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 BOARD OF DIRECTOR'S INFORMATION PACKET  
 FOR THE  
 MUIR BEACH COMMUNITY SERVICES DISTRICT  
 REGULAR BOARD OF DIRECTORS' MEETING TO BE HELD  
 ON WEDNESDAY, AUGUST 4, 2004  
 IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE  
 TO BEGIN AT ~~6:30~~ P.M.**

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**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS' REGULAR BOARD MEETING  
ON WEDNESDAY, AUGUST 4, 2004. TO BEGIN AT APPROXIMATELY ~~6:00~~ PM IN THE  
COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE,  
MUIR BEACH, CALIFORNIA.**

7:00 P.M.

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

- I. President Hills** will call the general meeting to order,
- II. Review and consideration of the August 4, 2004 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. Fire Department, Emergency Disaster Committee:** Chief Sward will update the Board on the Fire Department activities.
- V. Bills to be paid.** The Board will consider payment approval of the bills received requesting payment during the June 1 through June 30, 2004 period.
- VI. Review and approval** for the response to the Comprehensive Transportation Management Plan (C.T.M.P.) Meeting held on July 17, 2004. Director Kamradt will give a report to the Board on her attendance to this meeting.
- VII. 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. President Hills will give a report on the retention of an independent auditor for the District.
    - 2. **Budget for the next fiscal year.** The suggested budget for fiscal year 2004-05 is included in the packet. The budget includes allocations for capital improvements to the well site, but does not include a full list of specific improvements. These details will be developed during the year, as plans and cost estimates are completed.
  - B. Roads and Easements:** The pavement repairs for Sunset Way have been completed. The grinding of the existing asphalt and use as additional road base worked well. While the repairs are intended as a short term measure, my inspection of the completed work indicates that the quality may exceed our expectations.
  - C. WATER OPERATIONS:** In general water operations have been normal and no important repairs have been necessary.
    - 1. Coliform tests taken during June were free of bacteria.

2. Water Billing:

WATER BILLING ANALYSIS AND COMPARISON WITH PRIOR YEAR			
Description	5/16/04 to 6/16/04	5/23/03 to 6/23/03	04 - 03 % Change
Water consumption billing	\$6,799.59	\$6,253.16	+8.74
Late payment penalties	108.34	63.39	
Interest charges	0.57	3.28	
Total water billing	\$6,908.50	\$6,319.83	+9.31
Capital Improvement Surcharge	\$1,745.11	\$1,596.03	+9.90

Comparison of current water production to last year

Description	5/16/04 to 6/16/04	5/23/03 to 6/23/03	04-03 % change
Total volume pumped through master meter =	964,559 gallons	967,405 gallons	- 0.29
Average daily pumping rate	29,626 gallons	31,207 gallons	-5.07
Highest pumping day volume pumped =	41,560 gallons	43,900 gallons	-5.33
Lowest pumping day volume pumped =	25,000 gallons	21,250 gallons	+17.65
Total volume billed through service meters =	918,406 gallons	849,671 gallons	+8.09
Gross unaccounted for water loss =	46,153 gallons	117,734 gallons	-60.79
Estimated un-metered maintenance use	2,500 gallons	2,000 gallons	
Estimated leak repair losses	500 gallons	2,000 gallons	
Net unaccounted for water loss	43,153 g. 4.47%	113,734 g. 11.76%	-61.99
Average daily consumption per meter =	194 gallons	180 gallons	+7.38
Average service billing =	\$44.25	\$41.00	+7.93

2. It should be noted that while gross consumer water consumption increased by more than 8%, the gross production decreased, indicating the improvement in unaccounted for water loss. A total of seven consumers consumed more than 2,000 cubic feet, one as a result of a water leak that was corrected.

**D. Water Capital Improvements:** Requests for installing the pump and ancillary electrical and piping for the new has been mailed to four firms specializing in this work. I expect replies within the next ten days.

