

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



Wed, July 5, 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
Steve Shaffer, Director*
Danny Hobson, Director
Bob Jacobs, Director

Leighton Hills, District Manager
Lonna Richmond, Meeting Secretary

Item 2 NATIONAL PARK SERVICE REPORT

A representative of the National Park Service may be present to update the community on NPS projects.

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 May 2006, as attached.
- B. **Approval of Minutes** – Regular meeting May 31, 2006, as attached.

Item 4 FIRE DEPARTMENT REPORT

By John John Sward, Fire Chief, or other representative of the Fire Department. Please note – a meeting of the Disaster Preparedness Committee will follow this meeting.

Item 5 GRAND JURY RESPONSES

Periodically the Grand Jury investigates matters of interest related to local government (among other things) which may result in a set of Findings and Recommendations in its report. Upon request by the Grand Jury, the governing body of a local agency is to provide comments or a response to those findings and recommendations. Apparently some agencies have had its managers provide those responses, instead of the governing body, or the matters have been buried in agendas so that no public discussion actually occurred.

As a result, the Grand Jury has prepared a set of Findings and Recommendations to ensure that it gets comments to its Findings and Recommendations directly from the governing body – in our case the Board of Directors, in public meetings. It has asked that you provide comments or responses to its current set of Findings (labeled F1 below) and Recommendations (labeled R1 and R2 below).

Please consider the matter, and consider passing the following motion.

MOTION:

That the Board of Directors of the Muir Beach Community Services District agrees with finding F1 of the Marin Grand Jury May 26, 2006 report:

F1. Governing bodies must consider and approve their response to a Grand Jury report at a properly agendized public meeting in order to be in compliance with the California Penal Code Section 933 and the Ralph M. Brown act.

That the Board directs staff to implement recommendations R1 and R2 of the same report to be followed and adopted by the Muir Beach CSD:

R1. That all Marin governing bodies (Board of Supervisors, city or town councils, school boards and special district boards) adopt procedures that require their responses to Grand Jury reports be placed on their public meeting agendas in compliance with Penal Code Section 933 and the Ralph M. Brown Act in order to provide opportunity for public discussion.

R2. Though not required, all governing bodies should place Grand Jury responses on their public agendas rather than their consent calendars.

Item 6 DISTRICT MANAGER'S REPORT

Tree Removals – PG&E is scheduled to come tomorrow to remove hazard trees at its expense, in agreement with the arrangements worked out between the CSD and several neighbors near the Steinbach residence at 195 Sunset. As part of that work, Erin Pinto has asked for additional permission to remove/trim three trees on the pathway easement running between Sunset and Ahab, for view considerations. I've taken a look at the trees, and would recommend that permission be given. In addition, the PG&E rep and I identified other locations where tree removal would be warranted. One location would be at the entrance to Sunset on the uphill side – several bushy young pines are quickly making their way up to the power lines. I checked with the residents at 3 Sunset (across the street) and they are fine with removal. In addition, Michael Kaufman is agreeable to removal of one tree either adjacent to or on his lot, under the power lines. Some other trees will also be removed by PG&E but they are on private property and do not involve the CSD. Permission to approve removal/trimming of the above trees is requested.

Water Quality Report – A current Water Quality Report was distributed on June 26 (July 1 deadline). The report conforms to the new format and information requirements adopted by the State a few years ago.

Other – Water deliveries (and revenues) rose substantially during for the last billing period. NPS has promised a letter addressing issues important to it relative to potential siting of our treatment shed on NPS property, but it has not yet been received.

Item 7 RECREATIONAL ITEMS

Comments or updates from members of 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.*

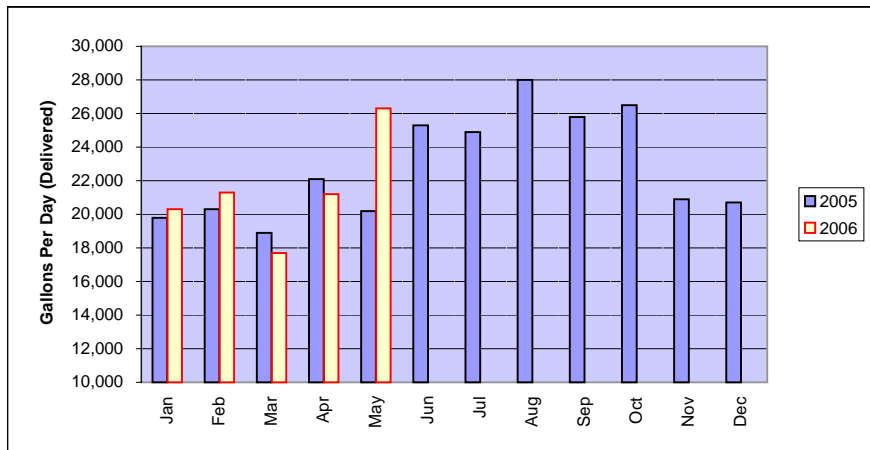
Item 10 SELECTION OF DATE FOR NEXT MEETING

Wednesdays in August: 2, 9, 16, 23, & 30.

