Freebairn-Smith	2479	Travel allowance paid this month	B	100.00
Marin Cell-U-phone	2534	Water Pager for Sutton	B	9.95
Pacific Bell	2534	Upper tank phone relay paid this month	B	31.86
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	508.98
TOTAL WATER EXPENSES =				\$5,198.19

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 11/01/02 THROUGH 11/30/02**

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

Kathleen M. Burke	9255R	Rental security deposit refund	B	250.00
Roberta Bradshaw	9255R	Partial rental security deposit refund	B	350.00
Sharon McNamee	9255R	Rental security deposit refund	B	250.00
TOTAL CHECKS ISSUED FROM TRUST FUNDS =				\$850.00

B = Paid thru Salomon depository
C = Paid thru County depositories
P = Paid thru Petty Cash Funds

TOTAL WATER CAPITAL IMPROVMENT EXPENSES =	\$1,675.00
TOTAL GENERAL FUND EXPENSES =	9,047.61
TOTAL CHECKS ISSUED FROM TRUST FUNDS =	850.00
TOTAL OF ALL CHECKS ISSUED =	\$11,572.61

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____ 2002.

MUIR BEACH COMMUNITY SERVICES DISTRICT

 , President

 Donovan Macfarlane, Secretary

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 12/01/02 THROUGH 12/31/02**

VENDER NAME	USE CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$175.00
Marin County	2352	Tax collection fee	C	\$240.00
Ghilotti Construction	4169	Installation of new system control valves	C	\$16,896.05
Office Max	4169	Duplication of DVC well study	P	\$3.86
Weeks Well Drilling	4169	Drilling of new well	C	\$10,017.76
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$27,332.67

ADMINISTRATION EXPENSES, DIVISION CODE 9236

Costco	2049	Meeting refreshments	P	
Kinko's	2049	Duplication of meeting packets	P	32.99
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
California Special Districts Assoc.	2121	Annual membership	B	280.00
Office Max	2137	Toner for copy machine	P	69.76
Marin County	2352	Tax collection fees	C	273.50
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	425.04
AT&T	2534	415-388-7804 toll calls through 11/10/02	B	48.12
Cingular	2534	Cell phone Oct 7 through Dec. 6	B	89.46
Pacific Bell	2534	707-643-1143 paid this month	B	21.73
Pacific Bell	2534	415-388-7804 paid this month	B	51.45
TOTAL G&A EXPENSES =				\$1,892.05

FIRE DIVISION EXPENSES, DIVISION CODE 9240

ABC Consultants, Inc.	2117	Administrative fees paid this month	B	225.00
Pacific Bell	4827	Fire station phone paid this month	B	69.54
TOTAL FIRE EXPENSES =				\$294.54

RECREATION EXPENSES, DIVISION CODE 9239

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	26.91
Salvador Gonzales	1073	Extra Hire wages paid this month	C	161.47
Juana Gonzales	1077	Janitorial wages paid this month	C	151.78
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
BNI Building News	2119	Building Specifications	B	72.60
Pacific Bell	2534	Community Centerpay phone paid this month	B	53.91
Pacific Gas & Electric	2535	Community Center electric paid this month	B	91.26
Papco Construction	4048	Rebuild stairs to playground	B	2,500.00
Bell's market	2041BI	Misc. Bistro supplies purchased this month	P	4.40
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	15.00
Emiko Wang	2041TC	Tai Chi instruction November	B	72.00
TOTAL RECREATION EXPENSES =				\$3,843.11

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

Salvador Gonzales	1073	Extra Hire wages paid this month	C	80.74
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$580.74

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 12/01/02 THROUGH 12/31/02**