**E. Recreation:** There are several items for Board consideration

1. Post cards were mailed to the nearby residents of the Starbuck Cull de Sac informing them

of the Board's intent to consider installing a basketball facility to replace the facility that was recently removed. They were invited to attend the meeting, or phone or write in support or opposition to the installation.

2. The glass for the deck roof has been ordered and the new shingling of the roof is almost complete. I suggest the Directors inspect the fine work that is being performed by Michael Moore and his assisting workers.
3. The under sink water filter (reverse osmosis) for the community center has been purchased. However, there is some controversy over its installation.

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

**VIII. 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.

**IX. Review of the draft minutes** for the general meeting held on June 23, 2004.

**X. Next meeting date:** The forth Wednesday in August is August 25, 2004

**ADJOURNMENT OR CONTINUATION**

Muir Beach Community Services District  
**Bills to be Paid**  
 June 2004

Accrual Basis

	TOTAL	Admin	Cap Impr	Fire	Rec	Roads	Water
Gove, Christopher (CC roof)	3,918.46	0.00	3,918.46	0.00	0.00	0.00	0.00
ABC Consultants, Inc.	3,915.00	965.00	725.00	225.00	500.00	500.00	1,000.00
Sward, John (CC steps)	3,552.45	0.00	3,552.45	0.00	0.00	0.00	0.00
Sward, Jes (CC steps)	3,418.96	0.00	3,418.96	0.00	0.00	0.00	0.00
Silva, Matthew (CC roof)	3,337.15	0.00	3,337.15	0.00	0.00	0.00	0.00
Streb, Tom (CC roof)	2,755.84	0.00	2,755.84	0.00	0.00	0.00	0.00
Mullin, Sharon	2,404.62	2,014.62	0.00	0.00	0.00	0.00	390.00
Marin County Environmental Health	2,182.00	0.00	0.00	0.00	0.00	0.00	2,182.00
Caughlan, Justin (CC steps)	2,174.53	0.00	2,174.53	0.00	0.00	0.00	0.00
Moore, Michael (CC roof, chipper reimb)	1,916.55	0.00	707.85	1,208.70	0.00	0.00	0.00
Moore, Michael (CC roof, chipper labor)	1,722.40	0.00	1,076.50	645.90	0.00	0.00	0.00
Pearlman, Harvey	1,551.90	139.34	0.00	0.00	272.35	94.73	1,045.48
Streb, Tom (CC roof)	1,515.00	0.00	1,515.00	0.00	0.00	0.00	0.00
Specialty Stone (CC steps)	1,313.82	0.00	1,313.82	0.00	0.00	0.00	0.00
Bender, Suzanne - V	505.38	0.00	0.00	0.00	505.38	0.00	0.00
Gonzalez, Juana	310.04	0.00	0.00	0.00	310.04	0.00	0.00
CalPers	306.76	0.00	0.00	0.00	0.00	0.00	306.76
SBC	207.98	112.29	0.00	63.73	0.00	0.00	31.96
Richmond, Lonna	193.78	0.00	0.00	0.00	193.78	0.00	0.00
Gonzalez, Salvador	161.48	0.00	0.00	0.00	80.74	60.56	20.18
Misc Customer (new mailbox)	152.87	152.87	0.00	0.00	0.00	0.00	0.00
Alcala, Jose	148.02	0.00	0.00	0.00	80.73	67.29	0.00
Wang, Emiko	135.60	0.00	0.00	0.00	135.60	0.00	0.00
Kinko's	103.31	85.31	0.00	0.00	0.00	0.00	18.00
Cingular Wireless	92.36	56.51	0.00	0.00	0.00	0.00	35.85
Herb's Pool Service	51.48	0.00	0.00	0.00	0.00	0.00	51.48
Knox, Julian (Brita filter)	43.06	0.00	0.00	0.00	43.06	0.00	0.00
Knox, Nancy (Bistro exp)	40.00	0.00	0.00	0.00	40.00	0.00	0.00
USPS	37.00	0.00	0.00	0.00	0.00	0.00	37.00
County of Marin, HHS Public Health Lab	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Home Depot	25.73	0.00	0.00	0.00	0.00	0.00	25.73
Trader Joe's	7.00	0.00	0.00	0.00	7.00	0.00	0.00
Bell Market	3.35	0.00	0.00	0.00	3.35	0.00	0.00
<b>TOTAL</b>	<b>38,233.88</b>	<b>3,525.94</b>	<b>24,495.56</b>	<b>2,143.33</b>	<b>2,172.03</b>	<b>722.58</b>	<b>5,174.44</b>

