

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR BOARD MEETING AND TWO PUBLIC HEARINGS
ON WEDNESDAY, NOVEMBER 5, 2003. TO BEGIN AT APPROXIMATELY 7:00 PM IN THE
COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA.**

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

- I. **President Ostroff** will call the general meeting to order.
- II. **Review and consideration of the November 5, 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"
- 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 September 1 through September 30, 2003.
- V. **Fire Department, Emergency Disaster Committee:** Chief Sward will offer a report on the Department's activities since the last Board meeting.
- 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:** Administrative activities have been normal. The following specific items require Board consideration:
 1. We have had 3 replies to our request for accounting proposals. All 3 have requested additional time for submitting a proposal due to fiscal year ending obligations.
 2. Budget review: With the close of September, the fiscal year is 25.2% complete. Review of the Summary Report of Income/Expenses as compared to the budget for the fiscal year through September indicate we are operating within the budget parameters, with exceptions explained below:
 - a. Administrative income is not received until December 2003 and May 2004.
 - b. Fire operations income is received in 2 increments, one from the Fire Association which has been paid and then from the West Marin Funds which have not been received.
 - c. The water capital improvements income received to date is from the monthly surcharge and that is in line with the budget projection. The capital improvement tax income is received in December and May.
 - d. Recreational rental income is generally greater during the previous months than during the winter months, and is expected to moderate.
 - e. All operating expenses are within normal parameters. Capital improvements will be expended as the priorities are established for completing the new well, well site and distribution system improvements.
 - B. **Roads and Easements:** The following items need Board consideration:
 1. The construction of the stairs for correcting the pedestrian way encroachment on the Sunset to Ahab trail are scheduled to begin next week.

2. The preliminary pedestrian trail through the Seacape park area is essentially completed. We cleared a path approximately 5 feet wide, as per requests to maintain a narrower path than desired for a minimum 10' wide fire break.

C. WATER OPERATIONS:

1. Coliform tests taken during September were free of bacteria.
2. Gross water billing for the 08/16/03 through 9/16/03 billing period totaled \$6,617.30 including \$6,493.92 (compared to \$4,151 for the comparative previous year period) in water service charges, 119.22 in late payment penalties and \$4.16 in interest charges. The monthly consumption surcharge for this period totaled \$1,668.33 versus \$1,066 for the comparative previous year period.

The table below tabulates the water production for the period August 16, 2003 to September 16, 2003.

Total volume of water measured through the master meter =	957,285 gallons
Average daily pumping rate	30,880 gallons
Highest pumping day was on 9/15/03 and volume pumped =	41,515 gallons
Lowest pumping day was on 9/06/03 and volume pumped =	10,970 gallons
Total volume billed through service meters =	878,356 gallons
Gross unaccounted for water loss =	56,308 gallons
Estimated un-metered maintenance use ¹	500 gallons
Estimated leak repair losses ¹	25,000 gallons
Net unaccounted for water loss 7.19%)	53,429 gallons
Average daily customer consumption per meter =	1046 gallons
Average service billing =	\$42.55

¹ A leak was repaired in the main distribution line from the well house to Frank Valley Road.

D. Recreation: There are several items for the community center that need Board consideration:

1. During the last Board meeting, a proposal for new lighting for the entry stairs and path to the community center was submitted. During the discussion, the electrical consultant mentioned that the wiring for the existing lighting is of adequate size and does not need replacement. Subsequently, I noticed that Costco (in Novato) has some aluminum light standards, with an old fashion design for less than \$90 including tax. I hope to bring one of these to the meeting for the Board's consideration as replacements for the existing lighting. Alternatively, I am looking into a different pole design (less expensive than the consultants suggestions) to replace the existing lighting with.
2. It is my understanding that at this time, with the Quilters having received a \$5,000 grant from the Marin Community Foundation, combined with donations for the "A pain in the glass" donations, the total accumulated funds is close to \$40,000 (all proceeds have not been fully audited as they just came in and will be detailed in the October budget reports) which is estimated to be adequate for the roof construction. However, due to the anticipated rain season conditions and other requirements, construction will not begin until the next dry season.
3. Director Kamradt, in a meeting with Supervisor Kinsey received a commitment for an additional \$5,000 for renovating the entry stairs to the community center. I suggest that the Board consider matching funds of \$15,000 so this project can be done, along

with the needed repairs to the handicap walk. The recreational budget for this year includes \$5,000 for capital improvements. The additional funds can be allocated from the retained earnings from previous years, of which \$4,500 (2002-03) and \$3,500 (2001-02) budgeted for community center improvements was not used. 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 general meeting held on September 24, 2003.
- IX. Next meeting date:** Normally, the District delays the regular November meeting until the first Wednesday in December, which is Wednesday, December 3, 2003.

