

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



Wed, April 26, 2006
6:35 PM – Closed Session
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 REPORT ON RESULTS OF CLOSED SESSION

Peter will report on the results of a closed session meeting held prior to this meeting.

Item 3 NATIONAL PARK SERVICE REPORT

Carolyn Shoulders of the National Park Service will be present to report on efforts by NPS to continue restoration of Redwood Creek.

Item 4 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 March 2006, as attached.
- B. **Approval of Minutes** – Regular meeting March 29, 2006, as attached.

Item 5 FIRE DEPARTMENT REPORT

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

Item 6 DISTRICT MANAGER'S REPORT

Following up on last meeting's topic of permission for tree removal near 195 Sunset Way, the several residents have agreed to remove all the trees fronting 195 Sunset, which should substantially improve ocean views. Further, PG&E has agreed to remove the trees at its expense since they are within 10 feet of a power line. The District could further take advantage of PG&E's policy of paying for removal of trees.

There is nothing else that needs to be reported.

Item 7 RECREATIONAL ITEMS

Reports/comments from the audience.

Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 9 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 10 SELECTION OF DATE FOR NEXT MEETING

- 4th Wednesday is May 24th.
5th Wednesday is May 31st.

Item 11 ADJOURNMENT

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

Accrual Basis

	<u>Jul '05 - Mar 06</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Water Operations Income	51,697	65,910	78%
Consumption Surcharge	13,351	16,790	80%
Recreational Activities Income	11,525	14,830	78%
Donations	3,075		
Grant Income	6,413	6,740	95%
Tax Income	81,116	128,000	63%
Interest Income	8,362	5,320	157%
Total Income	<u>175,539</u>	<u>237,590</u>	<u>74%</u>
Expense			
Accounting & Bookkeeping	13,445	18,500	73%
Administration Fees	22,497	25,000	90%
Bistro Expenses	470	600	78%
Employee Benefits	3,340	4,620	72%
Event Costs	69	750	9%
Insurance	2,463	7,640	32%
Legal & Professional	10,591	11,500	92%
Licenses, Memberships & Fees	4,381	5,900	74%
Misc Operating Expenses	429	2,100	20%
Office Expense	164	1,200	14%
Outside Services	2,347	2,940	80%
Payroll Expenses	39,412	40,224	98%
Postage & Delivery	630	1,010	62%
Repair & Maintenance	9,277	16,500	56%
Supply	398	10,170	4%
Telephone	1,438	1,910	75%
Travel Expense	1,396	1,620	86%
Uncategorized Exp	391		
Utilities	3,949	9,160	43%
Water Testing & Expense	4,911	9,000	55%
Total Expense	<u>121,999</u>	<u>170,344</u>	<u>72%</u>
Net Ordinary Income	<u>53,540</u>	<u>67,246</u>	<u>80%</u>
Net Income	<u><u>53,540</u></u>	<u><u>67,246</u></u>	<u><u>80%</u></u>

Muir Beach Community Services District
 Expenditures
 March 2006

	TOTAL	Admin	Water Cap Impr	Fire	Rec	Roads	Water
ighton - DM							
Mullin, Sharon	2,120.04	1,295.04	0.00	0.00	0.00	0.00	825.00
Hills, Leighton - GM	2,083.00	520.75	416.60	208.30	208.30	312.45	416.60
Harvey Pearlman (wages)	1,683.00	0.00	0.00	0.00	374.00	88.00	1,221.00
State Compensation Insurance Fund	393.47	0.00	0.00	0.00	68.39	0.00	325.08
CalPers	390.55	390.55	0.00	0.00	0.00	0.00	0.00
California Special Districts Assn.	333.00	333.00	0.00	0.00	0.00	0.00	0.00
PG&E	332.34	0.00	0.00	0.00	79.97	0.00	252.37
Juana Gonzalez	288.00	0.00	0.00	0.00	288.00	0.00	0.00
Jose Alcala	260.00	0.00	0.00	0.00	0.00	0.00	260.00
Salvador Gonzalez	210.00	0.00	0.00	0.00	75.00	75.00	60.00
Payroll taxes	200.54	200.54	0.00	0.00	0.00	0.00	0.00
Lonna Richmond	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
Psychex, Inc.	131.90	131.90	0.00	0.00	0.00	0.00	0.00
SBC	86.96	54.94	0.00	0.00	0.00	0.00	32.02
Wang, Emiko	82.00	0.00	0.00	0.00	82.00	0.00	0.00
Marin County Public Health Laboratory	60.00	0.00	0.00	0.00	0.00	0.00	60.00
Knox, Nancy (bistro exp)	35.00	0.00	0.00	0.00	35.00	0.00	0.00
Cingular Wireless	34.65	0.00	0.00	0.00	0.00	0.00	34.65
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
Misc Vendor (bistro exp)	10.75	0.00	0.00	0.00	10.75	0.00	0.00
TOTAL	9,063.15	2,939.67	416.60	208.30	1,401.41	475.45	3,621.72

