

**TABLE OF CONTENTS
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, AUGUST 25, 2004
IN THE COMMUNITY CENTER AT 19 SEACAPE DRIVE
TO BEGIN AT 7:00 P.M.**

DESCRIPTION	PAGES
Agenda for the Regular Meeting	1 - 3
Bills to be Paid Report for 06//01/04 through 06/30/04	4 - 5
District Fiscal Consolidated Balance Sheet as of June 30, 2004	6
Statement of Revenues and Expenditures-Summary for June 2004	7
Draft Minutes of the August 4, 2004 Board Meeting	8 - 11

**AGENDA FOR THE MUIR BEACH COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS' REGULAR BOARD MEETING
ON WEDNESDAY, AUGUST 25, 2004. TO BEGIN AT APPROXIMATELY 7:00 PM IN THE
COMMUNITY CENTER LOCATED AT 19 SEACAPE DRIVE,
MUIR BEACH, CALIFORNIA.**

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 25, 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 July 1 through July 31, 2004 period.
- 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, and no specific items currently require Board consideration.
 - B. Roads and Easements:** The following items require Board consideration.
 1. We have received a request from Dan Qualls and Anna Tom for permission to transverse the District Parkland for the purpose of providing vehicular and construction equipment access during the course of the anticipated residential construction on their Seacape Subdivision property. Such permission has been granted in the past, to various property owners having property adjacent to the Park Land. It is recommended that such permission be granted, with the caveat that the natural terrain and vegetation be protected as much as possible and restored to its natural condition when construction operations are completed. In addition, it should be noted that access to the Park at the Seacape Starbuck intersection is limited to the pedestrian stairs as the ground level of the Park entrance is too steep for vehicular access. If access is desired in this location, permission must be granted by the Lasky family whose property extends through the area were the ground level is accessible to vehicular traffic. Otherwise, vehicles must access via the Starbuck extension and traverse uphill through the Park for approximately 1,000 feet.

Alternatively, when the Park pedestrian trail was surveyed by the trail consultant, he suggested that it might be prudent to eliminate the pedestrian stairs at the Seacape Starbuck intersection by reshaping the steep grade so as to permit easier foot access. At the time, the Board rejected the suggestion due to the cost and other possible factors. Should Mr. Qualls be willing to provide the regrading at his expense, the Board may wish to consider it.
 2. The seven trees, along the easterly boundary of the Community Center Property, approved for removal by the Board have been removed. It is anticipated that the Garden Club will make their recommendations for replacing the trees to reestablish the screening benefits to the adjacent property.

C. **WATER OPERATIONS:** In general water operations have been normal and no important repairs have been necessary.

1. Coliform tests taken during July were free of bacteria. 2. Water Billing:

WATER BILLING ANALYSIS AND COMPARISON WITH PRIOR YEAR			
Description	6/16/04 to 7/16/04	6/23/03 to 7/23/03	04 - 03 % Change
Water consumption billing	\$6,519.98	\$7,147.59 ¹	-8.78
Late payment penalties	58.21	96..67	-39.78%
Interest charges	0.49	2.46	-80.08%
Total water billing	\$6,578.68	\$7,246.72.	-9.22%
Capital Improvement Surcharge	\$1,675.12	\$1,831.61	-8.54%

¹6/23/03 TO 7/23/03 was the first month of the new billing rates

Comparison of current water production to last year

Description	6/16/04 to 7/16/04	6/23/03 to 7/23/03	04 - 03 % Change
Total volume pumped through master meter =	874,815 gallons	1,037,650 gallons	- 15.69%
Average daily pumping rate	29,083 gallons	34,588 gallons	-15.92%
Highest pumping day volume pumped =	36,150 gallons	47,900 gallons	-24.53%
Lowest pumping day volume pumped =	25,862 gallons	19,650 gallons	+31.61%
Total volume billed through service meters =	942,994 gallons	983,388 gallons	-4.11%
Gross unaccounted for water loss =	70513 gallons	54,262 gallons	0.2995
Estimated un-metered maintenance use	1,000 gallons	2,000 gallons	
Estimated leak repair losses	5,000 gallons	10,000 gallons	
Net unaccounted for water loss	64,513 g. 6.84%	42,282 g. 4.073%	0.5258
Average daily consumption per meter =	197 gallons	219 gallons	-10.05%
Average service billing =	\$42.61	\$49.00	-13.04%

We repaired some small leaks in the system during the 6/23/04 to 7/23/04 period.

