

MUIR BEACH COMMUNITY SERVICES DISTRICT

19 Seacape Drive ♦ Muir Beach, CA 94965 ♦ 415-388-7804 ♦ www.muirbeachcsd.com



Wed, March 29, 2006
7:00 PM – Regular Meeting

Board of Directors
Community Center
19 Seacape Drive
Muir Beach, CA 94965

TIMING OF ITEMS ON AGENDA

The Board attempts to hear all items in order as stated on the agenda, however it reserves the right to take items out of the order listed at any time during the course of the meeting.

SPECIAL NEEDS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Leighton Hills at 415-388-7804. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure participation in the meeting.

AGENDA

Item 1 CALL TO ORDER

Peter Rudnick, Board President
Maury Ostroff, Board Vice President
Danny Hobson, Director
Steve Shaffer, Director

Leighton Hills, District Manager
Sharry Mullin, District Secretary-Treasurer

Item 2 NATIONAL PARK SERVICE REPORT

A representative of the National Park Service may be present to provide an update or report on activities relevant to Muir Beach.

Item 3 CONSENT CALENDAR

All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single action of the Board. Upon request from a Board member, staff, or member of the public, specific items may be transferred from the Consent Calendar to the Regular Agenda for separate discussion and consideration.

- A. **Approval of Expenditures** – For Feb 2006, attached at page 8.
- B. **Approval of Minutes** – Regular meeting February 22, 2006, attached at page 10.

Item 4 FIRE DEPARTMENT REPORT

By John John Sward, Fire Chief, or other representative of the Fire Department.

Item 5 BOARD VACANCY

Bob Jacobs has indicated his willingness to fill the recent opening on the Board. The term would run approximately 19 months to the time of the next Board general election, November 2007. The Board has the option of filling the vacancy or of leaving it open to be filled at the time of election. It is suggested that the Board act on Bob's offer at the April meeting.

Item 6 REQUEST FOR TREE REMOVAL & TRIMMING NEAR 195 SUNSET WAY

As a great example of neighbors meeting together to work things out, Dan Fitzpatrick organized a series of neighbor meetings to see if there was an arrangement available to restore ocean views to the three homes on the uphill side of Sunset (his, Erin Pinto's and Matt Sylva's) in a way acceptable to the owners of 195 Sunset, on the ocean side of Sunset (Alan & Sala Steinbach, and Yeshi Neumann). The trees at issue are a row of aging cypress trees in front of 195 Sunset, and in the District right-of-way (10 small-trunk trees plus 1 larger tree jointly owned with 195 Sunset).

The owners of the four homes have worked out a plan involving the trimming of some trees and removal of others, and have agreed to split the costs amongst the four affected homes. It is suggested that the District consent to the plan agreed to by the four neighbors, allowing the District trees to be trimmed and/or removed per plan of the four residents. Permission would be granted jointly to all four affected homeowners (Steinbach/Neumann, Pinto, Fitzpatrick & Sylva) requiring unanimous consent among the owners as to scope and nature of the work, with work to be completed by July 31, 2006. Standard requirements for insurance, clean up, protection of District property and the like would also be suggested conditions of approval.

Item 7 GARDEN CLUB INSTALLATION OF DRIP IRRIGATION AT COMMUNITY CENTER

Ann Browning has contacted the District asking for permission on behalf of the Muir Beach Garden Club to install a drip irrigation system on the uphill side of the Community Center. The installation would be overseen and paid for by the Garden Club.

Item 8 DISTRICT MANAGER'S REPORT

HEALTH DEPT. INSPECTION – Scott Callow conducted his inspection of our water system last month. He is with the County's Environmental Health Department, which is authorized by the State's Department of Health Services to oversee the operation of our water system on behalf of the State. We addressed and upgraded a number of areas he had previously commented upon, and he is satisfied with the work. In fact, after meeting at the Pelican to discuss our system, and inspecting the wells and pumphouse, he elected to skip the inspection of the tank sites etc, the first time ever. We are in the process of determining an acceptable and cost effective way of destroying the unused well(s) at the wellsite, and permission from the Board is requested for us to implement the final agreed solution.

Muir Beach's water is naturally slightly acidic and when it sits overnight in residents plumbing, it causes a fair amount of copper to be introduced into the water (till enough water has been run that people are again getting fresh water from the mains). This is also how lead can be introduced into the water. The State requires water systems to treat water in order to reduce this effect.

A consultant suggested a treatment technique that, if effective, may influence the ultimate approach we use in our permanent treatment facility. EHS has requested that we test the effectiveness on our water system, to be measured by reduction in copper present at the tap. The treatment involves the addition of soluble silica (a soluble form of sand) that attaches to corroding copper and iron, and shields the metals from further direct contact with the water. As convenient secondary benefits, ductile iron water mains are subject to less corrosion, and the con-

crete mains in upper Seacape are also protected by silica. Soluble silica is slightly nutritious, allowed in food by the FDA, and used extensively in Canada, where drinking waters are also naturally acidic. The layer is formed during an initial 30-day period, and then a low maintenance level is continued to keep the layer from dissolving. Permission from the Board is requested to comply with the request of EHS.