ADJOURNMENT OR CONTINUATION

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 09/01/03 THROUGH 09/30/03**

VENDER NAME	CODE	DESCRIPTION	FUND	AMOUNT
WATER CAPITAL IMPROVEMENT EXPENSES				
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	\$175.00
TOTAL WATER CAPITAL IMPROVMENT EXPENSES =				\$175.00

ADMINISTRATION EXPENSES, DIVISION CODE 9236				
Bell's Market	2049	Refreshments for Board meeting	P	4.34
Kinko's	2049	Board meetig packets	P	38.56
Starbucks	2049	Coffee for Board meeting	P	24.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	600.00
Office Max	2133	Misc. supplies for copy room	P	24.40
ABC Consultants, Inc.	2479	Travel allowance paid for last month	B	144.21
Cingular	2534	rebate on cell phone transfer	B	-109.65
Pacific Bell	2534	415-388-7804 paid this month	B	88.59
Pacific Bell	2534	707-643-1143 paid this month	B	19.24
Marin County	2713	Legal review of tiered rates	C	55.00
TOTAL G&A EXPENSES =				\$888.69

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	62.91
TOTAL FIRE EXPENSES =				\$287.91

RECREATION EXPENSES, DIVISION CODE 9239				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	419.83
State Compensation Fund	1028	Work comensation insurance for August	C	64.19
Salvador Gonzales	1073	Extra Hire wages paid this month	C	269.14
Juana Gonzales	1077	Janitorial wages paid this month	C	310.04
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
Costco	2366	Building supplies, towels, etc.	P	41.79
Pacific Bell	2534	Community Centerpay phone paid this month	B	53.46
McPhail	2535	Butane for community center	B	164.29
Pacific Gas & Electric	2535	Community Center electric paid this month	B	96.17
Bell's market	2041BI	Misc. Bistro supplies purchased this month	P	10.50
Costco	2041BI	Coffee for Bistro	P	35.96
Lonna Richmond	2041BI	Bistro wages paid this month	C	193.78
Nancy Knox	2041BI	Bistro pastries purchased this month	P	25.00
Emiko Wang	2041TC	Tai Chi instruction August & Sept.	B	198.00
TOTAL RECREATION EXPENSES =				\$2,382.15

ROADS & EASEMENT EXPENSES, DIVISION CODE 9237				
Harvey Pearlman	1028	Maint. manager wages paid this month	C	355.24
Salvador Gonzales	1073	Extra Hire wages paid this month	C	
Jackson's	2077	Stihl helmet system	B	61.12
Maartin Bros. Supply	2077	Sand and gravel for repairs	B	127.99
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	500.00
TOTAL R&E EXPENSES =				\$1,044.35