D. **Water Capital Improvements:** Due to vacations of District personnel, the scheduled capital improvements to activate the new well and service the existing well have been delayed. Harvey and crew will begin work for the piping and electrical service to the new well, and the new well should be in operation prior to the September meeting.

E. **Recreation:** Vacations have also delayed installation of the basketball facility on Starbuck and the water filter for the community center.

As requested several meetings ago, I have completed my analysis of the need for additional storage space for the community center. My conclusion is that the most appropriate

action is to construct a 12' x 12' separate storage shed, with double entry doors at the East side of the main building. This will require some excavation to have the floor easily accessible from the existing walk. The structure should have the lower walls of concrete block, sealed for ground water protection, with the remaining structure frame construction. This suggestion has been reviewed with representatives from the Quilters and they concur with the location and facility. If the Board concurs, I will prepare the detailed plans and submit a cost estimate in the September meeting. Funding the facility might be the next goal of the Quilters.

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 August 4, 2004.

- IX. Next meeting date:** The fourth Wednesday in August is September 22, 2004. there is also a 5th Wednesday on September 29, 2004.

ADJOURNMENT OR CONTINUATION

Muir Beach Community Services District
Bills to be Paid
July 2004

Accrual Basis

	TOTAL	Admin	Cap Impr	Total Fire	Total Rec	Roads	Water
ABC Consultants	3,907.88	957.88	725.00	225.00	500.00	500.00	1,000.00
Mullin, Sharon	2,404.62	2,014.62	0.00	0.00	0.00	0.00	390.00
Harvey Pearlman	1,884.01	-168.00	0.00	0.00	507.92	203.16	1,340.93
State Compensation Insurance Fund	1,378.63	0.00	0.00	0.00	91.60	0.00	1,287.03
PG&E	708.30	0.00	0.00	0.00	75.93	0.00	632.37
CalPers	613.52	0.00	0.00	0.00	0.00	0.00	613.52
Jes Sward (CC stairs)	466.04	0.00	466.04	0.00	0.00	0.00	0.00
Juana Gonzalez	398.94	0.00	0.00	0.00	398.94	0.00	0.00
Salvador Gonzalez	392.49	0.00	0.00	0.00	230.88	132.74	28.87
Lonna Richmond	249.36	0.00	0.00	0.00	249.36	0.00	0.00
Jesse Beckman (CC roof)	221.64	0.00	221.64	0.00	0.00	0.00	0.00
SBC	207.98	112.29	0.00	63.73	0.00	0.00	31.96
Pearlman, Harvey (mileage, reimbursements)	144.41	0.00	0.00	0.00	0.00	34.41	110.00
Waste Management	121.05	0.00	0.00	0.00	121.05	0.00	0.00
USPS	120.70	44.40	0.00	0.00	0.00	0.00	76.30
Cingular Wireless	92.42	57.96	0.00	0.00	0.00	0.00	34.46
Jose Alcala	92.35	0.00	0.00	0.00	0.00	0.00	92.35
Wang, Emiko	90.00	0.00	0.00	0.00	90.00	0.00	0.00
SBC 9969	53.88	0.00	0.00	0.00	53.88	0.00	0.00
Knox, Nancy	42.00	0.00	0.00	0.00	42.00	0.00	0.00
Home Depot	25.73	0.00	0.00	0.00	0.00	0.00	25.73
Whole Foods	8.14	0.00	0.00	0.00	8.14	0.00	0.00
Walgreens	2.13	0.00	0.00	0.00	0.00	0.00	2.13
Goodman Building Supply	1.87	0.00	0.00	0.00	0.00	1.87	0.00
TOTAL	13,628.09	3,019.15	1,412.68	288.73	2,369.70	872.18	5,665.65

