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FOR THE
BOARD OF DIRECTOR'S INFORMATION PACKET
FOR THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD
ON WEDNESDAY, JULY 23, 2003
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE
TO BEGIN FOLLOWING A CLOSED PERSONNEL MEETING
THAT WILL BEGIN AT 6:00 P.M.**

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR BOARD MEETING AND TWO PUBLIC HEARINGS
ON WEDNESDAY, JULY 23, 2003. A CLOSED PERSONNEL MEETING WILL BEGIN AT 6:00
P.M. AND THE REGULAR MEETING WILL BEGIN AFTER THE CLOSED MEETING
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. Call the closed meeting to order:** President Shaffer will call the closed meeting to order and begin discussion of personnel evaluations and the contract for management services with ABC Consultants, Inc. which expired on June 30, 2003. Decisions reached during the closed meeting will be announced at the opening of the following general meeting.
- II. President Shaffer** will call the general meeting to order, and announce any decisions reached during the closed personnel meeting.
- III. Review and consideration of the July 23, 2003 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"
- IV. Supervisor Kinsey** has requested a few minutes to give an update on county items of interest to the District.
- V. 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
- VI. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the June 1 through June 30, 2003.
- VII. Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the Department's activities since the last Board meeting.
- VIII. 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. Independent County Audit:** The Board tabled consideration of the County's independent audit report, for consideration during tonight's meeting.
 - 2. Budget for fiscal year 2003-04:** A copy of the suggested budget for Fiscal Year 2003-04, as considered by Directors Hills and Ostroff, with the G. M. are contained in the Board information packet. Director Hills and Ostroff will offer their comments to Board. The G. M. is recommending adoption of the budget as submitted.
 - 3. New Marin County Service Charges:** Marin County has notified the District that the following new charges will be applicable to the District, as a result of the changes in County income due to the State's budget problems, and the low interest rates on the District's general fund depository that no longer offset the County expenses.
 - a. Legal fees:** the District will be charged for all legal services, in accord with the rates currently existing.
 - b. Payroll:** The county will charge the District for this service. No estimate has been offered, as it will be determined with the first month's payroll. The District has the option of doing its own payroll or retaining an alternative

payroll service such as the Intuit Payroll service. As the District's payroll is small, there are some advantages to having the District prepare its own payroll and reporting requirements.

- c. **E. R. A. F. refunds:** Subsequent to the States implementation of the E. R. A. F. Tax transfer, the District has annually received a partial refund of the tax transfer. Last year, the refund was more than \$10,000. Due to the State's deficit, future refunds are questionable and there is a possibility that an additional taking of tax revenues may occur. Until the State budget is adopted, there is considerable indecision as to the overall tax income for the District. The proposed budget's tax revenue is projected on a continuation of the normal property tax revenue and increase, without an inclusion for E. R. A. F. refunds.
- d. **County Depository:** As of this date, there have been no indications that the County will charge for the handling of the District's general revenue funds on deposit with the County and dispersed through the County. However, it is my understanding that charges may be required if the State budget severely reduces the County's general income.

B. Roads and Easements:

1. Director Hills will give a report to the Board regarding his physical survey of the proposed pedestrian trail in the Seacape Park area, and as suggested by Director Hills park trail consultant.
2. Director Hills will also give a report on his efforts to resolve the Lasky encroachment.
3. We continue to have complaints regarding the need to provide a pedestrian trail in the District Park between Seacape drive and the Muir Beach overlook are of N. P. S. I have requested Jennifer Vic, from N. P. S., to review this matter in regard to the District's understanding of the N. P. S. desire to avoid an alternative access to the Overlook that will negate their ability to close the access during the evening hours.
4. A delay in receiving proposals for mitigating the District encroachment in the Ahab/Sunset Way pedestrian easement has been implemented to permit possible proposals from local contractors that have been on vacation. Proposals for the work should be ready for consideration during the next Board meeting. Estimated funds for the project have been included in the suggested budget for fiscal year 2003-04.
5. Consideration of a resident paid fire turnaround at the terminal end of Cove Lane, has been requested for Board consideration.
6. Flo Hess has requested an update on the Board's consideration of the private drive serving the residents between Sunset Way and Seacape Drive off Shoreline Highway (commonly known as White Way or the Great White Way). Some years ago, these residents requested the District take over maintenance of this area. The Board said it might consider this if the roadway was improved to meet current District standards. As time passed the consideration that this drive served no general public use, did not have a water main function and did not offer a pedestrian use for the general public. As a consequence this area is not suitable for public agency use and maintenance.
7. The lighting of the pedestrian way from Sunset Way to the community center should be completed by the time of the Board meeting. This work has been done under Roads and Easements as it serves as a general pedestrian way.

C. WATER OPERATIONS:

1. Coliform tests taken during June were free of bacteria.
2. Gross water billing for the 0523/02 through 0623/03 billing period was \$6,319.83

including \$63.39 in late payment penalties and \$3.28 in interest charges. The monthly consumption surcharge for this period totaled \$1,596.03.

3. The new billing rates were implemented for this billing. Under the old rates, the water service would have totaled \$4,800.76 and the consumption surcharge \$1,200.19. The increased rates resulted in an overall average increase of 31.64% .

The table below tabulates the water production for the period May 23, 2002 to June 23, 2003.

| | |
|---|-----------------|
| Total volume of water measured through the master meter = | 967,405 gallons |
| Average daily pumping rate | 31,207 gallons |
| Highest pumping day was on 6/02/03 and volume pumped = | 43,900 gallons |
| Lowest pumping day was on 6/11/03 and volume pumped = | 21,250 gallons |
| Total volume billed through service meters = | 849,671 gallons |
| Gross unaccounted for water loss = | 117,734 gallons |
| Estimated un-metered maintenance use ¹ | 2,000 gallons |
| Estimated leak repair losses ¹ | 2,000 gallons |
| Net unaccounted for water loss 11.76%) | 113,734 gallons |
| Average daily customer consumption per meter = | 82 gallons |
| Average service billing = | \$41.00 |

¹ Maintenance use and leak losses estimated from tank level differentials. The unaccounted for water loss of greater than 10% indicates a possible system water leak. Efforts to locate a leak are in effect.