WATER DIVISION EXPENSES, DIVISION CODE 9238

Sutton Freebairn-Smith	1028	Maint. manager wages paid this month	C	2,664.34
Jose Alcala	1073	Extra Hire wages paid this month	C	103.34
P. E.R.S.	1506	Shaffer Trust Medical insurance Dec & Jan	B	546.09
Hydec	2077	Pressure regulating station service	B	1,401.31
Jackson's (reimbursed to Sutton)	2077	Chain saw services	B	42.70
Herb's Pool Service	2115	Chorine supplies	B	40.39
Marin County Health Laboratory	2115	November and December coliform tests	B	60.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	950.00
Home Depot	2121	Paint for marking water meter locations	P	8.33
Public Storage	2121	File storage December & January	B	106.00
USPO	2130	Postage	P	51.80
Office Max	2133	Invoice copies, Binder	P	48.29
Sutton Freebairn-Smith	2479	Travel allowance for December	B	100.00
Marin Cell-U-Phone	2534	Sutton's water pager service Dec. & January	B	19.90
Pacific Bell	2534	Upper tank phone relay paid this month	B	31.86
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	588.99

TOTAL WATER EXPENSES = \$7,563.34

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$27,332.67

TOTAL GENERAL FUND EXPENSES = 14,173.78

TOTAL CHECKS ISSUED FROM TRUST FUNDS = 0.00

TOTAL OF ALL CHECKS ISSUED = \$41,506.45

**B = Paid thru Salomon depository
C = Paid thru County depositories
P = Paid thru Petty Cash Funds**

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____ 2003.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steven Shaffer, President

Donovan Macfarlane, Secretary

5:58 PM
01/25/03
Accrual Basis

Muir Beach Community Services District 2001-2002
Year to Date Income and Expense Summary

July through December 2002

	<u>Jul - Dec 02</u>
Income	
Administrative Income	24,188
Firesafe Marin Grant Income	2,877
Recreational Activities Income	5,839
Water Capital Improvements Inco	45,035
Water Operations Income	30,155
	<hr/>
Total Income	108,094
Expense	
A1702, Unemployment Insurance	34
Administrative Expenses	7,726
Fire Operational Expenses	2,719
Firesafe Marin Grant Expenses	1,033
Recreational Expenses	11,084
Roads & Easements Expenses	3,713
Water Capital Improve'ts Exp.	31,253
Water Operating Expenses	55,667
	<hr/>
Total Expense	113,230
	<hr/>
Net Income	<u><u>-5,135</u></u>

Muir Beach Community Services District 2001-2002

Balance Sheet

As of December 31, 2002

	<u>Dec 31, 02</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	32,919
Fund 429, County Investment Fun	
Capital Improvements	217,454
General Investments	51,997
Total Fund 429, County Investment Fun	<u>269,451</u>
Petty Cash Fund	-885
Salomon Smith Barney	
Fire Station Reserve	12,419
General Funds	29,200
Rental deposit trust	1,250
Shaffer CalPers Trust	1
Water Security Deposit Trust	6,100
Total Salomon Smith Barney	<u>48,970</u>
Total Checking/Savings	350,455
Accounts Receivable	
Receivables	7,441
Total Accounts Receivable	<u>7,441</u>
Total Current Assets	357,896
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	<u>537</u>
TOTAL ASSETS	<u><u>358,433</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1506CPSH Shaffer CalPers Trust	196
R9255R, Refundable deposits	2,000
W9025RD, Security deposits	6,200
Total Other Current Liabilities	<u>8,396</u>
Total Current Liabilities	<u>8,396</u>
Total Liabilities	8,396
Equity	
Retained Earnings	355,173
Net Income	-5,135
Total Equity	<u>350,037</u>
TOTAL LIABILITIES & EQUITY	<u><u>358,433</u></u>