**MUIR BEACH CSD, BILLS TO BE PAID
RECEIVED 09/01/03 THROUGH 09/30/03**

WATER DIVISION EXPENSES, DIVISION CODE 9238

Harvey Pearlman	1028	Maint. manager wages paid this month	C	1,184.16
State Compensation Fund	1028	Work compesation insurance for August	C	644.33
Jose Alcala	1,073	extra hire wages paid in Sept.	C	53.83
PERS	1506	Harvey's medical insurance August & Sept.	B	520.05
Costco	2077	Towels for repairs	P	10.29
Home Depot	2077	Misc. small fittings	B	49.50
J. L. Wingert, Inc.	2077	Flexible chlorine piping	B	54.37
Hach Company	2115	Chlorine residual test supplies	B	81.46
Herb's Pool Service	2115	Chlorine supplies	B	47.19
Marin Health Laboratory	2115	Coliform tests in August	B	30.00
ABC Consultants, Inc.	2117	Clerical fees paid this month	B	950.00
ABC Consultants, Inc.	2117	Administrative fees paid this month	B	800.00
Public Storage	2121	File storage	B	59.00
USPO	2130	Postage	P	103.10
Costco	2133	Printer ink cartridges	P	226.52
Harvey Pearlman	2479	Travel allowancefor August & September	B	200.00
Cingular Wireless	2534	Harvey's Cell phone	B	37.87
Pacific Bell	2534	Upper tank phone relay paid this month	B	31.72
Pacific Gas & Electric	2535	Well & lower tank electric paid this month	B	551.14

TOTAL WATER EXPENSES = \$5,634.53

SECURITY DEPOSIT TRUST FUND TRANSACTIONS

PERS	1506	Shaffer medical trust	B	460.85
Chaplaincy Institute	R9255	Security deposit refund	B	250.00
Compass Community Services	R9255	Security deposit refund	B	250.00
Lisett Sell	R9255	Security deposit refund	B	500.00
Opportunity to Independence, Inc.	R9255	Security deposit refund	B	250.00
Sue Porter	R9255	Security deposit refund	B	500.00
Allan Steinbach	R9255r	Security deposit refund	B	250.00
Zen Center	R9255R	Security deposit refund	B	250.00

TOTAL CHECKS ISSUED FROM TRUST FUNDS = \$2,710.85

TOTAL WATER CAPITAL IMPROVMENT EXPENSES = \$175.00

TOTAL GENERAL FUND EXPENSES = 10,237.63

TOTAL CHECKS ISSUED FROM TRUST FUNDS = 2,710.85

TOTAL OF ALL CHECKS ISSUED = \$13,123.48

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

Maury Ostroff, President

Donovan Macfarlane, Secretary

Balance Sheet

As of September 30, 2003

	<u>Sep 30, 03</u>
ASSETS	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	30,487
Fund 429, County Investment Fun	
Capital Improvements	222,726
Fire Station Reserve	14,625
General Investments	60,097
Total Fund 429, County Investment Fun	<u>297,448</u>
Petty Cash Fund	8
Salomon Smith Barney	
Firesafe Marin	11,038
General Funds	27,604
Rental deposit trust	750
Shaffer CalPers Trust	-9
Water Security Deposit Trust	6,600
West Marin Funds	6,665
Total Salomon Smith Barney	<u>52,648</u>
Total Checking/Savings	380,591
Accounts Receivable	
Receivables	17,353
Total Accounts Receivable	<u>17,353</u>
Total Current Assets	397,944
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	<u>537</u>
TOTAL ASSETS	<u><u>398,481</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
R9255R, Refundable deposits	750
W1506CPSH Shaffer CalPers Trust	-174
W9025RD, Security deposits	6,600
Total Other Current Liabilities	<u>7,176</u>
Total Current Liabilities	<u>7,176</u>
Total Liabilities	7,176
Equity	
Retained Earnings	392,015
Net Income	-711
Total Equity	<u>391,305</u>
TOTAL LIABILITIES & EQUITY	<u><u>398,481</u></u>

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

Accrual Basis

September 2003

	<u>Sep 03</u>
Income	
Recreational Activities Inco...	2,349.35
Water Capital Improvements...	1,914.20
Water Operations Income	<u>6,875.92</u>
Total Income	11,139.47
Expense	
Administrative Expenses	888.69
Fire Operational Expenses	287.91
Firesafe Marin Grant Expen...	
Recreational Expenses	2,382.15
Roads & Easements Expens...	1,044.35
Water Capital Improve'ts Exp.	175.00
Water Operating Expenses	<u>5,634.53</u>
Total Expense	<u>10,412.63</u>
Net Income	<u><u>726.84</u></u>

Muir Beach Community Services District 2002-2003
 INCOME VERSUS EXPENSES DETAILED
 September 2003