- D. **Capital Improvements:** DCV Consultants has submitted their proposal for preparing the plans and specifications for the well site improvements. Copies of their proposal are submitted to the Directors under separate cover.
- E. **Recreation:** There are several items regarding recreation and the community center that need Board consideration:
 1. The basketball facility on the Starbuck Drive cull de sac is in poor condition and represents a potential hazard to vehicles parking beneath it during high winds. Several years ago, Gordon Bennett donated tickets to be sold for funds reserved for basketball facilities. These funds have never been used (approximately \$200), and it is recommended that the funds now be used to purchase a standard movable (they can be fixed in place) basketball backboard and net to replace the existing one of the Starbuck Drive cull de sac. These are offered for sale at several of the large sporting goods stores for approximately \$200.
 2. The lighting from Seacape Drive to the community center entrance is in need of substantial repair and/or replacement. The wiring is undersized, several of the lighting fixtures are beyond repair and most of the lighting poles are no longer safe for continued use.
 3. The entry stairs to the community center are in poor condition and in need of repair or replacement. Supervisor Kinsey has offered a \$10,000 grant to assist in improving these stairs. However, the estimated cost is \$15,000 to \$20,000 depending on the materials and construction methods used. It is recommended that the District accept Supervisor Kinsey's offer and supplement the funds from District revenues.

4. The handicap walkway is in need of substantial repair.
5. The interior lighting of the main room is in need of repair and improvement. It has been determined that the wiring for this lighting is undersized and presents a possible fire hazard.
6. The exterior siding of the building needs repair in several areas.
7. The community center roof is beyond its life expectancy, leaks in some areas and has several areas that show signs of substantial deterioration.
8. The door to the copy room is in need of substantial repair and/or replacement. I suggest replacing the sliding door with a regular door and windows, versus the sliding door that is easily made insecure.

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

- IX. 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.

- X. **Review of the draft minutes** for the general meeting held on June 18, 2003.
- XI. **Next meeting date:** August 27, 2003 is the fourth Wednesday in the month of August.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 06/01/03 THROUGH 06/30/03**

| VENDER NAME | USE CODE | DESCRIPTION | FUND | AMOUNT |
|--|----------|---|------|-------------------|
| WATER CAPITAL IMPROVEMENT EXPENSES | | | | |
| Marin County | 2352 | Tax collection fees | C | \$341.00 |
| ABC Consultants, Inc. | 2117 | Administrative fees paid this month | B | \$175.00 |
| DCV Consultants | 4169 | Consulting services on new well May Invoice | B | \$660.00 |
| Weeks Well Drilling | 4169 | Seal abandoned well in accord with EH reg's | B | \$3,500.00 |
| TOTAL WATER CAPITAL IMPROVMENT EXPENSES = | | | | \$4,676.00 |

ADMINISTRATION EXPENSES, DIVISION CODE 9236

| | | | | |
|---------------------------------|------|--------------------------------------|---|-----------------|
| Kinko's | 2049 | Board meetig packets | P | 50.73 |
| ABC Consultants, Inc. | 2117 | Administrative fees paid this month | B | 600.00 |
| Costco | 2133 | Copy paper | P | 19.87 |
| ABC Consultants, Inc. | 2479 | Travel allowance paid for last month | B | 145.59 |
| At&T | 2534 | 415-388-7804 toll calls | B | 39.28 |
| Cingular | 2534 | Cell phone paid this month | B | |
| Cingular | 2534 | Sales tax on new phone | P | 7.23 |
| Pacific Bell | 2534 | 707-643-1143 paid this month | B | 19.81 |
| Pacific Bell | 2534 | 415-388-7804 paid this month | B | 82.50 |
| TOTAL G&A EXPENSES = | | | | \$965.01 |

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 | 62.70 |
| Michael Moore | 2077 | Chipper equipment expenses | B | 619.13 |
| TOTAL FIRE EXPENSES = | | | | \$906.83 |

RECREATION EXPENSES, DIVISION CODE 9239

| | | | | |
|------------------------------------|--------|--|---|-------------------|
| Sutton Freebairn-Smith | 1028 | Maint. manager wages paid this month | C | 53.82 |
| Salvador Gonzales | 1073 | Extra Hire wages paid this month | C | 121.11 |
| Juana Gonzales | 1077 | Janitorial wages paid this month | C | 310.04 |
| State Comp. Insurance | 1701 | Workers Comp. Insurance 2nd Quarter | B | 257.93 |
| ABC Consultants, Inc. | 2117 | Administrative fees paid this month | B | 500.00 |
| Costco | 2366 | Paper towels, toilet paper | P | 31.09 |
| Pacific Bell | 2534 | Community Centerpay phone paid this month | B | 53.33 |
| Pacific Gas & Electric | 2535 | Community Center electric paid this month | B | 73.79 |
| Bell's market | 2041BI | Misc. Bistro supplies purchased this month | P | 9.49 |
| Lonna Richmond | 2041BI | Bistro wages paid this month | C | 145.33 |
| Nancy Knox | 2041BI | Bistro pastries purchased this month | P | 15.00 |
| TOTAL RECREATION EXPENSES = | | | | \$1,570.93 |

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237

| | | | | |
|---------------------------------|------|--------------------------------------|---|-----------------|
| Sutton Freebairn-Smith | 1028 | Maint. manager wages paid this month | C | 107.65 |
| Salvador Gonzales | 1073 | Extra Hire wages paid this month | C | 161.48 |
| ABC Consultants, Inc. | 2117 | Administrative fees paid this month | B | 500.00 |
| TOTAL R&E EXPENSES = | | | | \$769.13 |

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 06/01/03 THROUGH 06/30/03**