Muir Beach Community Services District 2001-2002

INCOME VERSUS EXPENSES

November 2002

	Nov 02
Income	
Administrative Income	15
Recreational Activities Income	
R9255, CC Rental Income	1,730
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	89
Total R9811, Rec. Programs Income.	89
Total Recreational Activities Income	1,819
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	412
Total H9031, Water Surcharge Income	412
Total Water Capital Improvements Inco	412
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	1
W9025LP, Late pay penalty	18
W9025, Water Service Income - Other	1,648
Total W9025, Water Service Income	1,667
Total Water Operations Income	1,667
Total Income	3,913
Expense	
A1702, Unemployment Insurance	34
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	6
A2117, Consulting Admin. Fees	600
A2137, Copier Maint. Expenses	118
A2479, Travel Expenses	148
A2534, Telephone/Communications	116
Total Administrative Expenses	987
Fire Operational Expenses	
F2117, Administrative Fees	225
F4827, W. Marin Fund Expenses	100
Total Fire Operational Expenses	325
Recreational Expenses	
R1028, Maint. Mgr. Wages	25
R1073, Janitorial wages	449
R1404, FICA	57
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	290
R2041TC, Tai Chi Expenses	72
Total R2041, Rec. Program Expenses	362
R2117, Administrative Expenses	500
R2366, Building Supplies	11
R2534, Pay Telephone Expense	54
R2535, Energy Expenses	77
Total Recreational Expenses	1,535
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	
E1073, Extra Hire Wages	175
E1404, FICA	13
E2117, Administrative Fees	500
Total Roads & Easements Expenses	688
Water Capital Improve'ts Exp.	

5:56 PM

01/25/03

Accrual Basis

Muir Beach Community Services District 2001-2002

INCOME VERSUS EXPENSES

November 2002

	<u>Nov 02</u>
H2117, Administrative Fees	175
H2713, Project Improvements	
H2713CP, System Improvements	1,500
Total H2713, Project Improvements	<u>1,500</u>
Total Water Capital Improve'ts Exp.	1,675
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,850
W1073, Extra Hire Wages	96
W1404, FICA	149
W1506, Medical benefits	202
W2115, Chemicals I Testing	277
W2117, Adminsitrative Fees	1,750
W2130, Postage & Shipping	85
W2133, Office Supplles	258
W2479, Travel allowance	100
W2534, Telephone Relay Expense	42
W2535, Electrical Service	509
Total Water Operating Expenses	<u>5,317</u>
Total Expense	<u>10,562</u>
Net Income	<u><u>-6,649</u></u>

Muir Beach Community Services District 2001-2002
INCOME VERSUS EXPENSES
 December 2002

	Dec 02
Income	
Administrative Income	
A9001, General Tax Income	24,162
Total Administrative Income	24,162
Recreational Activities Income	
R9255, CC Rental Income	330
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	60
R9811CP, Child's Prog. Income	185
R9811TC, Tai Chi Income	90
Total R9811, Rec. Programs Income.	335
Total Recreational Activities Income	665
Water Capital Improvements Inco	
H9001, special Assessment Tax	28,518
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	811
H9031, Water Surcharge Income - Other	30
Total H9031, Water Surcharge Income	841
Total Water Capital Improvements Inco	29,359
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	1
W9025LP, Late pay penalty	29
W9025, Water Service Income - Other	3,244
Total W9025, Water Service Income	3,274
Total Water Operations Income	3,274
Total Income	57,460
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	33
A2117, Consulting Admin. Fees	600
A2121, Miscellaneous Expenses	280
A2137, Copier Maint. Expenses	70
A2352, County Fees	274
A2479, Travel Expenses	425
A2534, Telephone/Communications	211
Total Administrative Expenses	1,892
Fire Operational Expenses	
F2117, Administrative Fees	225
F4827, W. Marin Fund Expenses	70
Total Fire Operational Expenses	295
Recreational Expenses	
R1028, Maint. Mgr. Wages	25
R1073, Janitorial wages	291
R1404, FICA	38
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	199
R2041TC, Tai Chi Expenses	72
Total R2041, Rec. Program Expenses	271
R2117, Administrative Expenses	500
R2534, Pay Telephone Expense	54
R2535, Energy Expenses	91
R4048, Building Improvements	2,500
Total Recreational Expenses	3,771