Item 11 ADJOURNMENT

Water Production Table

End Date	Gallons Per Day					Billings	
	Pumped	Delivered	12 Mo Avg	Unaccounted For		Month	12 Mos
May 16, 06	29,300	26,300	23,200	2,620	9%	\$ 8,943	\$ 89,700
Apr 16, 06	22,800	21,200	22,700	1,280	6%	\$ 7,709	\$ 86,600
Mar 16, 06	20,400	17,700	22,800	2,450	12%	\$ 5,952	\$ 85,310
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 - May 06</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Water Operations Income	62,518	65,910	95%
Consumption Surcharge	15,511	16,790	92%
Non District In Lieu Fee	705		
Recreational Activities Income	12,539	14,830	85%
Donations	3,075		
Grant Income	6,413	6,740	95%
Tax Income	110,992	128,000	87%
Interest Income	12,767	5,320	240%
Other Income	0		
Total Income	<u>224,521</u>	<u>237,590</u>	<u>94%</u>
Expense			
Accounting & Bookkeeping	16,245	18,500	88%
Administration Fees	26,663	25,000	107%
Bistro Expenses	577	600	96%
Employee Benefits	4,121	4,620	89%
Event Costs	69	750	9%
Insurance	2,463	7,640	32%
Interest Expense	7		
Legal & Professional	13,263	11,500	115%
Licenses, Memberships & Fees	4,576	5,900	78%
Misc Operating Expenses	492	2,100	23%
Office Expense	170	1,200	14%
Outside Services	2,821	2,940	96%
Payroll Expenses	45,464	40,224	113%
Postage & Delivery	703	1,010	70%
Repair & Maintenance	11,209	16,500	68%
Supply	451	10,170	4%
Telephone	1,722	1,910	90%
Travel Expense	1,666	1,620	103%
Uncategorized Exp	332		
Utilities	5,097	9,160	56%
Water Testing & Expense	8,516	9,000	95%
Total Expense	<u>146,628</u>	<u>170,344</u>	<u>86%</u>
Net Ordinary Income	<u>77,893</u>	<u>67,246</u>	<u>116%</u>
Net Income	<u><u>77,893</u></u>	<u><u>67,246</u></u>	<u><u>116%</u></u>

Muir Beach Community Services District

Balance Sheet

As of May 31, 2006

Accrual Basis

	<u>May 31, 06</u>
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney General Funds	10,087
428 Gen'l Fd	7,627
429 Inv Fd	
Water Capital Improvement Fund	397,304
Fire Station Reserve Fund	15,185
General Investments	<u>142,629</u>
Total 429 Inv Fd	555,119
Petty Cash Fund	<u>56</u>
Total Checking/Savings	572,889
Accounts Receivable	
Receivables	<u>9,002</u>
Total Accounts Receivable	9,002
Other Current Assets	
Deposits	<u>467</u>
Total Other Current Assets	<u>467</u>
Total Current Assets	582,359
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 Equipment	932
Water Well	<u>21,620</u>
Total Water System Improvements	<u>22,552</u>
Total Fixed Assets	<u>82,527</u>
TOTAL ASSETS	<u>664,886</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rental Security Deposits	3,250
Shaffer CalPers Trust	440
Water Security Deposits	7,450
West Marin Funds on Deposit	<u>8,511</u>
Total Other Current Liabilities	<u>19,651</u>
Total Current Liabilities	<u>19,651</u>
Total Liabilities	19,651
Equity	
Retained Earnings	567,342
Net Income	<u>77,893</u>

Muir Beach Community Services District

Balance Sheet

As of May 31, 2006

Accrual Basis

	May 31, 06
Total Equity	<u>645,235</u>
TOTAL LIABILITIES & EQUITY	<u><u>664,886</u></u>