WATER DIVISION EXPENSES, DIVISION CODE 9238

| | | | | |
|----------------------------------|------|--|---|----------|
| Sutton Freebairn-Smith | 1028 | Maint. manager wages paid this month | C | 1,076.50 |
| Salvador Gonzales | 1073 | Extra Hire wages paid this month | C | |
| www.Tonerrefillkits.com | 2130 | Printer & copier toner kits | C | 53.84 |
| State Comp. Insurance | 1701 | Workers Comp. Insurance 2nd Quarter | B | 1,427.49 |
| Forster Pump & Engineering, Inc. | 2077 | Filter repairs | B | 155.56 |
| Herb's Pool Service | 2115 | Chlorine supplies | B | 47.19 |
| ABC Consultants, Inc. | 2117 | Administrative fees paid this month | B | 800.00 |
| ABC Consultants, Inc. | 2117 | Clerical fees paid this month | B | 950.00 |
| USPO | 2130 | Postage | P | 142.90 |
| Sutton Freebairn-Smith | 2479 | Travel allowance paid this month | B | |
| Marin Cell U Phone | 2534 | Maint. Mgr's pager | B | 9.95 |
| Pacific Bell | 2534 | Upper tank phone relay paid this month | B | 31.70 |
| Pacific Gas & Electric | 2535 | Well & lower tank electric paid this month | B | 455.04 |

TOTAL WATER EXPENSES = \$5,150.17

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

| | | | | |
|--------------------|-------|--------------------------------|---|--------|
| Pathways Institute | 9255R | Refund rental security deposit | B | 500.00 |
|--------------------|-------|--------------------------------|---|--------|

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$500.00

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

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$4,676.00
TOTAL GENERAL FUND EXPENSES = 9,362.07
TOTAL CHECKS ISSUED FROM TRUST FUNDS = 500.00
TOTAL OF ALL CHECKS ISSUED = \$14,538.07

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

Steven Shaffer, President

Donovan Macfarlane, Secretary

Balance Sheet

As of June 30, 2003

| | <u>Jun 30, 03</u> |
|---------------------------------------|-----------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Fund 428, County General Fund | 37,478 |
| Fund 429, County Investment Fun | |
| Capital Improvements | 218,296 |
| General Investments | 77,626 |
| Total Fund 429, County Investment Fun | 295,922 |
| Petty Cash Fund | -189 |
| Salomon Smith Barney | |
| Fire Station Reserve | 12,419 |
| Firesafe marin | 7,343 |
| General Funds | 5,211 |
| Rental deposit trust | 1,750 |
| Shaffer CalPers Trust | 518 |
| Water Security Deposit Trust | 6,300 |
| West Marin Funds | 7,788 |
| Total Salomon Smith Barney | 41,329 |
| Total Checking/Savings | 374,540 |
| Accounts Receivable | |
| Receivables | 15,550 |
| Total Accounts Receivable | 15,550 |
| Total Current Assets | 390,090 |
| Fixed Assets | |
| A4048, Office Equipment | 537 |
| Total Fixed Assets | 537 |
| TOTAL ASSETS | <u>390,627</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 1506CPSH Shaffer CalPers Trust | 196 |
| R9255R, Refundable deposits | 1,990 |
| W9025RD, Security deposits | 6,800 |
| Total Other Current Liabilities | 8,986 |
| Total Current Liabilities | 8,986 |
| Total Liabilities | 8,986 |
| Equity | |
| Retained Earnings | 355,173 |
| Net Income | 26,468 |
| Total Equity | 381,641 |
| TOTAL LIABILITIES & EQUITY | <u>390,627</u> |

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07/19/03
Accrual Basis

Muir Beach Community Services District 2002-2003

INCOME VERSUS EXPENSES

June 2003

| | <u>Jun 03</u> |
|---------------------------------|----------------------------|
| Income | |
| Administrative Income | 2,099 |
| Recreational Activities Inco... | 143 |
| Water Capital Improvements... | 4,936 |
| Water Operations Income | <u>10,235</u> |
| Total Income | 17,413 |
| Expense | |
| Administrative Expenses | 965 |
| Fire Operational Expenses | 288 |
| Firesafe Marin Grant Expen... | 619 |
| Recreational Expenses | 1,571 |
| Roads & Easements Expens... | 769 |
| Water Capital Improve'ts Exp. | 4,676 |
| Water Operating Expenses | <u>5,150</u> |
| Total Expense | <u>14,038</u> |
| Net Income | <u><u>3,375</u></u> |

Muir Beach Community Services District 2002-2003
 INCOME VERSUS EXPENSES
 June 2003

| | <u>Jun 03</u> |
|--|---------------|
| Income | |
| Administrative Income | |
| A9001, General Tax Income | 2,099 |
| Total Administrative Income | <u>2,099</u> |
| Recreational Activities Income | |
| R9811, Rec. Programs Income. | |
| R9811BI, Bistro Income | 53 |
| R9811TC, Tai Chi Income | 90 |
| Total R9811, Rec. Programs Income. | <u>143</u> |
| Total Recreational Activities Income | 143 |
| Water Capital Improvements Inco | |
| H9001, special Assessment Tax | 2,333 |
| H9031, Water Surcharge Income | |
| H9031, Consumption Surcharge | 2,512 |
| H9031, Water Surcharge Income - Other | 90 |
| Total H9031, Water Surcharge Income | <u>2,602</u> |
| Total Water Capital Improvements Inco | 4,936 |
| Water Operations Income | |
| W9025, Water Service Income | |
| W9025Int., Overdue bill interst | 7 |
| W9025LP, Late pay penalty | 134 |
| W9025, Water Service Income - Other | 10,094 |
| Total W9025, Water Service Income | <u>10,235</u> |
| Total Water Operations Income | <u>10,235</u> |
| Total Income | 17,413 |
| Expense | |
| Administrative Expenses | |
| A2049, Conf., Mtgs. & Dues | 51 |
| A2117, Consulting Admin. Fees | 600 |
| A2137, Copier Maint. Expenses | 20 |
| A2479, Travel Expenses | 146 |
| A2534, Telephone/Communications | 149 |
| Total Administrative Expenses | <u>965</u> |
| Fire Operational Expenses | |
| F2117, Administrative Fees | 225 |
| F4827, W. Marin Fund Expenses | 63 |
| Total Fire Operational Expenses | <u>288</u> |
| Firesafe Marin Grant Expenses | |
| F2077-Chipper grant program | |
| F1073 chipper payroll | |
| F1404 FICA | |
| F2077 Misc. Expenses | 250 |
| Total F2077-Chipper grant program | <u>250</u> |
| Firesafe Marin Grant Expenses - Other | <u>369</u> |
| Total Firesafe Marin Grant Expenses | 619 |
| Recreational Expenses | |
| R1028, Maint. Mgr. Wages | 50 |