5:57 PM

01/25/03

Accrual Basis

Muir Beach Community Services District 2001-2002

INCOME VERSUS EXPENSES

December 2002

	Dec 02
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	
E1073, Extra Hire Wages	75
E1404, FICA	6
E2117, Administrative Fees	500
Total Roads & Easements Expenses	581
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175
H2352, County fees	240
H4169UT, Priority Improvements	
H4169NW, New Well	10,022
H4169VR, Valve Replacement	16,896
Total H4169UT, Priority Improvements	26,918
Total Water Capital Improve'ts Exp.	27,333
Water Operating Expenses	
W1028, Maint. Mgr. Wages	2,475
W1073, Extra Hire Wages	96
W1404, FICA	197
W1506, Medical benefits	546
W2077, Routine Repairs	1,444
W2115, Chemicals I Testing	100
W2117, Administrative Fees	1,750
W2121, Miscellaneous Expenses	187
W2133, Office Supplies	100
W2325, Contract Services	15,954
W2479, Travel allowance	100
W2534, Telephone Relay Expense	52
W2535, Electrical Service	589
Total Water Operating Expenses	23,590
Total Expense	57,461
Net Income	-1

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through December 2002

	Jul - Dec 02	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	24,170	43,800	-19,630	55%
A9203, Interest earned		1,600	-1,600	
A9772, Copier Income	3			
Administrative Income - Other	15			
Total Administrative Income	24,188	45,400	-21,212	53%
Fire Operations Income				
F9377, West Marin Funds		8,300	-8,300	
F9763, Fire Assoc. Donations		5,100	-5,100	
Total Fire Operations Income		13,400	-13,400	
Firesafe Marin Grant Income	2,877			
Recreational Activities Income				
R9255, CC Rental Income	4,550	7,000	-2,450	65%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	654	1,400	-746	47%
R9811CD, Com. Din. Income		2,000	-2,000	
R9811CP, Child's Prog. Income	185	230	-45	80%
R9811TC, Tai Chi Income	450	1,120	-670	40%
Total R9811, Rec. Programs Income.	1,289	4,750	-3,461	27%
R9834, Res. Handbook Income		150	-150	
Total Recreational Activities Income	5,839	11,900	-6,061	49%
Water Capital Improvements Inco				
H9001, special Assessment Tax	34,518	55,875	-21,358	62%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	6,594	13,000	-6,406	51%
H9031, Water Surcharge Income - Other	570			
Total H9031, Water Surcharge Income	7,164	13,000	-5,836	55%
H9377, Interest Earnings				
H9377C, Cap. imp. Interest	2,485	4,000	-1,515	62%
H9377G, Gen. Inv. Interest	868			
Total H9377, Interest Earnings	3,353	4,000	-647	84%
Total Water Capital Improvements Inco	45,035	72,875	-27,840	62%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill Interst	20			
W9025LP, Late pay penalty	436			
W9025, Water Service Income - Other	26,524	70,000	-43,476	38%
Total W9025, Water Service Income	26,980	70,000	-43,020	39%