Muir Beach Community Services District
Expenditures

March 2006

Paid from the Water Capital Improvements Fund	416.60
Paid from the General Fund	<u>8,646.55</u>
Total expenditures per above	9,063.15
Paid from the Rental Security Deposit Trust	
Collier	<u>500.00</u>
Total paid from the Rental Security Deposit Trust	500.00
Paid from the Water Security Deposit Trust	0.00
Paid from the Shaffer Medical Trust	405.80
Paid from the West Marin Funds Trust	
SBC	<u>28.95</u>
Total paid from the West Marin Funds Trust	28.95
Total checks issues	<u><u>9,997.90</u></u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2006.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Peter Rudnick, Board President

Leighton Hills, District Manager

1
2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 **Minutes of the Board of Directors' meeting held on**
4 **Wednesday, March 29, 2006**
5
6
7

8 **Item 1 CALL TO ORDER**
9

10 President Rudnick called the regular meeting of the Muir Beach Community Services District
11 Board of Directors to order at 7:15 pm on Wednesday, March 29, 2006.
12

13 **Roll Call**

14
15 PRESENT: DIRECTORS: Shaffer, Rudnick, Ostroff

16 PRESENT: OFFICERS: District Manager Hills, Secretary-Treasurer Mullin
17

18 **Item 2 NATIONAL PARK SERVICE REPORT**
19

20 No National Park Service personnel were present.
21

22 **Item 3 CONSENT CALENDAR**
23

24 A. **Approval of Expenditures** – For February 2006, which includes a total of
25 \$14,802.79 in General Fund expenditures, \$833.20 in Water Capital Improvement
26 Fund expenditures, and \$2,979.40 in checks issued from the trust funds, for a total
27 of \$18,615.39 in warrants issued.
28

29 B. **Approval of Minutes** – Regular meeting February 22, 2006.
30

31 MOTION: To adopt the Consent Calendar, which includes Items A and B above.

32 Moved: Shaffer, seconded by Ostroff

33 Vote: AYES: Unanimous
34

35 **Item 4 FIRE DEPARTMENT REPORT**
36

37 Chief John Sward attended a disaster preparedness meeting sponsored by Supervisors Kinsey
38 and Murray. Marin County leads all California counties in wildland-urban interface (WUI)
39 capabilities. Kent Julin will be visiting Muir Beach to review our WUI projects. The WUI
40 Fund is being phased out and fire departments are developing a “sharing program” for
41 equipment purchases. Insurance companies no longer assess insurability solely by analyzing
42 the structure to be insured; they now take into account surrounding roads, hydrants and
43 defensible space. Insurance rates should decrease as a result of efforts by communities to
44 firesafe themselves.
45

1 The Fire Department and Fire Association are continuing to work on a disaster preparedness
2 plan for Muir Beach.

3
4 Bids are being solicited for a foundation on the house at the dairy.

5
6 **Item 5 BOARD VACANCY**

7
8 Bob Jacobs has indicated his willingness to fill the recent opening on the Board. The term
9 would run approximately 19 months to the time of the next Board general election in
10 November 2007. The Board has the option of filling the vacancy or leaving it open to be
11 filled at the time of the election.

12
13 Anyone else interested in the position should contact Leighton prior to the next meeting at
14 which time the Board will take action on this item.

15
16 **Item 6 REQUEST FOR TREE REMOVAL & TRIMMING NEAR 195 SUNSET**
17 **WAY**

18
19 The owners of four homes on Sunset way have worked out a plan to restore ocean views to
20 three of the homes. The plan involves trimming of some trees and removal of others, some
21 of which are located on District property. Permission would be granted jointly to all four
22 affected homeowners requiring unanimous consent among the owners as to the scope and
23 nature of the work, with work to be completed by July 31, 2006 and to be overseen by
24 Leighton. Standard requirements for insurance, clean up, protection of District property, etc.
25 would also be conditions of approval.