Item 9 RECREATIONAL ITEMS

Reports/comments from the audience.

Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR

Discussion and action on items, if any, transferred from the Consent Calendar to the Regular Agenda.

Item 11 PUBLIC OPEN TIME

1. *Topics should be within the jurisdiction of the CSD (water, roads, fire & public recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *The Board and staff may only briefly respond to statements and questions (legal requirement for items not posted on an agenda).*
4. *Public comments are limited to 3 minutes per speaker, unless waived by the Board.*
5. *The period for public open time is limited to 15 minutes, unless waived by the Board.*

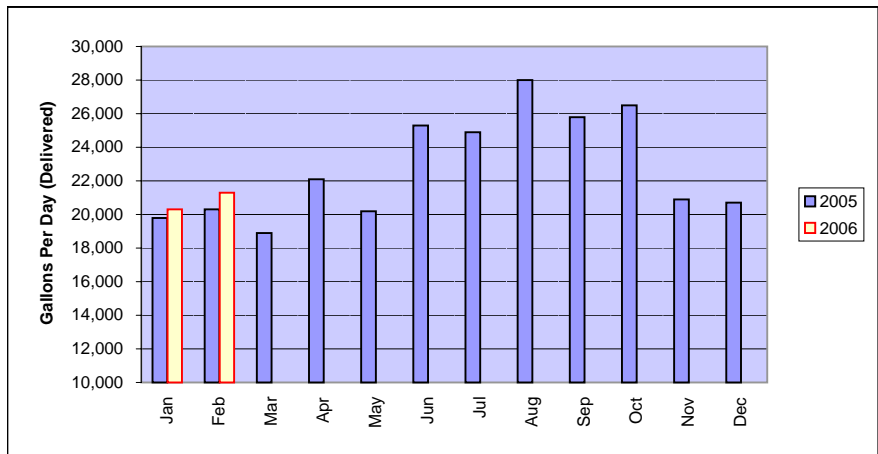
Item 12 SELECTION OF DATE FOR NEXT MEETING

- 4th Wednesday is April 26th.
- 3rd Wednesday is April 19th

Item 13 ADJOURNMENT

Water Production Table

End Date	Gallons Per Day					Billings	
	Pumped	Delivered	12 Mo Avg	Leaks		Month	12 Mos
Feb 16, 06	29,000	21,300	22,900	7,290	25%	\$ 7,427	\$ 84,600
Jan 16, 06	30,600	20,300	22,800	10,320	34%	\$ 7,290	\$ 83,220
Dec 16, 05	22,700	20,700	22,800	1,710	8%	\$ 7,009	\$ 81,830
Nov 16, 05	24,700	20,900	22,700	3,220	13%	\$ 7,341	\$ 80,250
Oct 16, 05	26,800	26,500	22,400	240	1%	\$ 7,543	\$ 78,180
Sep 16, 05	29,500	25,800	22,300	3,520	12%	\$ 7,683	\$ 77,840
Aug 16, 05	29,700	28,000	22,600	1,480	5%	\$ 8,364	\$ 78,930
Jul 16, 05	27,000	24,900	22,600	1,980	7%	\$ 7,083	\$ 78,640
Jun 16, 05	26,900	25,300	22,900	1,580	6%	\$ 7,352	\$ 79,760
May 16, 05	24,400	20,200	23,300	3,850	16%	\$ 5,847	\$ 81,020
Apr 16, 05	25,300	22,100	24,000	2,380	9%	\$ 6,421	\$ 83,390
Mar 16, 05	23,600	18,900	24,300	4,110	17%	\$ 5,239	\$ 84,380
Feb 16, 05	23,500	20,300	24,400	3,120	13%	\$ 6,048	\$ 84,840
Jan 16, 05	21,900	19,800	24,700	2,110	10%	\$ 5,902	\$ 86,260



**Muir Beach Community Services District
Revenue and Expenditures
Budget vs Actual**

Accrual Basis

	<u>Jul '05 - Feb 06</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Water Operations Income	47,184	65,910	72%
Consumption Surcharge	12,108	16,790	72%
Recreational Activities Income	9,341	14,830	63%
Donations	3,025		
Grant Income	3,950	6,740	59%
Tax Income	80,643	128,000	63%
Interest Income	8,307	5,320	156%
Total Income	<u>164,558</u>	<u>237,590</u>	<u>69%</u>
Expense			
Accounting & Bookkeeping	11,340	18,500	61%
Administration Fees	20,414	25,000	82%
Bistro Expenses	424	600	71%
Employee Benefits	2,950	4,620	64%
Event Costs	69	750	9%
Insurance	2,463	7,640	32%
Legal & Professional	10,591	11,500	92%
Licenses, Memberships & Fees	4,048	5,900	69%
Misc Operating Expenses	398	2,100	19%
Office Expense	164	1,200	14%
Outside Services	2,133	2,940	73%
Payroll Expenses	36,197	40,224	90%
Postage & Delivery	615	1,010	61%
Repair & Maintenance	9,224	16,500	56%
Supply	398	10,170	4%
Telephone	1,296	1,910	68%
Travel Expense	1,261	1,620	78%
Utilities	3,617	9,160	39%
Water Testing & Expense	3,527	9,000	39%
Total Expense	<u>111,129</u>	<u>170,344</u>	<u>65%</u>
Net Ordinary Income	<u>53,428</u>	<u>67,246</u>	<u>79%</u>
Net Income	<u><u>53,428</u></u>	<u><u>67,246</u></u>	<u><u>79%</u></u>