	<u>Sep 03</u>
Income	
Recreational Activities Income	
R9255, CC Rental Income	2,063
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	152
R9811TC, Tai Chi Income	135
Total R9811, Rec. Programs Income.	<u>287</u>
Total Recreational Activities Income	2,349
Water Capital Improvements Inco	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,689
H9031, Water Surcharge Income - Other	225
Total H9031, Water Surcharge Income	<u>1,914</u>
Total Water Capital Improvements Inco	1,914
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	4
W9025LP, Late pay penalty	115
W9025, Water Service Income - Other	6,757
Total W9025, Water Service Income	<u>6,876</u>
Total Water Operations Income	<u>6,876</u>
Total Income	11,139
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	67
A2117, Consulting Admin. Fees	600
A2133, Office Supplies	24
A2479, Travel Expenses	144
A2534, Telephone/Communications	-2
A2713, Legal fees	55
Total Administrative Expenses	<u>889</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	
Total F2077-Chipper grant program	<u> </u>
Total Firesafe Marin Grant Expenses	
Recreational Expenses	
R1028, Maint. Mgr. Wages	390
R1073, Janitorial wages	538
R1404, FICA	85
R1701, Work Comp Insurance	64
R2041, Rec. Program Expenses	
R2041BI, Bistro Expenses	251

Muir Beach Community Services District 2002-2003
 INCOME VERSUS EXPENSES DETAILED
 September 2003

	<u>Sep 03</u>
R2041TC, Tai Chi Expenses	198
Total R2041, Rec. Program Expenses	<u>449</u>
R2117, Administrative Expenses	500
R2366, Building Supplies	42
R2534, Pay Telephone Expense	53
R2535, Energy Expenses	
R2535G, Butane Gas Expenses	164
R2535, Energy Expenses - Other	96
Total R2535, Energy Expenses	<u>260</u>
Total Recreational Expenses	2,382
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	330
E1073, Extra Hire Wages	
E1404, FICA	25
E2077, Road & Easement Repairs	189
E2117, Administrative Fees	500
Total Roads & Easements Expenses	<u>1,044</u>
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	175
Total Water Capital Improve'ts Exp.	175
Water Operating Expenses	
W1028, Maint. Mgr. Wages	1,100
W1073, Extra Hire Wages	
W1404, FICA	138
W1506, Medical benefits	
W1506CPHvy	520
Total W1506, Medical benefits	520
W1701, Work. Comp. Insurance	644
W2077, Routine Repairs	114
W2115, Chemicals I Testing	159
W2117, Administrative Fees	1,750
W2121, Miscellaneous Expenses	59
W2130, Postage & Shipping	103
W2133, Office Supplies	227
W2479, Travel allowance	200
W2534, Telephone Relay Expense	70
W2535, Electrical Service	551
Total Water Operating Expenses	<u>5,635</u>
Total Expense	<u>10,413</u>
Net Income	<u><u>727</u></u>

4:07 PM
 11/01/03
 Accrual Basis

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

	<u>Jul - Sep 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Administrative Income	0	46,600	-46,600	0%
Fire Operations Income	5,933	14,233	-8,300	42%
Firesafe Marin Grant Income	0	15,000	-15,000	0%
Recreational Activities Income	6,327	11,500	-5,173	55%
Water Capital Improvements Inco	6,628	78,140	-71,512	8%
Water Operations Income	19,463	73,440	-53,977	27%
Total Income	38,351	238,913	-200,562	16%
Expense				
Administrative Expenses	3,130	18,550	-15,420	17%
Fire Operational Expenses	2,932	14,233	-11,301	21%
Firesafe Marin Grant Expenses	1,722	6,400	-4,678	27%
Recreational Expenses	5,681	27,206	-21,525	21%
Roads & Easements Expenses	4,914	20,823	-15,909	24%
Water Capital Improve'ts Exp.	525	229,522	-228,997	0%
Water Operating Expenses	20,156	80,174	-60,018	25%
Total Expense	39,061	396,908	-357,847	10%
Net Income	-711	-157,995	157,284	0%

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed July through September 2003