26
27 One of the four homeowners, Alan Steinbach, reported that the cypress are a fire hazard and
28 block the views of three neighboring homes. PG&E has trimmed them over the years to
29 make room for electrical wires and the holes created are unsightly. An arborist has indicated
30 the trees are at the end of their useful life.

31
32 MOTION: To allow the four homeowners to remove District trees pursuant to the plan
33 discussed.

34 Moved: Shaffer, seconded by Ostroff

35 Vote: AYES: Unanimous

1
2 **Item 7 GARDEN CLUB INSTALLATION OF DRIP IRRIGATION AT THE**
3 **COMMUNITY CENTER**
4

5 The Garden Club would like to install a drip irrigation system on the uphill side of the
6 Community Center. The installation would be overseen and paid for by the Garden Club.
7

8 Garden Club member Ann Browning reported that the purpose of their fund-raising efforts is
9 to beautify the Community Center. To that end, they would like to install a drip irrigation
10 system. Many plants were lost after their last landscaping effort due to lack of water. Tony
11 Mekisich has been consulted and may help with the installation.
12

13 Bob Jacobs expressed his appreciation for the Garden Club and all that they have done for
14 the community.
15

16 MOTION: To approve the Garden Clubs request to install a drip irrigation system.

17 Moved: Shaffer, seconded by Ostroff

18 Vote: AYES: Unanimous
19

20 **Item 8 DISTRICT MANAGER'S REPORT**
21

22 Muir Beach has received its annual inspection from Scott Callow at Environmental Health
23 Services with good results. He is requiring that an old unused well be formally destroyed,
24 which will cost approximately \$3,500. We are currently receiving bids for that work.
25

26 Muir Beach's water is naturally slightly acidic. Although our water has little or no copper or
27 lead in it naturally, when the water sits overnight in residents' copper pipes, through
28 corrosion it picks up copper as well as (potentially) lead if present in the plumbing's solder.
29 The first water from the tap in the morning (or after other long periods of non-use) can have
30 high levels of copper and/or lead. Residents have been and are encouraged to flush their
31 lines for a minute or two (till the water gets colder signaling that it is fresh from the mains)
32 each morning before use or after other periods of non-use.
33

34 Environmental Health Services is requiring that Muir Beach control this corrosion and has
35 approved the addition of silica to our water, which is essentially soluble sand. The silica will
36 then form a very thin scale in metal pipes and thereby eliminating, or greatly reducing,
37 further corrosion. The silica solution will be metered into our water the same way the
38 chlorine is. The Board assented to the proposed corrosion control plan, as required by
39 Environmental Health.
40

41 **Item 9 RECREATIONAL ITEMS**
42

43 The 9-year-old refrigerator is making an odd noise indicating it either needs repair or
44 replacement.
45

1 **Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR**

2
3 No items were removed from the Consent Calendar.

4
5 **Item 11 PUBLIC OPEN TIME**

6
7 Judith Yamamoto informed the Board that they would be receiving a letter from the Muir
8 Beach Quilters with regards to the charge for propane use at the Holiday Faire discussed at a
9 prior meeting.

10
11 George Lindholdt related a message from David Schwartz requesting that Harvey place red
12 stakes in areas where people are driving off of the pavement, thus eroding the road.

13
14 Kathy Sward asked if the stove had been repaired as a gas smell is still being detected.
15 Harvey informed Leighton that the stove had already been repaired.

16
17 Leighton related that Donovan met with a FEMA representative yesterday and that we have a
18 good chance of getting our projects approved. There is a long list of projects including the
19 bridge at the picnic grounds, portions of Pacific Way and portions of Sunset Way.

20
21 **Item 12 NEXT MEETING DATE**

22
23 The next meeting date is scheduled for Wednesday, April 26, 2006.

24
25 The meeting was adjourned at 8:15 pm.

26
27 These minutes were approved by the Muir Beach Community Services District Board of
28 Directors, during their meeting on _____.

29
30
31 _____
32 Peter Rudnick, Board President

Sharon Mullin, Secretary