6:00 PM

01/25/03

Accrual Basis

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through December 2002

	Jul - Dec 02	Budget	\$ Over Budget	% of Budget
W9772, Miscellaneous Income	3,150			
Water Operations Income - Other	25			
Total Water Operations Income	30,155	70,000	-39,845	43%
Total Income	108,094	213,575	-105,481	51%
Expense				
A1702, Unemployment Insurance	34			
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	517	400	117	129%
A2117, Consulting Admin. Fees	3,600	7,200	-3,600	50%
A2121, Miscellaneous Expenses	280	300	-20	93%
A2129, Gen. Election expenses		455	-455	
A2130, Mailing & Shipping Exp.		275	-275	
A2133, Office Supplies	56	450	-394	13%
A2137, Copier Maint. Expenses	188	150	38	125%
A2352, County Fees	491	8,000	-7,510	6%
A2479, Travel Expenses	1,149	2,200	-1,051	52%
A2534, Telephone/Communications	1,231	2,600	-1,369	47%
A2713, Legal fees	214	2,000	-1,786	11%
Total Administrative Expenses	7,726	24,030	-16,304	32%
Fire Operational Expenses				
F2117, Administrative Fees	1,350	2,700	-1,350	50%
F4827, W. Marin Fund Expenses	1,369	8,500	-7,131	16%
Total Fire Operational Expenses	2,719	11,200	-8,481	24%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 chipper payroll	1,033	25,000	-23,967	4%
Total F2077-Chipper grant program	1,033	25,000	-23,967	4%
Total Firesafe Marin Grant Expenses	1,033	25,000	-23,967	4%
Recreational Expenses				
R1028, Maint. Mgr. Wages	85	2,250	-2,165	4%
R1073, Janitorial wages	1,817	2,700	-884	67%
R1404, FICA	235	379	-144	62%
R1701, Work Comp Insurance	425	718	-293	59%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	1,401	2,100	-699	67%
R2041CD, Com. Dinner Expenses		600	-600	
R2041CP, Child's Program Exp.		200	-200	
R2041TC, Tai Chi Expenses	432	1,400	-968	31%
Total R2041, Rec. Program Expenses	1,833	4,300	-2,467	43%
R2077, Routine Repairs		5,000	-5,000	

**Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
July through December 2002**

	Jul - Dec 02	Budget	\$ Over Budget	% of Budget
R2097, CC Ground Maintenance		250	-250	
R2117, Administrative Expenses	3,000	6,000	-3,000	50%
R2119, Publications		500	-500	
R2121, Miscellaneous Expenses		100	-100	
R2133, Office Supplies & Stamps		100	-100	
R2259, Refuse Removal	239	500	-261	48%
R2366, Building Supplies	43	350	-308	12%
R2534, Pay Telephone Expense	324	760	-436	43%
R2535, Energy Expenses				
R2535E, Electrical Expenses		1,000	-1,000	
R2535G, Butane Gas Expenses	118	250	-132	47%
R2535, Energy Expenses - Other	466			
Total R2535, Energy Expenses	584	1,250	-666	47%
R4048, Building Improvements	2,500	7,000	-4,500	36%
Total Recreational Expenses	11,084	32,157	-21,073	34%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	75	5,500	-5,425	1%
E1073, Extra Hire Wages	588	4,000	-3,413	15%
E1404, FICA	51	727	-676	7%
E1701, Work's. Comp. Insurance		1,210	-1,210	
E2077, Road & Easement Repairs		15,000	-15,000	
E2117, Administrative Fees	3,000	6,500	-3,500	46%
Total Roads & Easements Expenses	3,713	32,937	-29,224	11%
Water Capital Improve'ts Exp.				
H2049 Meeting & Hearing expense	3	400	-397	1%
H2117, Administrative Fees	1,050	2,100	-1,050	50%
H2352, County fees	240	324	-84	74%
H2713, Project Improvements				
H2713CP, System Improvements	2,602	60,000	-57,398	4%
Total H2713, Project Improvements	2,602	60,000	-57,398	4%
H4169UT, Priority Improvements				
H4169NW, New Well	10,462	40,000	-29,538	26%
H4169VR, Valve Replacement	16,896	16,000	896	106%
Total H4169UT, Priority Improvements	27,358	56,000	-28,642	49%
Total Water Capital Improve'ts Exp.	31,253	118,824	-87,571	26%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	6,985	20,625	-13,640	34%
W1073, Extra Hire Wages	1,615	3,000	-1,385	54%
W1404, FICA	1,751	1,810	-59	97%
W1506, Medical benefits				
W1506CPSH	-351			

Muir Beach Community Services District 2002-2003
Profit & Loss Budget vs. Actual
 July through December 2002