	Jul - Sep 03	Budget	\$ Over Budget	% of Budget
Income				
Administrative Income				
A9001, General Tax Income	0.00	46,200.00	-46,200.00	0.0%
A9203, Non Tax Income	0.00	400.00	-400.00	0.0%
Total Administrative Income	0.00	46,600.00	-46,600.00	0.0%
Fire Operations Income				
F9377, West Marin Funds	0.00	8,300.00	-8,300.00	0.0%
F9763, Fire Assoc. Donations	5,933.00	5,933.00	0.00	100.0%
Total Fire Operations Income	5,933.00	14,233.00	-8,300.00	41.7%
Firesafe Marin Grant Income				
F9811FM, Grant income	0.00	15,000.00	-15,000.00	0.0%
Total Firesafe Marin Grant Income	0.00	15,000.00	-15,000.00	0.0%
Recreational Activities Income				
R9255, CC Rental Income	5,517.50	9,000.00	-3,482.50	61.3%
R9811, Rec. Programs Income.				
R9811BI, Bistro Income	426.94	1,300.00	-873.06	32.8%
R9811CP, Child's Prog. Income	0.00	200.00	-200.00	0.0%
R9811TC, Tai Chi Income	382.50	1,000.00	-617.50	38.3%
Total R9811, Rec. Programs Income.	809.44	2,500.00	-1,690.56	32.4%
Total Recreational Activities Income	6,326.94	11,500.00	-5,173.06	55.0%
Water Capital Improvements Inco				
H9001, special Assessment Tax	0.00	55,900.00	-55,900.00	0.0%
H9031, Water Surcharge Income				
H9031, Consumption Surcharge	4,787.44	17,800.00	-13,012.56	26.9%
H9031, Non District Surcharge	0.00	540.00	-540.00	0.0%
H9031, Water Surcharge Income - Other	315.00	0.00	315.00	100.0%
Total H9031, Water Surcharge Income	5,102.44	18,340.00	-13,237.56	27.8%
H9377, Interest Earnings				
H9377C, Cap. Imp. Interest	1,002.29	3,000.00	-1,997.71	33.4%
H9377G, Gen. Inv. Interest	523.15	900.00	-376.85	58.1%
Total H9377, Interest Earnings	1,525.44	3,900.00	-2,374.56	39.1%
Total Water Capital Improvements Inco	6,627.88	78,140.00	-71,512.12	8.5%
Water Operations Income				
W9025, Water Service Income				
W9025Int., Overdue bill Interst	9.04	40.00	-30.96	22.6%
W9025LP, Late pay penalty	279.63	900.00	-620.37	31.1%
W9025, Water Service Income - Other	19,174.24			
Total W9025, Water Service Income	19,462.91	940.00	18,522.91	2,070.5%
W9772, Miscellaneous Income	0.00	72,500.00	-72,500.00	0.0%
Total Water Operations Income	19,462.91	73,440.00	-53,977.09	26.5%
Total Income	38,350.73	238,913.00	-200,562.27	16.1%
Expense				
Administrative Expenses				
A2049, Conf., Mtgs. & Dues	161.99	750.00	-588.01	21.6%

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed July through September 2003