Muir Beach Community Services District  
**Bills to be Paid**  
 June 2004

Accrual Basis

Total paid out of the Water Capital Improvements Fund	725.00
Total paid out of the General Fund	37,508.88
	<u>38,233.88</u>
Total paid out of the Rental Security Deposit Trust	0.00
Total paid out of the Water Security Deposit Trust	0.00
Total paid out of the Shaffer Medical Trust Fund	350.95
Total checks issues	<u><u>38,584.83</u></u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the \_\_\_\_\_ day of \_\_\_\_\_, 2004.

**MUIR BEACH COMMUNITY SERVICES DISTRICT**

\_\_\_\_\_  
 Leighton Hills, President

\_\_\_\_\_  
 Donovan Macfarlane, General Manager

**Muir Beach Community Services District**  
**Balance Sheet**

As of June 30, 2004

Accrual Basis

	Jun 30, 04
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Fund 428, County General Fund	5,580
Fund 429, County Investment Fun	
Capital Improvements	263,030
Fire Station Reserve	14,637
General Investments	89,304
Total Fund 429, County Investment Fun	366,971
Petty Cash Fund	149
Smith Barney Citigroup	
Community Center Deck Roof	9,530
Community Phone Book	614
Firesafe Marin	14,568
General Funds	51,579
Quilters grant receipts	5,000
Rental deposit trust	4,700
Shaffer CalPers Trust	83
Water Security Deposit Trust	6,900
West Marin Funds	3,440
Total Smith Barney Citigroup	96,415
Total Checking/Savings	469,115
Accounts Receivable	
Receivables	16,388
Total Accounts Receivable	16,388
Total Current Assets	485,504
Fixed Assets	
A4048, Office Equipment	537
Total Fixed Assets	537
<b>TOTAL ASSETS</b>	<b>486,040</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Payables	3,296
Total Accounts Payable	3,296
Other Current Liabilities	
R9255R, Refundable deposits	4,700
W1506CPSH Shaffer CalPers Trust	83
W9025RD, Water Security deposits	6,900
Total Other Current Liabilities	11,683
Total Current Liabilities	14,979
Total Liabilities	14,979
Equity	
Opening Bal Equity	6,731
Retained Earnings	391,315
Net Income	73,015
Total Equity	471,061
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>486,040</b>

Muir Beach Community Services District  
**Statement of Revenues and Expenditures-Summary**  
 June 2004

Accrual Basis

	<u>Jun 04</u>
Ordinary Income/Expense	
Income	
Administrative Income	9,009
Firesafe Marin Grant Income	6,493
Recreational Activities Income	1,107
Water Capital Improvement...	3,753
Water Operations Income	<u>6,909</u>
Total Income	27,270
Expense	
Administrative Expenses	3,526
Fire Operational Expenses	289
Firesafe Marin Grant Expen...	1,855
Recreational Expenses	15,673
Roads & Easements Expen...	10,992
Water Capital Improve'ts Exp.	725
Water Operating Expenses	<u>5,174</u>
Total Expense	<u>38,234</u>
Net Ordinary Income	-10964
Other Income/Expense	
Other Income	
Interest Income	<u>38</u>
Total Other Income	<u>38</u>
Net Other Income	<u>38</u>
Net Income	<u><u>-10926</u></u>