Muir Beach Community Services District
Expenditures
May 2006

	TOTAL	Admin	Water Cap Impr	Fire	Rec	Roads	Water
Harvey Pearlman	2,167.00	0.00	0.00	0.00	242.00	55.00	1,870.00
Hills, Leighton (incl small reimb)	2,091.56	529.31	416.60	208.30	208.30	312.45	416.60
Forster Pump & Engineering, Inc.	1,699.42	0.00	0.00	0.00	0.00	0.00	1,699.42
Mullin, Sharon	1,153.40	628.40	0.00	0.00	0.00	0.00	525.00
Marin County Tax Collector (legal)	875.00	62.50	0.00	0.00	0.00	0.00	812.50
Novatech International	519.67	0.00	519.67	0.00	0.00	0.00	0.00
Los Angeles Chemical	455.10	0.00	0.00	0.00	0.00	0.00	455.10
PG&E	433.65	0.00	0.00	0.00	67.73	0.00	365.92
CalPers	397.19	397.19	0.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	330.00	0.00	0.00	0.00	225.00	30.00	75.00
Juana Gonzalez	288.00	0.00	0.00	0.00	288.00	0.00	0.00
Payroll taxes	231.80	231.80	0.00	0.00	0.00	0.00	0.00
McPhail's	216.97	0.00	0.00	0.00	216.97	0.00	0.00
ChemIndustrial Systems	207.11	0.00	207.11	0.00	0.00	0.00	0.00
Pearlman, H (mileage allow + reimb)	180.00	45.00	0.00	0.00	0.00	0.00	135.00
Lonna Richmond	180.00	0.00	0.00	0.00	180.00	0.00	0.00
Lab Safe	156.91	0.00	156.91	0.00	0.00	0.00	0.00
Smith Barney-annual fee + bank chg	154.20	154.20	0.00	0.00	0.00	0.00	0.00
Paychex, Inc.	144.30	144.30	0.00	0.00	0.00	0.00	0.00
Waste Management	127.05	0.00	0.00	0.00	127.05	0.00	0.00
Case, Lainie	100.00	0.00	0.00	0.00	0.00	100.00	0.00
SBC	84.25	52.23	0.00	0.00	0.00	0.00	32.02
Pace Supply Corp.	72.99	0.00	0.00	0.00	0.00	0.00	72.99
Wang, Emiko	72.00	0.00	0.00	0.00	72.00	0.00	0.00
Cal-Steam	65.63	0.00	0.00	0.00	0.00	0.00	65.63
Marin County Public Health Laboratory	60.00	0.00	0.00	0.00	0.00	0.00	60.00
Dean Turkalj	45.00	0.00	0.00	0.00	45.00	0.00	0.00
Earthquake Supply	39.60	0.00	39.60	0.00	0.00	0.00	0.00
Misc Vendor-bistro exp	36.50	0.00	0.00	0.00	36.50	0.00	0.00
Cingular Wireless	34.35	0.00	0.00	0.00	0.00	0.00	34.35
Knox, Nancy-bistro exp	32.50	0.00	0.00	0.00	32.50	0.00	0.00
Maxmail	20.85	20.85	0.00	0.00	0.00	0.00	0.00
Jose Alcalá	20.00	0.00	0.00	0.00	0.00	0.00	20.00
Martin Bros. Supply	14.98	0.00	0.00	0.00	0.00	14.98	0.00
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
Safeway	5.87	5.87	0.00	0.00	0.00	0.00	0.00

Muir Beach Community Services District
 Expenditures
 May 2006

TOTAL	<u>12,725.80</u>	<u>2,284.60</u>	<u>1,339.89</u>	<u>208.30</u>	<u>1,741.05</u>	<u>512.43</u>	<u>6,639.53</u>
Paid from the Water Capital Improvements Fund			936.27				
Paid from the General Fund			<u>11,789.53</u>				
Total expenditures per above				12,725.80			
Paid from the Rental Security Deposit Trust				750.00			
Total paid from the Rental Security Deposit Trust				750.00			
Paid from the Water Security Deposit Trust				0.00			
Paid from the Shaffer Medical Trust				405.80			
Paid from the West Marin Funds Trust							
Allstar Fire Equip-2 turnouts			2,699.17				
Chase (Graham)-2 boots, 2 harnesses			471.35				
Marin County Fire			220.68				
SBC			<u>27.52</u>				
Total paid from the West Marin Funds Trust				3,418.72			
Total checks issues				<u>17,300.32</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, May 31, 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, May 31, 2006.
12

13 **Roll Call**

14
15 PRESENT: DIRECTORS: Rudnick, Ostroff, Hobson, Shaffer, Jacobs
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 April 2006, which includes a total of
25 \$10,041.32 in General Fund expenditures, \$416.60 in Water Capital Improvement
26 Fund expenditures, and \$433.27 in checks issued from the trust funds, for a total
27 of \$10,891.19 in warrants issued.
28