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07/19/03
Accrual Basis

Muir Beach Community Services District 2002-2003
INCOME VERSUS EXPENSES
June 2003

| | <u>Jun 03</u> |
|--------------------------------------|---------------|
| R1073, Janitorial wages | 401 |
| R1404, FICA | 45 |
| R1701, Work Comp Insurance | 258 |
| R2041, Rec. Program Expenses | |
| R2041BI, Bistro Expenses | 159 |
| Total R2041, Rec. Program Expenses | 159 |
| R2117, Administrative Expenses | 500 |
| R2366, Building Supplies | 31 |
| R2534, Pay Telephone Expense | 53 |
| R2535, Energy Expenses | 74 |
| Total Recreational Expenses | 1,571 |
| Roads & Easements Expenses | |
| E1028, Maint. Mgr. wages | 100 |
| E1073, Extra Hire Wages | 150 |
| E1404, FICA | 19 |
| E2117, Administrative Fees | 500 |
| Total Roads & Easements Expenses | 769 |
| Water Capital Improve'ts Exp. | |
| H2117, Administrative Fees | 175 |
| H2352, County fees | 341 |
| H2713, Project Improvements | |
| H2713CP, System Improvements | 660 |
| Total H2713, Project Improvements | 660 |
| H4169UT, Priority Improvements | |
| H4169NW, New Well | 3,500 |
| Total H4169UT, Priority Improvements | 3,500 |
| Total Water Capital Improve'ts Exp. | 4,676 |
| Water Operating Expenses | |
| W1028, Maint. Mgr. Wages | 1,077 |
| W1073, Extra Hire Wages | |
| W1404, FICA | 54 |
| W1701, Work. Comp. Insurance | 1,427 |
| W2077, Routine Repairs | 156 |
| W2115, Chemicals I Testing | 47 |
| W2117, Adminsitrative Fees | 1,750 |
| W2133, Office Supplies | 143 |
| W2534, Telephone Relay Expense | 42 |
| W2535, Electrical Service | 455 |
| Total Water Operating Expenses | 5,150 |
| Total Expense | 14,038 |
| Net Income | <u>3,375</u> |

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 07/20/03
 Accrual Basis

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

| | <u>Jul '02 - Jun 03</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---------------------------------|-------------------------|----------------|-----------------------|--------------------|
| Income | | | | |
| Administrative Income | 56,256 | 45,400 | 10,856 | 124% |
| Fire Operations Income | 12,859 | 13,400 | -541 | 96% |
| Firesafe Marin Grant Income | 11,755 | 25,000 | -13,245 | 47% |
| Recreational Activities Income | 11,529 | 11,900 | -371 | 97% |
| Water Capital Improvements Inco | 77,580 | 72,875 | 4,705 | 106% |
| Water Operations Income | 58,799 | 70,000 | -11,201 | 84% |
| Total Income | 228,779 | 238,575 | -9,796 | 96% |
| Expense | | | | |
| Administrative Expenses | 14,274 | 24,030 | -9,756 | 59% |
| Fire Operational Expenses | 5,076 | 11,200 | -6,124 | 45% |
| Firesafe Marin Grant Expenses | 7,391 | 25,000 | -17,609 | 30% |
| Recreational Expenses | 20,692 | 32,157 | -11,465 | 64% |
| Roads & Easements Expenses | 11,743 | 32,937 | -21,194 | 36% |
| Water Capital Improve'ts Exp. | 52,787 | 118,824 | -66,037 | 44% |
| Water Operating Expenses | 90,348 | 79,318 | 11,030 | 114% |
| Total Expense | 202,311 | 323,466 | -121,155 | 63% |
| Net Income | 26,468 | -84,891 | 111,359 | -31% |

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

| | Jul '02 - Jun 03 | Budget | \$ Over Budget | % of Budget |
|--|------------------|------------------|-------------------|---------------|
| Income | | | | |
| Administrative Income | | | | |
| A9001, General Tax Income | 56,237.86 | 43,800.00 | 12,437.86 | 128.4% |
| A9203, Non Tax Income | 0.00 | 1,600.00 | -1,600.00 | 0.0% |
| A9772, Copier Income | 3.25 | | | |
| Administrative Income - Other | 15.00 | | | |
| Total Administrative Income | 56,256.11 | 45,400.00 | 10,856.11 | 123.9% |
| Fire Operations Income | | | | |
| F9377, West Marin Funds | 8,500.00 | 8,300.00 | 200.00 | 102.4% |
| F9763, Fire Assoc. Donations | 4,359.00 | 5,100.00 | -741.00 | 85.5% |
| Total Fire Operations Income | 12,859.00 | 13,400.00 | -541.00 | 96.0% |
| Firesafe Marin Grant Income | | | | |
| F9811FM, Grant income | 0.00 | 25,000.20 | -25,000.20 | 0.0% |
| Firesafe Marin Grant Income - Other | 11,755.22 | | | |
| Total Firesafe Marin Grant Income | 11,755.22 | 25,000.20 | -13,244.98 | 47.0% |
| Recreational Activities Income | | | | |
| R9255, CC Rental Income | 8,862.50 | 7,000.00 | 1,862.50 | 126.6% |
| R9811, Rec. Programs Income. | | | | |
| R9811BI, Bistro Income | 1,292.12 | 1,400.00 | -107.88 | 92.3% |
| R9811CD, Com. Din. Income | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| R9811CP, Child's Prog. Income | 190.98 | 230.00 | -39.02 | 83.0% |
| R9811TC, Tai Chi Income | 1,057.50 | 1,120.00 | -62.50 | 94.4% |
| R9811Y, Yoga Classes | 125.00 | | | |
| Total R9811, Rec. Programs Income. | 2,665.60 | 4,750.00 | -2,084.40 | 56.1% |
| R9834, Res. Handbook Income | 1.00 | 150.00 | -149.00 | 0.7% |
| Total Recreational Activities Income | 11,529.10 | 11,900.00 | -370.90 | 96.9% |
| Water Capital Improvements Inco | | | | |
| H9001, special Assessment Tax | 57,590.75 | 55,875.00 | 1,715.75 | 103.1% |
| H9031, Water Surcharge Income | | | | |
| H9031, Consumption Surcharge | 13,628.08 | 13,000.00 | 628.08 | 104.8% |
| H9031, Water Surcharge Income - Other | 795.47 | | | |
| Total H9031, Water Surcharge Income | 14,423.55 | 13,000.00 | 1,423.55 | 111.0% |
| H9377, Interest Earnings | | | | |
| H9377C, Cap. Imp. Interest | 4,160.09 | 4,000.00 | 160.09 | 104.0% |
| H9377G, Gen. Inv. Interest | 1,406.06 | | | |
| Total H9377, Interest Earnings | 5,566.15 | 4,000.00 | 1,566.15 | 139.2% |
| Total Water Capital Improvements Inco | 77,580.45 | 72,875.00 | 4,705.45 | 106.5% |
| Water Operations Income | | | | |
| W9025, Water Service Income | | | | |