	Jul - Sep 03	Budget	\$ Over Budget	% of Budget
A2059, P & L Insurance	0.00	895.00	-895.00	0.0%
A2117, Consulting Admin. Fees	1,800.00	7,500.00	-5,700.00	24.0%
A2118, Independent Audit	0.00	1,200.00	-1,200.00	0.0%
A2121, Miscellaneous Expenses	0.00	350.00	-350.00	0.0%
A2129, Gen. Election expenses	0.00	455.00	-455.00	0.0%
A2130, Mailing & Shipping Exp.	27.89	100.00	-72.11	27.9%
A2133, Office Supplies	24.40	650.00	-625.60	3.8%
A2137, Copier Maint. Expenses	0.00	0.00	0.00	0.0%
A2352, County Fees	167.00	1,200.00	-1,033.00	13.9%
A2479, Travel Expenses	429.87	2,100.00	-1,670.13	20.5%
A2534, Telephone/Communications	464.14	2,850.00	-2,385.86	16.3%
A2713, Legal fees	55.00	500.00	-445.00	11.0%
Total Administrative Expenses	3,130.29	18,550.00	-15,419.71	16.9%
Fire Operational Expenses				
F2059, P & L Insurance	0.00	3,233.00	-3,233.00	0.0%
F2117, Administrative Fees	675.00	2,700.00	-2,025.00	25.0%
F4048, Fire Station Improvement	0.00	0.00	0.00	0.0%
F4827, W. Marin Fund Expenses	2,257.12	8,300.00	-6,042.88	27.2%
Total Fire Operational Expenses	2,932.12	14,233.00	-11,300.88	20.6%
Firesafe Marin Grant Expenses				
F2077-Chipper grant program				
F1073 chipper payroll	1,722.40	5,000.00	-3,277.60	34.4%
F1404 FICA	0.00	400.00	-400.00	0.0%
F2077 Misc. Expenses	0.00	1,000.00	-1,000.00	0.0%
Total F2077-Chipper grant program	1,722.40	6,400.00	-4,677.60	26.9%
Total Firesafe Marin Grant Expenses	1,722.40	6,400.00	-4,677.60	28.9%
Recreational Expenses				
R1028, Maint. Mgr. Wages	550.00	500.00	50.00	110.0%
R1073, Janitorial wages	1,370.25	4,600.00	-3,229.75	29.8%
R1404, FICA	181.36	352.00	-170.64	51.5%
R1701, Work Comp Insurance	380.29	1,000.00	-619.71	38.0%
R2041, Rec. Program Expenses				
R2041BI, Bistro Expenses	605.18	2,800.00	-2,194.82	21.6%
R2041CD, Com. Dinner Expenses	0.00	0.00	0.00	0.0%
R2041CP, Child's Program Exp.	0.00	200.00	-200.00	0.0%
R2041TC, Tai Chi Expenses	378.00	900.00	-522.00	42.0%
Total R2041, Rec. Program Expenses	983.18	3,900.00	-2,916.82	25.2%
R2059, P & L Insurance	0.00	974.00	-974.00	0.0%
R2077, Routine Repairs	0.00	1,000.00	-1,000.00	0.0%
R2097, CC Ground Maintenance	0.00	1,000.00	-1,000.00	0.0%
R2117, Administrative Expenses	1,500.00	6,200.00	-4,700.00	24.2%
R2121, Miscellaneous Expenses	0.00	100.00	-100.00	0.0%
R2259, Refuse Removal	121.05	480.00	-358.95	25.2%
R2366, Building Supplies	83.59	200.00	-116.41	41.8%
R2534, Pay Telephone Expense	53.92	700.00	-646.08	7.7%
R2535, Energy Expenses				
R2535E, Electrical Expenses	0.00	900.00	-900.00	0.0%
R2535G, Butane Gas Expenses	164.29	300.00	-135.71	54.8%
R2535, Energy Expenses - Other	293.16			

Muir Beach Community Services District 2003-2004 Profit & Loss Budget vs. Actual Year to Date Detailed July through September 2003