	Jul - Dec 02	Budget	\$ Over Budget	% of Budget
W1506, Medical benefits - Other	2,004			
Total W1506, Medical benefits	1,653			
W1701, Work. Comp. Insurance	3,112	3,000	112	104%
W2049, Conferences & Training	215	400	-185	54%
W2058, Annual Permit Fee	1,889	1,883	6	100%
W2077, Routine Repairs	5,416	5,000	416	108%
W2115, Chemicals I Testing	499	5,000	-4,501	10%
W2117, Administrative Fees	10,500	21,000	-10,500	50%
W2121, Miscellaneous Expenses	399	1,000	-601	40%
W2130, Postage & Shipping	467	1,500	-1,034	31%
W2133, Office Supplies	1,050	1,000	50	105%
W2325, Contract Services	15,954	5,000	10,954	319%
W2479, Travel allowance	600	1,500	-900	40%
W2534, Telephone Relay Expense	251	600	-349	42%
W2535, Electrical Service	3,311	7,000	-3,689	47%
Total Water Operating Expenses	55,667	79,318	-23,651	70%
Total Expense	113,230	323,466	-210,236	35%
Net Income	-5,135	-109,891	104,756	5%

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24

OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, DECEMBER 11, 2002

Directors present: President Shaffer; Directors: Hills, Kamradt, and Rudnick. Director Ostroff was delayed and arrived at 7:37

I. Call to order: President Shaffer opened the meeting at 7:15 pm.

II. Review and consideration of the December 11, 2002 Agenda. There was a brief discussion of the Agenda, and Director Rudnick *moved* to approve the Agenda as submitted; seconded by Director Kamradt, ayes all.

III. National Park Service: Ranger Jennifer Vic offered an update on the ongoing activities of the Park Service beginning with their receipt of a \$10,000 cash advance for work on Redwood Creek. She noted that the Pacific Way work is in its final cleanup and that they will be monitoring the effectiveness of the completed work during the rain season. She also noted that the Redwood Creek Watershed Vision group had a good turnout and expects to have the final report in February or March. Big Lagoon scooping meetings are in process and open for comments until January 16, 2003. Various working groups from the public and private sector will be considering the hydrology and biological conditions.

IV. Bills to be paid: There was a brief discussion of the Bills to be Paid Report and Director Kamradt *moved* to approve the report as submitted including a total of \$10,459.67 in general fund expenditures, \$250 in trust fund refunds, and \$1,102.40 in water capital improvement expenditures for a total of \$11,812.07 in warrants issued, seconded by Director Rudnick; ayes all.

1 **V. Fire Department, emergency disaster committee:** Chief Sward reported that the fire truck
2 transferred from the County to the District is in the shop for repairs. The cost of the repairs will be
3 paid by the Fire Association. He will notify the G. M. when the truck is ready for service so
4 insurance can be obtained.

5 **VI. General Manager's Report:** There was brief discussion of the administrative activities including
6 the G. M.'s request to have the Board President sign the letter of agreement with the County
7 Auditor's office for completion of the District audit. He noted that the letter specifies that there be
8 no charge for the audit. The Board concurred with the comment and President Shaffer signed the
9 agreement. This was followed by the following operational discussions and actions:

10 **A. Roads and easements:** The Board had previously authorized the expenditure of \$500 to
11 mitigate a drainage problem on the central area of Sunset Way. The work was delayed due
12 to a misunderstanding of possible mitigation through resident efforts. It was decided to test
13 the mitigation method using sandbags and if the test is effective to complete the installation
14 of a flow directing asphalt curb as previously approved. In addition, the following Roads and
15 Easements items were discussed:

16 1. A draft Resolution for management of the Seacape Park area was submitted for
17 Board consideration. Following some discussion, it was decided to delay adoption
18 of the Resolution to give the Board additional time for consideration and to have
19 Director Hills write a letter to the Lasky's and the Smith's confirming the earlier
20 conversations with Mr. Lasky and Director Hills and the G. M., and with Mr. Smith
21 and Director Hills and the G. M.

22 2. A discussion of the District's stair and pedestrian path improvements encroaching
23 onto the adjacent private property at the lower end of the Ahab Drive to Sunset Way
24

1 pedestrian path. This matter was also deferred for further discussion in the next
2 Board meeting.