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

| | Jul '02 - Jun 03 | Budget | \$ Over Budget | % of Budget |
|--|-------------------|-------------------|-------------------|--------------|
| W9025Int., Overdue bill interst | 42.48 | | | |
| W9025LP, Late pay penalty | 919.55 | | | |
| W9025, Water Service Income - Other | 54,582.18 | 70,000.00 | -15,417.82 | 78.0% |
| Total W9025, Water Service Income | 55,544.21 | 70,000.00 | -14,455.79 | 79.3% |
| W9772, Miscellaneous Income | 3,150.15 | | | |
| Water Operations Income - Other | 105.00 | | | |
| Total Water Operations Income | 58,799.36 | 70,000.00 | -11,200.64 | 84.0% |
| Total Income | 228,779.24 | 238,575.20 | -9,795.96 | 95.9% |
| Expense | | | | |
| Administrative Expenses | | | | |
| A1702, Unemployment Insurance | 34.00 | | | |
| A2049, Conf., Mtgs. & Dues | 764.94 | 400.00 | 364.94 | 191.2% |
| A2117, Consulting Admin. Fees | 7,200.00 | 7,200.00 | 0.00 | 100.0% |
| A2121, Miscellaneous Expenses | 330.00 | 300.00 | 30.00 | 110.0% |
| A2129, Gen. Election expenses | 0.00 | 455.00 | -455.00 | 0.0% |
| A2130, Mailing & Shipping Exp. | 55.60 | 275.00 | -219.40 | 20.2% |
| A2133, Office Supplies | 454.56 | 450.00 | 4.56 | 101.0% |
| A2137, Copier Maint. Expenses | 207.73 | 150.00 | 57.73 | 138.5% |
| A2352, County Fees | 764.00 | 8,000.00 | -7,236.00 | 9.6% |
| A2479, Travel Expenses | 1,933.24 | 2,200.00 | -266.76 | 87.9% |
| A2534, Telephone/Communications | 2,260.79 | 2,600.00 | -339.21 | 87.0% |
| A2713, Legal fees | 268.75 | 2,000.00 | -1,731.25 | 13.4% |
| Total Administrative Expenses | 14,273.61 | 24,030.00 | -9,756.39 | 59.4% |
| Fire Operational Expenses | | | | |
| F2117, Administrative Fees | 2,700.00 | 2,700.00 | 0.00 | 100.0% |
| F4827, W. Marin Fund Expenses | 2,376.08 | 8,500.00 | -6,123.92 | 28.0% |
| Total Fire Operational Expenses | 5,076.08 | 11,200.00 | -6,123.92 | 45.3% |
| Firesafe Marin Grant Expenses | | | | |
| F2077-Chipper grant program | | | | |
| F1073 chipper payroll | 5,563.93 | 25,000.00 | -19,436.07 | 22.3% |
| F1404 FICA | 292.24 | | | |
| F2077 Misc. Expenses | 1,166.53 | | | |
| Total F2077-Chipper grant program | 7,022.70 | 25,000.00 | -17,977.30 | 28.1% |
| Firesafe Marin Grant Expenses - Other | 368.79 | | | |
| Total Firesafe Marin Grant Expenses | 7,391.49 | 25,000.00 | -17,608.51 | 29.6% |
| Recreational Expenses | | | | |
| R1028, Maint. Mgr. Wages | 385.00 | 2,250.00 | -1,865.00 | 17.1% |
| R1073, Janitorial wages | 4,422.75 | 2,700.00 | 1,722.75 | 163.8% |
| R1404, FICA | 540.01 | 379.00 | 161.01 | 142.5% |
| R1701, Work Comp Insurance | 780.28 | 718.00 | 62.28 | 108.7% |