	Jul - Sep 03	Budget	\$ Over Budget	% of Budget
Total R2535, Energy Expenses	457.45	1,200.00	-742.55	38.1%
R4000 Capital Improvements				
R4001, Building Improvements	0.00	5,000.00	-5,000.00	0.0%
Total R4000 Capital Improvements	0.00	5,000.00	-5,000.00	0.0%
Total Recreational Expenses	5,681.09	27,206.00	-21,524.91	20.9%
Roads & Easements Expenses				
E1028, Maint. Mgr. wages	1,020.00	1,500.00	-480.00	68.0%
E1073, Extra Hire Wages	300.00	2,000.00	-1,700.00	15.0%
E1404, FICA	100.99	300.00	-199.01	33.7%
E1701, Work's. Comp. Insurance	0.00	400.00	-400.00	0.0%
E2059, P & L Insurance	0.00	423.00	-423.00	0.0%
E2077, Road & Easement Repairs	768.22	10,000.00	-9,231.78	7.7%
E2117, Administrative Fees	1,500.00	6,200.00	-4,700.00	24.2%
E4000 Capital improvements				
E4001-Easement Lighting	1,225.00			
Total E4000 Capital Improvements	1,225.00			
Total Roads & Easements Expenses	4,914.21	20,823.00	-15,908.79	23.6%
Water Capital Improve'ts Exp.				
H2059, P & L Insurance	0.00	322.00	-322.00	0.0%
H2117, Administrative Fees	525.00	3,500.00	-2,975.00	15.0%
H2352, County fees	0.00	700.00	-700.00	0.0%
H2713, Project Improvements				
H2713CP, System Improvements	0.00	200,000.00	-200,000.00	0.0%
Total H2713, Project Improvements	0.00	200,000.00	-200,000.00	0.0%
H4169UT, Priority Improvements				
H4169NW, New Well	0.00	10,000.00	-10,000.00	0.0%
H4169VR, Valve Replacement	0.00	15,000.00	-15,000.00	0.0%
Total H4169UT, Priority Improvements	0.00	25,000.00	-25,000.00	0.0%
Total Water Capital Improve'ts Exp.	525.00	229,522.00	-228,997.00	0.2%
Water Operating Expenses				
W1028, Maint. Mgr. Wages	4,778.96	18,000.00	-13,221.04	26.5%
W1073, Extra Hire Wages	131.25	2,000.00	-1,868.75	6.6%
W1404, FICA	378.03	1,600.00	-1,221.97	23.6%
W1506, Medical benefits				
W1506CPHvy	520.05	3,000.00	-2,479.95	17.3%
W1506, Medical benefits - Other	0.00	0.00	0.00	0.0%
Total W1506, Medical benefits	520.05	3,000.00	-2,479.95	17.3%
W1701, Work. Comp. Insurance	2,739.24	2,000.00	739.24	137.0%
W2049, Conferences & Training	400.00	300.00	100.00	133.3%
W2058, Annual Permit Fee	1,889.00	1,889.00	0.00	100.0%
W2059, P & L Insurance	0.00	1,535.00	-1,535.00	0.0%
W2077, Routine Repairs	285.51	5,000.00	-4,714.49	5.7%
W2115, Chemicals I Testing	295.84	3,000.00	-2,704.16	9.9%
W2117, Administrative Fees				
W2117A, Administrative Fees	0.00	10,800.00	-10,800.00	0.0%
W2117C, Clerical Fees	0.00	10,800.00	-10,800.00	0.0%

4:05 PM

11/01/03

Accrual Basis

**Muir Beach Community Services District 2003-2004
 Profit & Loss Budget vs. Actual Year to Date Detailed
 July through September 2003**

	Jul - Sep 03	Budget	\$ Over Budget	% of Budget
W2117, Administrative Fees - Other	5,250.00			
Total W2117, Administrative Fees	5,250.00	21,600.00	-16,350.00	24.3%
W2121, Miscellaneous Expenses	659.75	500.00	159.75	132.0%
W2130, Postage & Shipping	243.70	800.00	-556.30	30.5%
W2133, Office Supplies	306.55	750.00	-443.45	40.9%
W2325, Contract Services	0.00	10,000.00	-10,000.00	0.0%
W2479, Travel allowance	500.00	1,200.00	-700.00	41.7%
W2534, Telephone Relay Expense	192.37	500.00	-307.63	38.5%
W2535, Electrical Service	1,586.07	6,500.00	-4,913.93	24.4%
Total Water Operating Expenses	20,156.32	80,174.00	-60,017.68	25.1%
Total Expense	39,061.43	396,908.00	-357,846.57	9.8%
Net Income	-710.70	-157,995.00	157,284.30	0.4%

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**OFFICIAL MINUTES OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
HELD ON WEDNESDAY, SEPTEMBER 24, 2003**

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

I. Call to order: President Shaffer called the meeting to order at 7:20 pm and turned the meeting over to incoming President Ostroff. President Ostroff thanked Director Shaffer for his introduction and briefly noted that he is new to this position and may require forbearance as he learns the procedures for conducting the meetings.

II. Review and consideration of the September 24, 2003 Agenda. There was a brief discussion of the Agenda, and Director Shaffer *moved* to approve the Agenda as submitted; seconded by Director Hills, ayes all.