3 **B. Water operations:** The G. M. reported that the District had experienced an unusual amount
4 of distribution system leaks, requiring the services of Ghiolotti Construction to facilitate
5 repairs. The G. M. originally contacted Forester Pump and Engineering and/or Lindscott
6 Engineering (our usual emergency service contractors) but they were unable to offer men and
7 equipment for several days. Details of the repairs were included in the G. M.'s report to the
8 Board. The G. M. also recommended that a portion of the costs be paid from the Capital
9 Improvement funds, as much of the work involved installing needed new valves and
10 replacing defective valves previously authorized for capital improvements by the Board. The
11 board concurred, authorizing approximately \$19,000 in capital improvements and the
12 balance in operational expenses.

13 **C. Water Conservation enforcement:** The G. M. submitted a suggested Ordinance outlining
14 the procedures and applicable fines for enforcing noticed water conservation. However, he
15 had misunderstood the Board's intent on the penalties and converted them to be applied by
16 a cubic foot of excess use basis, whereas the Board's intent was as specified by Director Hills
17 outline of fines applicable in 100 foot increments. Following this clarification it was decided
18 to have Director Hills e-mail his revisions for the Ordinance to the G. M. for incorporation
19 into the Ordinance prior to its submission to the County Counsel for legal review. As this
20 item requires a public hearing prior to adoption, further discussion was deferred to future
21 meetings.

22 **D. Water rights.** Director Kamradt noted that due to the delay in adopting the conservation
23 enforcement policy, there was little for the T. A. C. to discuss and suggested that the next T.
24

1 A. C. meeting be postponed until there was more to discuss. The Board concurred with this
2 suggestion.

3 **E. Water Capital Improvements:** There was a brief discussion of the draft report from DCV
4 Consultants of their recommendations for improving the well operations and activation of
5 the new well. As the report was just made available this evening, the Board deferred action
6 until the next Board meeting.

7 **F. Recreation:** Kathy Sward reported that preliminary review of the Art Faire indicates that it
8 was successful, despite the marginal weather. She will have more details when the analysis
9 is completed. Director Ostroff is assisting the Quilters in their financial analysis.

10 **VII. Public Open time:** Director Hills reported that he has located a website developer willing to develop
11 the District's website for a fee of \$300, providing she can be shown as the site developer. This was
12 discussed in general, versus using students at one of the local Universities. However, it was noted
13 that the students will not be available until after the new year vacations. It was generally agreed that
14 the previous approval for developing the District's website would permit the retention of the site
15 developer to complete the site at the earliest possible date.

16 Chief Sward then noted that he had forgotten to mention that January 11th is the day for fire
17 extinguisher checking by the volunteers.

18 **VIII. Review of the draft minutes** for the October 23, 2002 meetings. There was a brief discussion of the
19 draft minutes. Director Hills indicated that the discussion (Section VI, A, lines 10 through 13 of page
20 16 of the Board Packet) of the meeting with the County Auditor's office took place during the
21 previous meeting and should be deleted from these minutes. Further, he felt the wording in Section
22 VI, D, Water Conservation Enforcement (lines 18 through 23 of page 17 and lines 1 through 18 of
23 page 18) required rewording. It was suggested that he submit a reworded section to the G. M.. With
24

1 these changes, Director Rudnick *moved* to approve the minutes as corrected; seconded by Director
2 Kamradt, ayes all.

3 **IX. Next meeting date:** Following a brief discussion the next meeting date was confirmed for
4 Wednesday, January 29, 2002.

5 The meeting was adjourned at 10:16 Director Hills and the G. M. P.M.

6 These minutes were approved by the Muir Beach Community Services District Board of Directors,
7 during their meeting on _____

8
9 _____
10 Steven Shaffer, Board President Donovan Macfarlane, Secretary

11
12
13
14
15
16
17
18
19
20
21
22
23
24

RESOLUTION 2002-12-1101,

A Resolution of the Board of Directors of the Muir Beach Community Services District Proposing Regulations for the Development and Maintenance If the District's Seacape Subdivision Park Area and the Pedestrian Trail Within the Park Area.