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

| | Jul '02 - Jun 03 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------------|-------------------|--------------|
| R2041, Rec. Program Expenses | | | | |
| R2041BI, Bistro Expenses | 2,671.27 | 2,100.00 | 571.27 | 127.2% |
| R2041CD, Com. Dinner Expenses | 0.00 | 600.00 | -600.00 | 0.0% |
| R2041CP, Child's Program Exp. | 0.00 | 200.00 | -200.00 | 0.0% |
| R2041TC, Tai Chi Expenses | 846.00 | 1,400.00 | -554.00 | 60.4% |
| Total R2041, Rec. Program Expenses | 3,517.27 | 4,300.00 | -782.73 | 81.8% |
| R2077, Routine Repairs | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| R2097, CC Ground Maintenance | 0.00 | 250.00 | -250.00 | 0.0% |
| R2117, Administrative Expenses | 6,000.00 | 6,000.00 | 0.00 | 100.0% |
| R2119, Publications | 0.00 | 500.00 | -500.00 | 0.0% |
| R2121, Miscellaneous Expenses | 100.00 | 100.00 | 0.00 | 100.0% |
| R2133, Office Supplies & Stamps | 0.00 | 100.00 | -100.00 | 0.0% |
| R2259, Refuse Removal | 477.96 | 500.00 | -22.04 | 95.6% |
| R2366, Building Supplies | 118.53 | 350.00 | -231.47 | 33.9% |
| R2534, Pay Telephone Expense | 696.86 | 760.00 | -63.14 | 91.7% |
| R2535, Energy Expenses | | | | |
| R2535E, Electrical Expenses | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| R2535G, Butane Gas Expenses | 285.09 | 250.00 | 35.09 | 114.0% |
| R2535, Energy Expenses - Other | 868.00 | | | |
| Total R2535, Energy Expenses | 1,153.09 | 1,250.00 | -96.91 | 92.2% |
| R4048, Building Improvements | 2,500.00 | 7,000.00 | -4,500.00 | 35.7% |
| Total Recreational Expenses | 20,691.75 | 32,157.00 | -11,465.25 | 64.3% |
| Roads & Easements Expenses | | | | |
| E1028, Maint. Mgr. wages | 325.00 | 5,500.00 | -5,175.00 | 5.9% |
| E1073, Extra Hire Wages | 1,518.75 | 4,000.00 | -2,481.25 | 38.0% |
| E1404, FICA | 141.05 | 727.00 | -585.95 | 19.4% |
| E1701, Work's. Comp. Insurance | 0.00 | 1,210.00 | -1,210.00 | 0.0% |
| E2077, Road & Easement Repairs | 3,758.53 | 15,000.00 | -11,241.47 | 25.1% |
| E2117, Administrative Fees | 6,000.00 | 6,500.00 | -500.00 | 92.3% |
| Total Roads & Easements Expenses | 11,743.33 | 32,937.00 | -21,193.67 | 35.7% |
| Water Capital Improve'ts Exp. | | | | |
| H2049 Meeting & Hearing expense | 3.00 | 400.00 | -397.00 | 0.8% |
| H2117, Administrative Fees | 2,100.00 | 2,100.00 | 0.00 | 100.0% |
| H2352, County fees | 660.75 | 324.00 | 336.75 | 203.9% |
| H2713, Project Improvements | | | | |
| H2713CP, System Improvements | 8,841.10 | 60,000.00 | -51,158.90 | 14.7% |
| H2713, Project Improvements - Other | 3,000.00 | | | |
| Total H2713, Project Improvements | 11,841.10 | 60,000.00 | -48,158.90 | 19.7% |
| H4169UT, Priority Improvements | | | | |
| H4169NW, New Well | 13,961.62 | 40,000.00 | -26,038.38 | 34.9% |
| H4169VR, Valve Replacement | 23,790.20 | 16,000.00 | 7,790.20 | 148.7% |
| H4169UT, Priority Improvements - Other | 430.00 | | | |

10:43 AM

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Accrual Basis

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

| | Jul '02 - Jun 03 | Budget | \$ Over Budget | % of Budget |
|---|------------------|------------|----------------|-------------|
| Total H4169UT, Priority Improvements | 38,181.82 | 56,000.00 | -17,818.18 | 68.2% |
| Total Water Capital Improve'ts Exp. | 52,786.67 | 118,824.00 | -66,037.33 | 44.4% |
| Water Operating Expenses | | | | |
| W1028, Maint. Mgr. Wages | 16,699.00 | 20,625.00 | -3,926.00 | 81.0% |
| W1073, Extra Hire Wages | 1,711.08 | 3,000.00 | -1,288.92 | 57.0% |
| W1404, FICA | 2,513.42 | 1,810.00 | 703.42 | 138.9% |
| W1506, Medical benefits | | | | |
| W1506CPSH | -1,757.82 | | | |
| W1506, Medical benefits - Other | 2,893.94 | | | |
| Total W1506, Medical benefits | 1,136.12 | | | |
| W1701, Work. Comp. Insurance | 5,083.68 | 3,000.00 | 2,083.68 | 169.5% |
| W2049, Conferences & Training | 215.00 | 400.00 | -185.00 | 53.8% |
| W2058, Annual Permit Fee | 1,889.00 | 1,883.00 | 6.00 | 100.3% |
| W2077, Routine Repairs | 9,544.04 | 5,000.00 | 4,544.04 | 190.9% |
| W2115, Chemicals & Testing | 3,772.17 | 5,000.00 | -1,227.83 | 75.4% |
| W2117, Administrative Fees | 21,000.00 | 21,000.00 | 0.00 | 100.0% |
| W2121, Miscellaneous Expenses | 687.93 | 1,000.00 | -312.07 | 68.8% |
| W2130, Postage & Shipping | 659.70 | 1,500.00 | -840.30 | 44.0% |
| W2133, Office Supplies | 2,096.38 | 1,000.00 | 1,096.38 | 209.6% |
| W2325, Contract Services | 15,954.24 | 5,000.00 | 10,954.24 | 319.1% |
| W2479, Travel allowance | 1,000.00 | 1,500.00 | -500.00 | 66.7% |
| W2534, Telephone Relay Expense | 459.02 | 600.00 | -140.98 | 76.5% |
| W2535, Electrical Service | 5,927.47 | 7,000.00 | -1,072.53 | 84.7% |
| Total Water Operating Expenses | 90,348.25 | 79,318.00 | 11,030.25 | 113.9% |
| Total Expense | 202,311.18 | 323,466.00 | -121,154.82 | 62.5% |
| Net Income | 26,468.06 | -84,890.80 | 111,358.86 | -31.2% |

Muir Beach Community Services District 2003-2004
SUGGESTED BUDGET FOR FISCAL YEAR 2003-04
 JULY 2003 - JUNE 2004