**Muir Beach Community Services District  
Statement of Revenues and Expenditures- Detailed**

Accrual Basis

June 2004

	Jun 04
Ordinary Income/Expense	
Income	
Administrative Income	
A9001, General Tax Income	2,268
A9203, Non Tax Income	6,741
Total Administrative Income	9,009
Firesafe Marin Grant Income	
F9811FM, Grant income	6,493
Total Firesafe Marin Grant Income	6,493
Recreational Activities Income	
R9255, CC Rental Income	634
R9801, Donations received	
R9801 Deck Roof	100
Total R9801, Donations received	100
R9811, Rec. Programs Income.	
R9811BI, Bistro Income	155
R9811TC, Tai Chi Income	215
Total R9811, Rec. Programs Income.	370
R9834, Phone Book Income	3
Total Recreational Activities Income	1,107
Water Capital Improvements Inc	
H9031, Water Surcharge Income	
H9031, Consumption Surcharge	1,700
H9031, Non District Surcharge	45
Total H9031, Water Surcharge Income	1,745
H9377, Interest Earnings	
H9377C, Cap. Imp. Interest	2,008
Total H9377, Interest Earnings	2,008
Total Water Capital Improvements Inc	3,753
Water Operations Income	
W9025, Water Service Income	
W9025Int., Overdue bill interst	1
W9025LP, Late pay penalty	108
W9025, Water Service Income - Other	6,800
Total W9025, Water Service Income	6,909
Total Water Operations Income	6,909
Total Income	27,270
Expense	
Administrative Expenses	
A2049, Conf., Mtgs. & Dues	83
A2117, Consulting Admin. Fees	2,785
A2130, Mailing & Shipping Exp.	2
A2133, Office Supplies	182
A2137, Copier Maint. Expenses	139
A2479, Travel Expenses	165
A2534, Telephone/Communications	169
Administrative Expenses - Other	
Total Administrative Expenses	3,526
Fire Operational Expenses	
F2117, Administrative Fees	225
F4827, W. Marin Fund Expenses	64

**Muir Beach Community Services District  
Statement of Revenues and Expenditures- Detailed**

Accrual Basis

June 2004

	Jun 04
Total Fire Operational Expenses	289
Firesafe Marin Grant Expenses	
F2077-Chipper grant program	
F1073 Chipper Payroll	600
F1404 FICA	46
F2077 Misc. Expenses	1,209
Total F2077-Chipper grant program	1,855
Total Firesafe Marin Grant Expenses	1,855
Recreational Expenses	
R1028, Maint. Mgr. Wages	253
R1073, Janitorial wages	444
R1404, FICA	133
R2041, Rec. Program Expenses	
R2041PB-Phone Book Exp	505
R2041BI, Bistro Expenses	273
R2041TC, Tai Chi Expenses	136
Total R2041, Rec. Program Expenses	914
R2117, Administrative Expenses	500
R4000 Capital Improvements	
R1404BI-FICA	516
R4001, Building Improvements	12,913
Total R4000 Capital Improvements	13,429
Total Recreational Expenses	15,673
Roads & Easements Expenses	
E1028, Maint. Mgr. wages	88
E1073, Extra Hire Wages	119
E1404, FICA	16
E2117, Administrative Fees	500
E4000 Capital improvements	
E4011-Easement Stairs	9,540
E1404-FICA	730
Total E4000 Capital improvements	10,270
Total Roads & Easements Expenses	10,992
Water Capital Improve'ts Exp.	
H2117, Administrative Fees	725
Total Water Capital Improve'ts Exp.	725
Water Operating Expenses	
W1028, Maint. Mgr. Wages	869
W1073, Extra Hire Wages	19
W1404, FICA	68
W1506, Medical benefits	
W1506CPHvy	307
Total W1506, Medical benefits	307
W2058, Annual Permit Fee	2,182
W2077, Routine Repairs	26
W2115, Chemicals I Testing	
W2115C, Chemical Supplies	51
W2115T, Water Quality Tests	30
Total W2115, Chemicals I Testing	81
W2117, Adminsitrative Fees	1,390
W2121, Miscellaneous Expenses	18
W2130, Postage & Shipping	37