WHEREAS, the District is the fee simple title holder of the subject Park Area and has the responsibility to maintain this area for the benefit of the District Residents, and

WHEREAS, the Park Area is designated in the Marin County Master Plan as one of the many scenic trails for use by the general public, and

WHEREAS, the residents of the district have expressed their desire to have a useable pedestrian trail located in the approximate center of the Park Area, and

WHEREAS, the residents adjacent to the Park Area of the Seacape Subdivision have indicated their desire to maintain and/or landscape that part of the Park area adjacent to their property, and

WHEREAS, it is the determination of the Board of Directors that it is to the benefit of the District, its residents, and the general public to have a policy that establishes specific guidelines for the landscaping and/or maintenance of the Park Area while maintaining the unrestricted, free and useable access and enjoyment of the Park Area pedestrian trail, fire break, and scenic view for public use.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Muir Beach Community Services District as follows:

Section 1: The Board of Directors hereby establishes and reserves the center 10 feet of the subject Park Area described as Assessor's Parcel Number 199-28-01, as a scenic pedestrian trail and fire break that shall be maintained for the use of the District residents and the general public with free and unrestricted access for their enjoyment. The Park Area described as Assessor's Parcel Number 199-26-09 is specifically excluded from this resolution.

Section 2: The Board of Directors hereby grants the Seacape Subdivision owners whose property is adjacent to the subject Park Area, the right to maintain and/or landscape the area adjacent to their property in compliance with the following conditions:

1. The area permitted for resident maintenance and/or landscaping shall be the area adjacent to the residents property lines for a distance of no more than 20 feet into the Park Area and lying between their property sidelines as projected 20 feet forward into the Park Area, specifically leaving the center 10 feet of the Park Area for the public pedestrian trail and fire break.
2. The property corners of the subject adjacent owners lot and the Park Area shall be clearly marked by a protective post extending no less than 2 feet above the ground surface, and labeled M. B. C. S. D. property on the Park side of the post.
3. Maintenance of the subject area shall either permit it to be left in its natural condition or maintained by mowing the native ground cover to a height adequate to preserve the life of the native ground cover. The existing native shrubs may be pruned to maintain views but shall not be removed without the specific approval of the District.

4. In the event the adjacent landowner desires to landscape the subject adjacent Park area, the regulations governing the landscaping shall:
 - a. A landscaping plan must be submitted to the district for review and approval prior to any work being performed. Prior to commencing work on the landscaping, the owner shall record the approved plan, along with a copy of this resolution as an attachment to the property title.
 - b. All plants and ground covers proposed by the plan must be classified as native to the area and drought resistant. Irrigation, through the use of domestic water supplied by the District, of the landscaped area during the drought season is prohibited.
 - c. All plants shall be limited to a height of no more than 4 feet above the existing ground level at the base of the plant.
 - d. None of the landscaping shall be permitted to block or otherwise hinder the public use of the pedestrian trail.
 - e. No dumping of debris or other unsightly materials shall be permitted within the Park Area, and in the event such dumping does occur the adjacent property owners will be given thirty (30) days notice to remove the debris. In the event the debris is not removed, the District will remove it and charge the owner for the cost of removal. Failure of the owner to pay the cost will result in the District placing a lien on the property.
 - f. The maintenance and/or landscaping shall be implemented and/or installed by the subject adjacent owner, at the owners expense with the owner indemnifying the District from any and all potential liability applicable to the maintenance an/or landscaping.

5. In the event that at some future date the requirements of the District necessitate the removal of the resident installed landscaping, the resident will be offered no less than ninety (90) days to remove the landscaping at the residents expense, prior to the District's use. In the event the resident fails to remove the landscaping within the ninety (90) days granted period, the District is free to implement its needs without liability or compensation to the property owner.

PASSED, APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the Muir Beach Community Services District on _____.

Ayes:

Noes:

Absent/Abstain:

Steven Shaffer, President of the Board

Attest: _____
Secretary for the Board