| | Jul '04 - Jun 05 |
|--|-------------------|
| Income | |
| Administrative Income | |
| A9001, General Tax Income | 46,200.00 |
| A9203, Non Tax Income | 400.00 |
| Total Administrative Income | 46,600.00 |
| Fire Operations Income | |
| F9377, West Marin Funds | 8,300.00 |
| Total Fire Operations Income | 8,300.00 |
| Firesafe Marin Grant Income | 15,000.00 |
| Recreational Activities Income | |
| R9255, CC Rental Income | 9,000.00 |
| R9811, Rec. Programs Income. | |
| R9811BI, Bistro Income | 1,300.00 |
| R9811CP, Child's Prog. Income | 200.00 |
| R9811TC, Tai Chi Income | 1,100.00 |
| Total R9811, Rec. Programs Income. | 2,600.00 |
| Total Recreational Activities Income | 11,600.00 |
| Water Capital Improvements Inco | |
| H9001, special Assessment Tax | 55,900.00 |
| H9031, Water Surcharge Income | |
| H9031, Consumption Surcharge | 17,800.00 |
| H9031, Non District Surcharge | 540.00 |
| Total H9031, Water Surcharge Income | 18,340.00 |
| H9377, Interest Earnings | |
| H9377C, Cap. Imp. Interest | 3,000.00 |
| H9377G, Gen. Inv. Interest | 900.00 |
| Total H9377, Interest Earnings | 3,900.00 |
| Total Water Capital Improvements Inco | 78,140.00 |
| Water Operations Income | |
| W9025, Water Service Income | |
| W9025Int., Overdue bill interst | 40.00 |
| W9025LP, Late pay penalty | 900.00 |
| W9025, Water Service Income - Other | 72,500.00 |
| Total W9025, Water Service Income | 73,440.00 |
| Total Water Operations Income | 73,440.00 |
| Total Income | 233,080.00 |
| Expense | |
| Administrative Expenses | |
| A2049, Conf., Mtgs. & Dues | 750.00 |
| A2059, P & L Insurance | 895.00 |
| A2117, Consulting Admin. Fees | 7,500.00 |
| A2118, Independent Audit | 1,200.00 |
| A2121, Miscellaneous Expenses | 350.00 |
| A2129, Gen. Election expenses | 455.00 |
| A2130, Mailing & Shipping Exp. | 100.00 |
| A2133, Office Supplies | 650.00 |
| A2352, County Fees | 1,200.00 |
| A2479, Travel Expenses | 2,100.00 |
| A2534, Telephone/Communications | 2,850.00 |
| A2713, Legal fees | 500.00 |
| Total Administrative Expenses | 18,550.00 |

Muir Beach Community Services District 2003-2004
SUGGESTED BUDGET FOR FISCAL YEAR 2003-04
 JULY 2003 - JUNE 2004

| | Jul '04 - Jun 05 |
|---|-------------------|
| Fire Operational Expenses | |
| F2059, P & L Insurance | 3,233.00 |
| F2117, Administrative Fees | 2,700.00 |
| F4827, W. Marin Fund Expenses | 8,300.00 |
| Total Fire Operational Expenses | 14,233.00 |
| Firesafe Marin Grant Expenses | |
| F2077-Chipper grant program | |
| F1073 chipper payroll | 5,000.00 |
| F1404 FICA | 400.00 |
| F2077 Misc. Expenses | 1,000.00 |
| F2077-Chipper grant program - Other | 0.00 |
| Total F2077-Chipper grant program | 6,400.00 |
| Total Firesafe Marin Grant Expenses | 6,400.00 |
| Recreational Expenses | |
| R1028, Maint. Mgr. Wages | 500.00 |
| R1073, Janitorial wages | 4,600.00 |
| R1404, FICA | 352.00 |
| R1701, Work Comp Insurance | 1,000.00 |
| R2041, Rec. Program Expenses | |
| R2041BI, Bistro Expenses | 2,800.00 |
| R2041CP, Child's Program Exp. | 200.00 |
| R2041TC, Tai Chi Expenses | 900.00 |
| Total R2041, Rec. Program Expenses | 3,900.00 |
| R2059, P & L Insurance | 974.00 |
| R2077, Routine Repairs | 1,000.00 |
| R2097, CC Ground Maintenance | 1,000.00 |
| R2117, Administrative Expenses | 6,200.00 |
| R2121, Miscellaneous Expenses | 100.00 |
| R2259, Refuse Removal | 480.00 |
| R2366, Building Supplies | 200.00 |
| R2534, Pay Telephone Expense | 700.00 |
| R2535, Energy Expenses | |
| R2535E, Electrical Expenses | 900.00 |
| R2535G, Butane Gas Expenses | 300.00 |
| Total R2535, Energy Expenses | 1,200.00 |
| R4048, Building Improvements | 5,000.00 |
| Total Recreational Expenses | 27,206.00 |
| Roads & Easements Expenses | |
| E1028, Maint. Mgr. wages | 1,500.00 |
| E1073, Extra Hire Wages | 2,000.00 |
| E1404, FICA | 300.00 |
| E1701, Work's. Comp. Insurance | 400.00 |
| E2059, P & L Insurance | 423.00 |
| E2077, Road & Easement Repairs | 10,000.00 |
| E2117, Administrative Fees | 6,200.00 |
| Total Roads & Easements Expenses | 20,823.00 |
| Water Capital Improve'ts Exp. | |
| H2059, P & L Insurance | 322.00 |
| H2117, Administrative Fees | 3,500.00 |
| H2352, County fees | 700.00 |
| H2713, Project Improvements | |
| H2713CP, System Improvements | 200,000.00 |
| Total H2713, Project Improvements | 200,000.00 |

Muir Beach Community Services District 2003-2004
SUGGESTED BUDGET FOR FISCAL YEAR 2003-04
 JULY 2003 - JUNE 2004

| | Jul '04 - Jun 05 |
|--|--------------------|
| H4169UT, Priority Improvements | |
| H4169NW, New Well | 10,000.00 |
| H4169VR, Valve Replacement | 15,000.00 |
| Total H4169UT, Priority Improvements | 25,000.00 |
| Total Water Capital Improve'ts Exp. | 229,522.00 |
| Water Operating Expenses | |
| W1028, Maint. Mgr. Wages | 18,000.00 |
| W1073, Extra Hire Wages | 2,000.00 |
| W1404, FICA | 1,600.00 |
| W1506, Medical benefits | |
| W1506CPHvy | 3,000.00 |
| Total W1506, Medical benefits | 3,000.00 |
| W1701, Work. Comp. Insurance | 2,000.00 |
| W2049, Conferences & Training | 300.00 |
| W2058, Annual Permit Fee | 1,889.00 |
| W2059, P & L Insurance | 1,535.00 |
| W2077, Routine Repairs | 5,000.00 |
| W2115, Chemicals I Testing | 3,000.00 |
| W2117, Administrative Fees | |
| W2117A. Administrative Fees | 10,800.00 |
| W2117C. Clerical Fees | 10,800.00 |
| Total W2117, Administrative Fees | 21,600.00 |
| W2121, Miscellaneous Expenses | 500.00 |
| W2130, Postage & Shipping | 800.00 |
| W2133, Office Supplies | 750.00 |
| W2325, Contract Services | 10,000.00 |
| W2479, Travel allowance | 1,200.00 |
| W2534, Telephone Relay Expense | 500.00 |
| W2535, Electrical Service | 6,500.00 |
| Total Water Operating Expenses | 80,174.00 |
| Total Expense | 396,908.00 |
| Net Income | -163,828.00 |

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**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, JUNE 18, 2003**

Directors present: President Shaffer; Directors: Hills, Kamradt, Ostroff, and Rudnick.