Muir Beach Community Services District  
Statement of Revenues and Expenditures- Detailed

June 2004

Accrual Basis

	Jun 04
W2479, Travel allowance	110
W2534, Telephone Relay Expense	68
Total Water Operating Expenses	<u>5,174</u>
Total Expense	<u>38,234</u>
Net Ordinary Income	-10,964
Other Income/Expense	
Other Income	
Interest Income	38
Total Other Income	<u>38</u>
Net Other Income	<u>38</u>
Net Income	<u><u>-10,926</u></u>

**Muir Beach Community Services District  
Proposed Budget for Fiscal Year 2004 - 2005**

Description	Actual For 2003 - 2004	Proposed For 2004 - 2005	Comments
<b>Administrative Income and Expenses</b>			
<b>Administrative Income</b>			
General Taxes	50,000	51,000	
E. R. A. F. Refund	15,825	6,300	Last year's refund included a prior year
Non Tax Income	6,766	0	
Earned Interest	2,067	1,500	Investment reserves lower
<b>Total Administrative Income =</b>	<b>74,658</b>	<b>58,800</b>	
<b>Administrative Expenses</b>			
Conferences and Meetings	906	1,000	
P & L Insurance	895	1,119	Increased Insurance Cost
Management Fees	8,800	9,600	
Accounting Fees	8,690	10,000	Work on audit will increase costs
Independent Audit		10,000	
Miscellaneous	475	500	
General Election	250	350	Election fees to increase
Mailing and Shipping	234	250	
Office Supplies	523	575	
Copier maintenance	337	400	
County Fees	868	900	
Travel & mileage	1,802	1,900	
Telephone & Communications	2,276	2,500	
Legal opinions and advice	1,073	1,500	
<b>Total Administrative Expenses =</b>	<b>27,129</b>	<b>40,594</b>	
<b>Administrative Income - Expenses =</b>	<b>47,529</b>	<b>18,206</b>	

**Muir Beach Community Services District  
Proposed Budget for Fiscal Year 2004 - 2005**

Description	Actual For 2003 - 2004	Proposed For 2004 - 2005	Comments
<b>Fire Operations Income and Expenses</b>			
<b>Fire Operations Income</b>			
West Marin Grant	8,400	8,400	
Fire Association donations	5,933	6,741	
<b>Total Fire Income =</b>	<u>14,333</u>	<u>15,141</u>	
<b>Fire Operational Expenses</b>			
P & L Insurance	3,233	4,041	
Administrative	2,700	2,700	
W. Marin Funds	5,355	11,445	Balance from last year to be spent
<b>Total Fire Operational Expenses =</b>	<u>11,288</u>	<u>18,186</u>	
<b>Fire Operations Income - Expenses =</b>	<b>3,045</b>	<b>-3,045</b>	Retained 03-04 earnings will offset loss

**Firesafe Marin Operationa Income and Expenses**

<b>Firesafe Marin Grant Income</b>			
Firesafe Marin Grant	20,363	20,500	
<b>Total Firesafe Marin Income =</b>	<u>20,363</u>	<u>20,500</u>	
<b>Firesafe Marin Expenses</b>			
Chipper Payroll	16,467	11,000	
FICA	1,128	842	
Workers Compensation Insurance		6,400	
Miscellaneous	2,504	2,500	
<b>Total Firesafe marin Expenses =</b>	<u>20,099</u>	<u>20,742</u>	
<b>Firesafe Marin Income - Expenses =</b>	<b>264</b>	<b>-242</b>	Retained 03-04 earnings will offset loss