Muir Beach Community Services District

Balance Sheet

As of February 28, 2006

Accrual Basis

	<u>Feb 28, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney General Funds	13,824
428 Gen'l Fd	40,417
429 Inv Fd	
Water Capital Improvement Fund	367,600
Fire Station Reserve Fund	15,185
General Investments	<u>116,889</u>
Total 429 Inv Fd	499,674
Petty Cash Fund	<u>130</u>
Total Checking/Savings	554,044
Accounts Receivable	
Receivables	<u>8,747</u>
Total Accounts Receivable	8,747
Other Current Assets	
Undeposited Funds	871
Deposits	<u>467</u>
Total Other Current Assets	<u>1,338</u>
Total Current Assets	564,129
Fixed Assets	
Building	16,518
Furniture & Fixtures	3,000
Machinery & Equipment	34,979
Roads & Easements	
CC Steps	376
Easement Lighting	<u>5,103</u>
Total Roads & Easements	5,479
Water System Improvements	
Water Well	<u>21,120</u>
Total Water System Improvements	<u>21,120</u>
Total Fixed Assets	<u>81,095</u>
TOTAL ASSETS	<u><u>645,224</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
Chase 5153	<u>610</u>
Total Credit Cards	610
Other Current Liabilities	
Rental Security Deposits	2,750
Shaffer CalPers Trust	1,657
Water Security Deposits	7,450
West Marin Funds on Deposit	<u>11,987</u>
Total Other Current Liabilities	<u>23,844</u>
Total Current Liabilities	<u>24,454</u>
Total Liabilities	24,454

Muir Beach Community Services District

Balance Sheet

As of February 28, 2006

Accrual Basis

	<u>Feb 28, 06</u>
Equity	
Retained Earnings	567,342
Net Income	<u>53,428</u>
Total Equity	<u>620,771</u>
TOTAL LIABILITIES & EQUITY	<u><u>645,224</u></u>

Muir Beach Community Services District
Expenditures
 February 2006

	TOTAL	Admin	Water Cap Impr	Fire	Rec	Roads	Water
Hills, Leighton (+ replacement ck)	4,166.00	1,041.50	833.20	416.60	416.60	624.90	833.20
Harvey Pearlman (wages)	2,793.23	0.00	0.00	0.00	121.00	0.00	2,672.23
Harper, Kevin	2,142.00	2,142.00	0.00	0.00	0.00	0.00	0.00
Mullin, Sharon	1,536.59	906.59	0.00	0.00	0.00	0.00	630.00
State Compensation Insurance Fund	757.90	0.00	0.00	0.00	234.53	40.95	482.42
Marin County Registrar of Voters	598.96	598.96	0.00	0.00	0.00	0.00	0.00
Jose Alcala (wages)	585.34	0.00	0.00	0.00	0.00	0.00	585.34
CalPers	390.55	390.55	0.00	0.00	0.00	0.00	0.00
PG&E	386.22	0.00	0.00	0.00	73.48	0.00	312.74
Salvador Gonzalez (wages)	345.00	0.00	0.00	0.00	90.00	0.00	255.00
Psychex, Inc.	336.35	336.35	0.00	0.00	0.00	0.00	0.00
Payroll taxes	306.50	306.50	0.00	0.00	0.00	0.00	0.00
Juana Gonzalez (wages)	288.00	0.00	0.00	0.00	288.00	0.00	0.00
Lonna Richmond (wages)	180.00	0.00	0.00	0.00	180.00	0.00	0.00
Pearlman, Harvey (mileage allowance)	135.00	0.00	0.00	0.00	0.00	0.00	135.00
Wang, Emiko (tai chi)	130.00	0.00	0.00	0.00	130.00	0.00	0.00
NEBS (office supplies)	106.35	0.00	0.00	0.00	0.00	0.00	106.35
JL Wingert Company (water exp)	91.51	0.00	0.00	0.00	0.00	0.00	91.51
SBC	86.75	54.73	0.00	0.00	0.00	0.00	32.02
USPS	82.80	0.00	0.00	0.00	0.00	0.00	82.80
Bender, Suzanne (phone book reprint)	61.09	0.00	0.00	0.00	61.09	0.00	0.00
Cingular Wireless	34.65	0.00	0.00	0.00	0.00	0.00	34.65
Misc Vendor (bistro exp)	32.25	0.00	0.00	0.00	32.25	0.00	0.00
Knox, Nancy (bistro exp)	25.00	0.00	0.00	0.00	25.00	0.00	0.00
Smith Barney (NSF chk to be reimbursed)	25.00	25.00	0.00	0.00	0.00	0.00	0.00
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
TOTAL	15,635.99	5,815.13	833.20	416.60	1,651.95	665.85	6,253.26