I. Call to order: President Shaffer called the meeting to order at 7:28 pm. and announced that no decisions had been reached in the closed meeting for personnel review. The Board will hold another closed meeting to continue the personnel considerations, in the hour prior to the next regular Board meeting.

II. Review and consideration of the June 18, 2003 Agenda. There was a brief discussion of the Agenda, and Director Kamradt noted that as there were no representatives from the N. P. S. or the Fire Department these items should be deleted from consideration. With the indicated concurrence of the other Directors, she then *moved* to approve the Agenda with the deletion of the N. P. S. and Fire Department items; seconded by Director Hills, ayes all.

III. 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 \$14,402.91 in general fund expenditures and \$1,165 in water capital improvement expenditures and \$600 in Trust Fund refunds for a total of \$16,167.91 in warrants issued, seconded by Director Hills; ayes all.

IV. General Manager's Report: There was brief discussion of the fiscal report, followed by the following:

A. Administration: The following administrative items were discussed:

1. The Board received copies of the County's independent audit and deferred consideration to next month.

1 2. The need for the retention of an independent auditing firm was discussed and the G.
2 M. was instructed to prepare a request for proposals to be sent to the auditing firms
3 suggested by Marin County as having special district auditing experience.

4 3. The need to adopt the budget for the next fiscal year was discussed and it was agreed
5 that Directors Hills and Ostroff would meet with the G. M. prior to the next meeting
6 to develop a proposed budet for the Board's consideration during the July meeting.

7 **B. Roads and Easements:** President Shaffer gave an overview of the previous Public Hearing
8 concerning the Seacape Park area and noted that the Resolution for the District to possibly
9 consider resident landscaping of the Park area adjacent to their property had been voted down
10 and will not go into effect. This was followed by a lengthy interactive discussion by members
11 of the audience and the Board, particularly in reference to the existing Lasky encroachment.
12 Director Hills noted that he has worked with an experienced Park planner that is
13 knowledgeable in establishing trails that offer the trail user a pleasant experience while
14 minimizing the possible adverse affect to nearby property owners. He suggested that this
15 person be retained by the District to make a physical survey of the Park area and to stake out
16 a suggested pedestrian trail. It was noted that the general location of th trail should follow
17 the center line of the park area, but have allowances and deviations that enhance the users
18 views, improve usability without the need of steps or stairs, and consider the privacy of the
19 adjacent property owners. This developed a general consensus to have Director Hills pursue
20 this course of action and give a report to the Board during the next Board meeting.

21 During this consideration, it was noted that removal of the Lasky encroachment might
22 continue to be a problem and it was decided to have Director Hills meet with the Lasky's for
23 further evaluation and to have a closed meeting if necessary. President Shaffer then explained
24 to the audience that closed meetings were restricted to the consideration of personnel and
 possible legal matters. Further, that following a closed meeting, the Board is required to

1 announce any decisions made during the closed meeting.

2 1. This was followed by a discussion of the Park area from Seacape Drive to the
3 boundary of the N. P. S. Muir Beach overlook. There have been several complaints
4 concerning the inability to use this. President Shaffer gave an overview of the long
5 standing problems concerning this area, including vandalism, trespassing onto private
6 property, safety of adjacent residents and the desire of the N. P. S. to avoid a bypass
7 to their limiting night access to the Overlook. The G. M. was instructed to contact the
8 N. P. S. to get an update on their preferences, as well as contacting the District legal
9 counsel to get an opinion of the District liability to adjacent property owners if the
10 trail is opened and the adjacent residents suffer adverse conditions as a result.

11 2. This was followed by a general discussion on the need to mitigate the District
12 encroachment onto private property at the Sunset end of the Ahab Drive to Sunset
13 Way pedestrian trail. Following the discussion, the G. M. was instructed to develop
14 the necessary plans and specifications for mitigating the problem so funds may be
15 allocated for the project.

16 **C. Water operations:** It was noted that the repair of another system leak has resulted in further
17 reducing the unaccounted for water loss. Further, the newly approved water rates will be used
18 for the May 23 through June 23 water service invoices.

19 **D. Capital improvements:** The G. M. noted that DCV Consultants has not completed their
20 proposal for preparing the plans and specifications for the well site improvements. The
21 mechanical engineer Aaron Newman has been overwhelmed with other projects and they
22 have assigned a new mechanical engineer to take over. The G. M. was then instructed to
23 notify DCV (in writing) that the District is not to be billed for the time needed by the new
24 engineer to gain knowledge of the work that the District has already paid for.

E. Recreation: The G. M. had suggested the need to consider the rental policies and rates for

1 the community center. Following a brief discussion, it was decided to reaffirm the existing
2 rates and policies.

3 **V. Review of the draft minutes** for the May 2, 2003 Public Hearing. There were no changes suggested
4 for these minutes and Director Kamradt *moved* to approve the minutes as written; seconded by
5 Director Rudnick, ayes all.

6 **VI. Review of the Draft minutes** for the two Public Hearings and the general meeting held on May 28,
7 2003. No suggestions for changes in the minutes were offered and Director Rudnick *moved* to
8 approve the minutes as written; seconded by Director Kamradt, ayes all.

9 **VII. Next meeting date:** Following a brief discussion the next meeting date was confirmed for
10 Wednesday, July 23, 2003 which is to be proceeded by a Closed Meeting to continue the personnel
11 discussions..

12 The meeting was adjourned at 9:13 P.M.

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

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19 Steven Shaffer, Board President

Donovan Macfarlane, Secretary