# Muir Beach Community Services District Proposed Budget for Fiscal Year 2004 - 2005

Description	Actual For 2003 - 2004	Proposed For 2004 - 2005	Comments
<b>Recreational Activities Income</b>			
CC Rentals	9,087	9,500	
Bistro	1,996	2,000	
Community Dinners	400	400	
Children's Programs	151	150	
Tai Chi	1,817	1,800	
<b>Total Recreational Income =</b>	<b>13,451</b>	<b>13,850</b>	
<b>Recreational Expenses</b>			
Administration	6,000	6,000	
Maintenance Manager	2,909	3,400	
Janitorial	3,744	3,838	Inflation increase in compensation
Maintenance worker	2,074	2,500	Inflation increase in compensation
Bistro Wages	2,340	2,340	
FICA	868	924	
Workers Compensation Insurance	930	990	
P & L Insurance	903	1,129	
Miscellaneous	29	100	
Bistro supplies	659	750	
Tai Chi	1,508	1,440	
Children's Programs		175	
Community Dinners	752	800	
Refuse Removal	484	484	
Building Supplies	456	500	
Pay Telephone	587	600	
Electrical	1,053	1,200	
Propane Gas	484	500	
<b>Total Recreational Expenses =</b>	<b>25,780</b>	<b>27,669</b>	
<b>Community Center Capital Improvement Expenses</b>			
Wages	27,895	12,500	
Fica	516	956	
Workers Compensation Insurance		2,750	
Materials		8,000	
<b>Total Capital Improvement Expenses =</b>	<b>28,411</b>	<b>24,206</b>	
<b>Total Recreational Income - Expenses =</b>	<b>-40,740</b>	<b>-38,026</b>	

**Muir Beach Community Services District  
Proposed Budget for Fiscal Year 2004 - 2005**

Description	Actual For 2003 - 2004	Proposed For 2004 - 2005	Comments
<b>Roads and Easements Income</b>			
Grant Income	15,000		10,000 Possible grant from Marin County
<b>Roads and Easement Expenses</b>			
Administration	6,000	6,000	
Maintenance Manager	3,115	3,200	
Maintenance worker	2,306	2,500	
FICA	415	436	
Workers Compensation Insurance	0	499	
P & L Insurance	423	529	
<b>Total R &amp; E Operational Expenses =</b>	<b>4,794</b>	<b>10,000</b>	<b>\$8,000 already spent</b>
	<b>17,053</b>	<b>23,164</b>	
<b>Roads and Easement Capital Improvements</b>			
Easement Lighting	7,793		No major improvements scheduled
Easement Stairs	13,280		
FICA	1,016		
Workers Compensation Insurance	0		
<b>Total R &amp; E Capital Imp. Expenses =</b>	<b>22,089</b>		
<b>Total R &amp; E Income - Expenses =</b>	<b>-24,142</b>		
<b>Water Capital Improvement Income and Expenses</b>			
<b>Water Capital Improvement Income</b>			
Special Assessment Tax	49,543	49,543	
Consumption Surcharge	18,576	18,500	
<b>Total Earned Interest</b>	<b>4,759</b>	<b>2,000</b>	Principal base expected to decline
	<b>72,878</b>	<b>70,043</b>	
<b>Water Capital Improvement Expenses</b>			
Administration	1,550	8,700	Extensive capital improvement work
County Fees	320	320	
P & L Insurance	322	403	
Miscellaneous	114	250	
Well site improvements		175,000	
Water Rights Resolution	3,500	1,500	
	<b>5,806</b>	<b>186,173</b>	
<b>Total Water Capital Imp. Expenses =</b>	<b>67,072</b>	<b>-116,130</b>	Retained earnings will offset loss