Muir Beach Community Services District
Bills to be Paid
July 2004

Total paid out of the Water Capital Improvements Fund	725.00
Total paid out of the General Fund	<u>12,903.09</u>
	<u>13,628.09</u>
Total paid out of the Rental Security Deposit Trust	1,250.00
Total paid out of the Water Security Deposit Trust	0.00
Total paid out of the Shaffer Medical Trust Fund	<u>350.95</u>
Total checks issues	<u><u>15,229.04</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 July 31, 2004

Accrual Basis

	<u>Jul 31, 04</u>
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney	
General Funds	89,197
Total Smith Barney	89,197
428 Gen'l Fd	4,357
429 Inv Fd	
Water Capital Improvement Fund	264,705
Fire Station Reserve Fund	14,637
General Investments	88,782
Total 429 Inv Fd	368,124
Petty Cash Fund	313
Total Checking/Savings	461,992
Accounts Receivable	
Receivables	15,300
Total Accounts Receivable	15,300
Other Current Assets	
Undeposited Funds	344
Deposits	35
Total Other Current Assets	379
Total Current Assets	477,671
Fixed Assets	
Building	4,305
Machinery & Equipment	537
Total Fixed Assets	4,842
TOTAL ASSETS	482,513
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rental Security Deposits	3,950
Shaffer CalPers Trust	-619
Water Security deposits	7,100
Total Other Current Liabilities	10,431
Total Current Liabilities	10,431
Total Liabilities	10,431
Equity	
Retained Earnings	474,234
Net Income	-2,152
Total Equity	472,082
TOTAL LIABILITIES & EQUITY	482,513

Muir Beach Community Services District
Statement of Revenues and Expenditures
 July 2004

Accrual Basis

	Jul 04
Ordinary Income/Expense	
Income	
Water Operations Income	8,253.80
Recreational Activities Income	1,825.59
Other Income	200.00
Total Income	10,279.39
Expense	
Administration Fees	3,750.00
Bistro Expenses	50.14
Bookkeeping	2,375.00
Employee Benefits	613.52
Insurance	1,378.63
Mileage Allowance	267.88
Office Expense	29.62
Outside Services	90.00
Payroll Expenses	3,704.83
Postage & Delivery	120.70
Repair & Maintenance	62.01
Telephone	300.40
Utilities	883.23
Water Testing & Expense	2.13
Total Expense	13,628.09
Net Ordinary Income	-3,348.70
Other Income/Expense	
Other Income	
Interest Income	1,196.32
Total Other Income	1,196.32
Net Other Income	1,196.32
Net Income	-2,152.38

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **MINUTES OF THE BOARD OF DIRECTORS' MEETING**
3 **HELD ON WEDNESDAY, AUGUST 4, 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 7:20 pm on Wednesday, August 4, 2004.
11

12 **ROLL CALL**

13
14 PRESENT: DIRECTORS: Hills, Kamradt, Ostroff, Shaffer
15 PRESENT: OFFICIALS: General Manager Macfarlane, Secretary/Treasurer Mullin
16

17 **REGULAR AGENDA**

18
19 **I. Review and consideration of the August 4, 2004 Agenda:**

20
21 MOTION: To approve the Agenda as submitted with the exception that the NPS
22 presentation will occur when the NPS representative arrives.

23 Moved: Shaffer, seconded by Kamradt

24 Vote: AYES: Unanimous
25

26 **II. Fire Department, Emergency Disaster Committee:**

27
28 The Fire Department has informed the National Park Service of its vision for the two
29 buildings at the dairy. Chief Sward would like to place a container there in the interim to
30 preserve the contents of the house. A meeting of all emergency and health safety
31 organizations is scheduled at Muir Woods tomorrow to discuss traffic issues and the
32 Comprehensive Transportation Management Plan.
33

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

35
36 MOTION: To approve the June report as submitted including a total of \$37,508.88 in
37 General Fund expenditures, \$725.00 in Water Capital Improvement Fund
38 expenditures, and \$350.95 in checks issued from the trust funds, for a total of
39 \$38,584.83 in warrants issued.