III. National Park Service: Ranger Jennifer Vic offered an update on the ongoing activities of the Park Service, including:

- A. Within the next few weeks, new trail maps will be available.
- B. Fire management is being considered in an alternate location tonight.
- C. Brochures and information cards are being mailed to the owners on the area tax roll, the brochures include the schedule of meetings for the transportation and big lagoon studies.
- D. The big lagoon working group is considering a development plan for the mouth of Redwood Creek. The estimated cost is \$5.4 million to restore the lagoon and creek bed. Half of the funding will be from N. P. S. and the balance for alternative funding sources.
- E. The ranger involved with the area traffic plan stipulated that most of the rumors concerning the hiking trail through Muir Beach are incorrect. He then announced that

1 more details on the traffic plan will be discussed during the public meetings scheduled for
2 October 20, 29 (Muir Beach) and 30, 2003.

3 Director Kamradt pointedly noted that 3 years ago the District had been promised
4 to be a part of the traffic planning group. However, that promise was not fulfilled and the
5 District was left out of the considerations.

6 **IV. Bills to be paid:** There was a brief discussion of the Bills to be Paid Report and Director
7 Kamradt *moved* to approve the report as submitted including a total of \$11,615.61 in general
8 fund expenditures and \$175 in water capital improvement expenditures, and \$1,563.96 in
9 security deposit refunds and trust fund expenses for a total of \$13,354.57 in warrants issued,
10 seconded by Director Shaffer; ayes all.

11 **V. Fire Department, emergency disaster committee:** Chief Sward reported that the department is
12 operating well, and that they have received funding to install an upgraded fire hydrant near the
13 Pelican Inn.

14 **VI. General Manager's Report:** There was brief discussion of the fiscal report, followed by the
15 following:

16 **A. Roads and easements:** There was a discussion of the progress, or lack of progress for the
17 mitigation of the District's pedestrian path encroachment on private property at the sunset
18 end of the Ahab to Sunset Way trail. Director Hills indicated that he will clear the air so
19 the work can be completed.

20 **B.** Karla Andersdatter had requested some considerations of the Boards communications
21 with the County concerning the naming of the driveway behind her dwelling. She made
22 some opening comments and this was followed by an acrimonious exchange between Ms
23 Andersdatter and President Ostroff, ending in the Board's informal rejection of Ms
24

1 Andersdatter's request.

2 **C. Water operations:** The G. M. reported that water operations were normal. and that water
3 consumption had declined from last months high level.

4 **D. Recreation:** The following recreational items were discussed:

5 1. Electrician Paul Brunner, who completed the trail lighting from the community
6 center to Sunset Way submitted (at the G. M.'s request) a proposal to
7 renovate/improve the community center entry lighting. The Board was given
8 copies of the proposal with sketches of the improvements and estimated labor
9 costs ranging from just under \$4,000 to more than \$6,000. The Board deferred
10 consideration to an undetermined future date, to permit time for them to study the
11 proposal.

12 2. Kathy Sward reported that various funding and cost estimates are being
13 considered for completing the community center glass deck roof. Michael Moore
14 suggested a new fund raising program entitle "Pain in the glass" for residents to
15 make dedicated donations. The Board concurred with the suggestion and offered
16 assistance for the brochures to solicit the donations.

17 3. Grant funds for improving the community center entry stairs were briefly
18 discussed, with no action taken.

19 **VII. Public Open Time:** Colleen Curry requested the Board to review the drainage from Sunset
20 Way, that crosses her property to Pacific Way. This was followed by a brief discussion of actions
21 taken and completed this year, which should mitigate the problem. the matter will be further
22 evaluated in the forthcoming rain season.

1 **VIII. Review of the draft minutes** for the July 23, 2002 meetings. Director Shaffer noted that the
2 Minutes on page 16 of 18 in the Board's packet, line 14 needs to be changed from "that the
3 Board is naming the driveway" to "the Board is *not* naming the driveway". With this correction,
4 Director Shaffer *moved* to approve the minutes as corrected, seconded by Director Hills, ayes all.

5 **IX. Next meeting date:** Following a brief discussion the next meeting date was confirmed for
6 Wednesday, November 5, 2003. It was also noted that the Board needs to conduct another closed
7 meeting concerning District employees; however no date was set for this.

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

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

13 Maury Ostroff, Board President

Donovan Macfarlane, Secretary