# Muir Beach Community Services District Proposed Budget for Fiscal Year 2004 - 2005

Description	Actual For 2003 - 2004	Proposed For 2004 - 2005	Comments
<b>Water Operations Income</b>			
Water Service	71,441	72,000	
Lat payments	1,058	1,000	
Earned Interest	32	50	
<b>Total Miscellaneous</b>	<u>65</u>	<u>0</u>	
	<b>72,596</b>	<b>73,050</b>	
<b>Water Operations Expenses</b>			
Administration	9,650	12,000	
Clerical	10,225	9,000	
Maintenance Manager	16,558	17,000	
Maintenance worker	613	750	
FICA	1,329	2,046	
Workers Compensation Insurance	7,998	8,267	
Medical Benefits	3,457	4,380	
P & L Insurance	1,535	1,944	
Annual permit fee	4,071	4,200	
Conferences & Training	200	450	Harvey's recertification
Travel & mileage	1,440	1,440	
Routine Repairs	959	1,000	
Water Quality Tests	420	7,500	Title 22 test required this year
Chemicals	936	1,000	
Miscellaneous	1,377	1,500	
Postage and Shipping	873	1,000	
Office Supplies	791	1,000	New Invoices to be ordered
Contract Services	0	4,000	
Telephone relay	893	900	
<b>Total Water Operations Expenses =</b>	<u>67,926</u>	<u>84,377</u>	
<b>Total Water Operations Income - Expenses =</b>	<b>4,670</b>	<b>-11,327</b>	Loss to offset from retained general funds
<b>Total District Income =</b>	<b>283,279</b>	<b>261,384</b>	
<b>Total District Expenditures =</b>	<b>225,581</b>	<b>425,111</b>	
<b>Total District Income - Expenditures =</b>	<b>57,698</b>	<b>-163,727</b>	Loss offset from retained earnings



1                                   **MUIR BEACH COMMUNITY SERVICES DISTRICT**  
2                                   **MINUTES OF THE BOARD OF DIRECTORS' MEETING**  
3                                   **HELD ON WEDNESDAY, JUNE 23, 2004**  
4  
5  
6

7                   **CALL TO ORDER**  
8

9                   President Hills called the regular meeting of the Muir Beach Community Services District  
10                  Board of Directors to order at 6:43 pm on Wednesday, June 23, 2004.  
11

12                  **ROLL CALL**  
13

14                  PRESENT: DIRECTORS: Hills, Ostroff, Shaffer

15                  PRESENT: OFFICIALS: General Manager Macfarlane, Secretary/Treasurer Mullin  
16

17                  **REGULAR AGENDA**  
18

19                  **I. Review and consideration of the June 23, 2004 Agenda:**  
20

21                  MOTION: To approve the Agenda as submitted.

22                  Moved: Shaffer, seconded by Ostroff

23                  Vote: AYES: Unanimous  
24

25                  **II. Presentation by Doug Widmayer:**  
26

27                  Doug Widmayer, transportation engineer and project manager for the Comprehensive  
28                  Transportation Management Plan gave a report on the progress of the CTMP. They are  
29                  looking to find a range of reasonable alternatives. The outside parameters are set by public  
30                  input and public outcry surrounding the prior set of alternatives has resulted in the following  
31                  decisions: There will be no parking lots added to Frank Valley and there will be no change  
32                  or restriction of the traffic in anyway to Muir Beach roads. Flqw pattern restrictions for  
33                  some bus use will be considered. The question of whether the Muir Beach area can sustain  
34                  the foot traffic that comes with 175 cars (the current parking lot capacity) remains  
35                  unanswered. A carrying capacity study will be needed at some point. Doug mentioned that a  
36                  lot of work has already been done on the Big Lagoon project. He will be looking to build on  
37                  the decisions already made for that project.  
38

39                  Various potential alternatives were discussed including a smaller parking, multiple small lots,  
40                  relocating the existing lot, adding bus service, utilizing the Muir Beach Overlook lot, creating  
41                  a neighborhood parking district, having a resident deputized to issue parking tickets,  
42                  petitioning the County to raise the fine on parking tickets, creating a website and installing a  
43                  webcam so visitors can inform themselves of current weather and parking conditions prior to  
44                  coming, having signage in Tam Junction and on Highway 1 that reports conditions, setting up  
45                  a discreet radio station, and building an aerial tram to transport visitors in.  
46