29 B. **Approval of Minutes** – Regular meeting April 26, 2006.

30
31 MOTION: To adopt the Consent Calendar, which includes Items A and B above.
32 Moved: Shaffer, seconded by Jacobs
33 Vote: AYES: Unanimous
34

35 **Item 4 FIRE DEPARTMENT REPORT**
36

37 Fire Chief John Sward reported that the annual BBQ fundraiser was a huge success and great
38 fun this year. There were many new volunteers and lots of energy.
39

40 Fire Association President Michael Kaufman announced that the post-BBQ follow up
41 meeting will occur this coming Saturday, June 3, at 5pm. Pizza and drinks will be offered.
42 He also informed those present that resident Julie Smith now has the Fire Department
43 website up on the internet. Michael wants to have the Red Cross come after next month's
44 Board meeting for a one hour presentation on emergency preparedness.

1
2 **Item 5 DISTRICT MANAGER’S REPORT**
3

4 A. Water Treatment Changes - Harvey and Leighton made the changes necessary to begin
5 metering soluble silica into the water system. The process has been going on for three weeks
6 and the silica levels have been slowly rising. The process serves to put down a thin layer of
7 glass in the pipes, thus clearing the water of its corrosive elements. In two months or so,
8 tests will be taken to see where corrosion levels are. Iron in the water is not a health issue
9 although it can cause problems with the valves. A high copper level in the water is a
10 potential health issue. Once the pipes become coated, a maintenance level of 8 parts per
11 million of silica is used versus the current 24 ppm.
12

13 B. FEMA Submittals - Donovan has made progress on FEMA submittals for disaster relief.
14 The total applied for to date is \$327,000; \$27,000 is for Charlottes Way alone. Many
15 documents will have to be signed in this process with FEMA. It would make sense to
16 appoint Donovan as Recovery Officer so that he can sign the documents he prepares for
17 submittal to FEMA on behalf of the CSD.
18

19 MOTION: To appoint Donovan Macfarlane Recovery Officer to sign and submit
20 applications to FEMA on behalf of the CSD.

21 Moved: Shaffer, seconded by Ostroff

22 Vote: AYES: Unanimous
23

24 C. Location of Water Treatment Shed – The CSD has been approached by the National Park
25 Service, via the Fire Department, to rebuild our water operations shed on a site nearer to
26 Frank Valley Road and further from the creek. This site, which is on NPS property, would
27 locate the shed 230 feet from creek versus 40 feet if it remains on CSD property. Nancy
28 Horner of NPS has offered encouragement that a worthy proposal such as this would meet
29 with approval by NPS. Many concerns would have to be worked out.
30

31 **Item 6 RECREATIONAL ITEMS**
32

33 Secretary-Treasurer Sharry Mullin, who also serves as treasurer of the Muir Beach Volunteer
34 Fireman’s Association, reported that estimated gross receipts for the annual BBQ fundraiser
35 are over \$49,000. Last year was the all time high as of that date with gross receipts of
36 \$43,500.
37

38 The traps given to us by Western Exterminating have been doing their job in the Community
39 Center – eight mice.
40

41 The Quilters have inquired about the proposed shed at the Community Center that was
42 discussed last year. They would like to purchase a BBQ for the Community Center but have
43 concerns about theft. Harvey will research various BBQ possibilities and let the Board know
44 what he finds.
45

1 The Board acknowledged that the closet doors Dave Elliott built next to the refrigerator are
2 beautiful.

3
4
5 **Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR**

6
7 No items were removed from the Consent Calendar.

8
9 **Item 8 PUBLIC OPEN TIME**

10
11 Kathy Sward announced that Andre Pessis, former resident and fireman, and current BBQ
12 music organizer of many years, has been voted president of the San Francisco Chapter of
13 Naris, the company who puts on the Grammy Awards.

14
15 Gerry Pearlman offered thanks to Leighton Hills, Steve Shaffer, Harvey Pearlman, Karla
16 Andersdatter, Judith Yamamoto and Dave Elliot for their personal donations to the African
17 water district that he is involved with.

18
19 **Item 9 NEXT MEETING DATE**

20
21 The next meeting date is scheduled for Wednesday, July 5, 2006.

22
23 The meeting was adjourned at 8:00 pm.

24
25 These minutes were approved by the Muir Beach Community Services District Board of
26 Directors, during their meeting on _____.

27
28
29 _____
30 Peter Rudnick, Board President

Sharon Mullin, Secretary