40 Moved: Shaffer, seconded by Kamradt

41 Vote: AYES: Unanimous

1
2 **IV. Comprehensive Transportation Management Plan:**
3

4 Director Kamradt reported. There was a meeting on July 17. The National Park Service and
5 the County of Marin distributed an "elements list" for the different areas covered by the plan.
6 Further planning will be based on these elements. Muir Beach has already received several
7 favorable planning measures. Frank Valley Road will not be closed. Santos Field and Kent
8 Canyon will not be developed. The Greater Muir Beach Neighbors and the CSD have been
9 working together on a joint letter in reply to the elements list with the intent of providing a
10 clear response from Muir Beach. Copies of the letter were made available to the audience
11 and Director Kamradt went over the various points stated in the letter. A lengthy discussion
12 ensued in which many good points were made.

13
14 **MOTION:** To have Judith Yamamoto develop a final draft letter to be reviewed by
15 Directors Hills and Kamradt and sent upon their approval.

16 **Moved:** Shaffer, seconded by Ostroff

17 **Vote:** AYES: Unanimous
18

19 **V. General Manager's Report:**
20

21 **A. Administration:**
22

- 23 1. Sharon Mullin reported on the three auditing firms interviewed by the auditing
24 committee and the committee's recommendation.
25

26 **MOTION:** To approve engaging Kevin Harper to conduct the District's 2003-2004 audit.

27 **Moved:** Ostroff, seconded by Shaffer

28 **Vote:** AYES: Unanimous
29

- 30 2. General Manager Macfarlane went over the various line items on his
31 suggested budget and answered questions from the Board.
32

33 **MOTION:** To approve the budget as submitted.

34 **Moved:** Shaffer, seconded by Kamradt

35 **Vote:** AYES: Unanimous
36

37 **B. Roads and easements:**
38

39 The pavement repairs for Sunset Way have been completed.
40

41 **C. Water operations:**
42

43 General Manager Macfarlane reported that water operations have been normal and no
44 important repairs have been necessary.

1
2 **D. Capital Improvements:**
3

4 Bid requests for the installation of the pump in the new well and the electrical and
5 plumbing work that will be required have been mailed to four firms. We are awaiting
6 replies.
7

8 **E. Recreation:**
9

- 10 1. The General Manager sent notification to residents at the end of Starbuck that
11 the Board may replace the basketball facility in the Starbuck cul-de-sac. They
12 were invited to attend this meeting or call or write the General Manager to
13 register support or opposition of the installation. One phone call was received
14 from Bill and Suzy Stewart who were in favor of reestablishing the basketball
15 court. Since there was no opposition, the Board authorized the General
16 Manager to move forward with the project.
17
- 18 2. Glass for the deck roof has been ordered and the shingling of the roof is
19 almost complete. The Board acknowledged the excellent quality of work that
20 Mike Moore and the crew have done on this project.
21
- 22 3. Although an under-sink water filter for the Community Center has been
23 purchased, Harvey Pearlman suggested that we put a whole-house filter at the
24 entrance to the building. The purchase price is a little more but ongoing
25 maintenance costs will be less. Since the under-sink unit can be returned, the
26 Board agreed on the purchase of the whole-house filter.
27

28 **VI. Public open time:**
29

30 Karla Andersdatter expressed concern about the California State Park Service use of
31 pesticides in the Redwood Creek watershed. There was some discussion as to what the law
32 states regarding the use of pesticides in water districts and whether the law requires that
33 notice be given prior to use. Director Kamradt has already notified Supervisor Kinsey
34 regarding this matter. Director Hills encouraged Karla to verify the law and contact the
35 government agencies if there is a law that requires them to notice us.
36

37 Kathy Sward requested that Mike Moore and crew look at the Community Center floor,
38 which has a dip in the middle of it.
39

40 **VII. Review of minutes:**
41

42 **MOTION:** To approve the draft minutes of the June 23, 2004 Board of Directors meeting
43 as submitted.

44 **Moved:** Shaffer, seconded by Kamradt

45 **Vote:** AYES: Unanimous

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

VIII. **Next meeting date:** The next meeting date is scheduled for Wednesday, August 25, 2004.

The meeting was adjourned at 9:10 pm.

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

Leighton Hills, Board President

Sharon Mullin, Secretary