1 Issues that the audience brought up included having the Sheriff's Department patrol all Muir  
2 Beach streets (patrolling Pacific Way only serves to move the parking problem to the higher  
3 streets), and the hours of operation of the existing lot are insufficient. Doug stressed the  
4 importance of community members attending the meetings and making their voices heard.  
5

6 **III. Bills to be paid:**

7  
8 MOTION: To approve the May report as submitted including a total of \$19,445.60 in  
9 General Fund expenditures, \$725.00 in Water Capital Improvement Fund  
10 expenditures, and \$450.95 in checks issued from the trust funds, for a total of  
11 \$20,621.55 in warrants issued.

12 Moved: Shaffer, seconded by Ostroff

13 Vote: AYES: Unanimous  
14

15 **IV. Fire Department, Emergency Disaster Committee:**

16  
17 Chief Sward reported that the annual BBQ fundraiser was a success.  
18

19 **V. General Manager's Report:**

20  
21 **A. Administration:**

- 22  
23 1. The audit committee has met with one of the interested audit firms. Since the  
24 committee has not yet interviewed the remaining two, no decision has been  
25 made.  
26  
27 2. The budget committee has begun a discussion on the budget for fiscal 2004-  
28 2005. The General Manager will begin work on preparing a draft budget.  
29  
30 3. As Director Kamradt was absent, there was no report on the Marin Advisory  
31 Committee.  
32  
33 4. The General Manager has contacted two payroll services for cost estimates.  
34 However, the County of Marin has indicated they will reduce the cost estimate  
35 they previously gave us by 40%. It is the feeling of the committee that if the  
36 County's cost estimate is competitive, we will continue to process our payroll  
37 through them.  
38

39 **B. Roads and easements:**

40  
41 President Hills, Director Shaffer, General Manager Macfarlane, and Water Manager  
42 Pearlman have inspected the areas of Sunset Way needing repair. There was a brief  
43 discussion about the two proposals that were submitted and subsequently amended by  
44 Pimental Paving and WK McLellan & Company.

1  
2 MOTION: To accept the Pimental Paving amended proposal for \$8,000 and authorize  
3 the General Manager to contact them to have the work begun immediately.  
4 Moved: Shaffer, seconded by Ostroff  
5 Vote: AYES: Unanimous  
6

7 **C. Water operations:**

8  
9 General Manager Macfarlane reported that water operations have been normal and no  
10 important repairs have been necessary.  
11

12 **D. Capital Improvements:**

- 13  
14 1. As our existing well is declining in production capacity, General Manager  
15 Macfarlane has recommended installing a pump in the new well and having  
16 the plumbing and electrical work done that will enable us to activate the  
17 pump. The estimated cost is less than \$10,000 and will be offset by avoiding  
18 the well duration test. The plumbing and electrical work done will be utilized  
19 in the final well site improvements. This will allow for the renovation of the  
20 existing well which will increase its production capacity to normal.  
21

22 MOTION: To approve an expenditure of up to \$10,000 for the installation of a pump  
23 in the new well as well as the plumbing and electrical work required to  
24 activate the pump.

25 Moved: Shaffer, seconded by Ostroff  
26 Vote: AYES: Unanimous  
27

- 28 2. The capital improvements committee will make a recommendation during the  
29 next Board meeting.  
30

31 **E. Recreation:**

- 32  
33 1. The General Manager indicated that the letters sent to notify residents at the  
34 end of Starbuck that the Board may replace the basketball facility in the  
35 Starbuck cul-de-sac were not received in time to allow for a sufficient  
36 comment period. A decision on this item has been postponed until the next  
37 Board of Directors meeting.  
38  
39 2. The General Manager has notified resident Peter Woods that he has Board  
40 approval to remove the seven trees discussed in a prior meeting. He was also  
41 notified that he is responsible for the cost of the replacement trees and shrubs  
42 to be chosen by the Muir Beach Garden Club and approved by the Board.