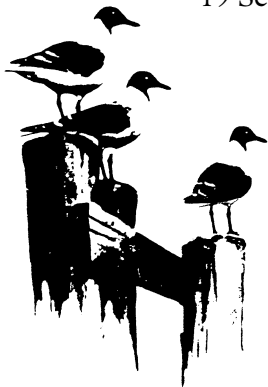


MUIR BEACH COMMUNITY SERVICES DISTRICT

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



Wed, September 27, 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

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

Leighton Hills, District Manager
Sharry Mullin, 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 Minutes** – Regular meeting August 30, 2006, as attached.

Please note that the County Auditor-Controller's office is delayed in releasing financial information to all special districts in Marin, so our expenditures report and financial statements will be presented when the problem is resolved.

Item 4 FIRE DEPARTMENT REPORT

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

Item 5 DOG WALKING RULES - NPS

Resident Levon Sagatelyan was kind enough to volunteer his services to Steve Kinsey's office to be a representative on the NPS committee charged with making recommendations for new rules regarding dog walking on Muir Beach and other NPS properties. Levon was unable to attend the last board meeting, and should be able to provide a report at this meeting.

Item 6 DISTRICT MANAGER'S REPORT

Drainage Channel – The County has been working with NPS and Green Gulch to improve drainage of Pacific Way near the Pelican Inn. I should learn the specifics prior to the meeting, but it is believed that there would be two 18" culverts installed near the Pelican Inn. A trench would lead to the culverts, as well as away from the culverts in a path crossing Green Gulch's fields and ultimately discharging back to the creek. The County is prepared to pay for the project. The County is restricted from doing work on private lands (Green Gulch property), so it has requested that the CSD perform the work, with reimbursement from the County. There is no similar restriction on the CSD, and I would suggest that we jump on the opportunity to take a step in the right direction. Steve Kinsey would like to attend the next CSD meeting, and he is available on the 4th Wednesday of October.

FEMA Projects – We are nearing official approval of the list of projects submitted by Donovan to FEMA. Some of the projects could be done in conjunction with work on the drainage channel (prior topic above). My suggestion would be that upon final approval that the District Manager (plus consent from a board member) be authorized to implement the approved projects funded by FEMA.

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.*

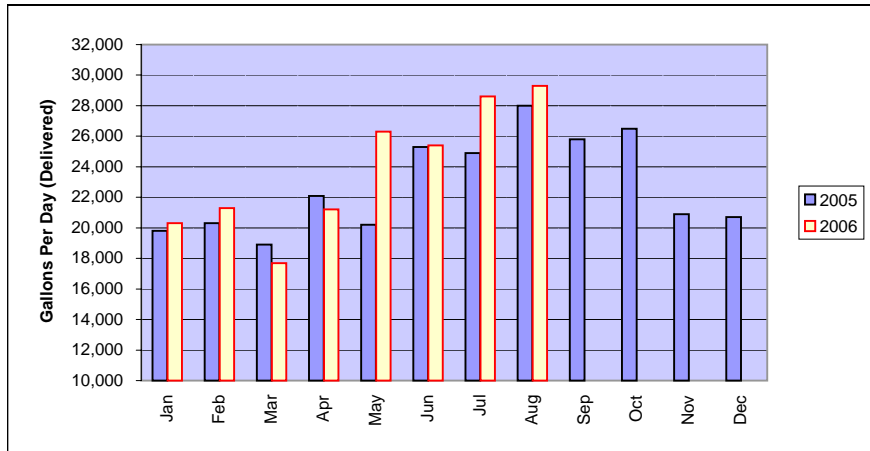
Item 10 SELECTION OF DATE FOR NEXT MEETING

4th Wednesday of next month is October 25. 3rd Wednesday is October 18.

Item 11 ADJOURNMENT

Water Production Table

End Date	Gallons Per Day					Billings	
	Pumped	Delivered	12 Mo Avg	Unaccounted For		Month	12 Mos
Aug 13, 06	30,600	29,300	23,700	930	3%	\$ 9,280	\$ 94,400
Jul 16, 06	31,900	28,600	23,600	1,720	5%	\$ 9,277	\$ 93,480
Jun 16, 06	28,400	25,400	23,200	2,530	9%	\$ 8,943	\$ 91,290
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



1
2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 **Minutes of the Board of Directors' meeting held on**
4 **Wednesday, August 30, 2006**
5
6
7

8 **Item 1 CALL TO ORDER**
9

10 President Ostroff called the regular meeting of the Muir Beach Community Services District
11 Board of Directors to order at 7:14 pm on Wednesday, August 30, 2006.
12

13 **Roll Call**

14
15 PRESENT: DIRECTORS: Ostroff, Rudnick, Hobson, 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 attended.
21

22 **Item 3 CONSENT CALENDAR**
23

24 A. **Approval of Expenditures** – For June 2006, which includes a total of \$14,803.37
25 in General Fund expenditures, \$1,148.31 in Water Capital Improvement Fund
26 expenditures, and \$1,383.68 in checks issued from the trust funds, for a total of
27 \$17,335.36 in warrants issued.
28

29 B. **Approval of Minutes** – Regular meeting July 5, 2006.
30

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

32 Moved: Hobson, seconded by Rudnick

33 Vote: AYES: Unanimous
34

35 **Item 4 FIRE DEPARTMENT REPORT**
36

37 Chief John Sward reported that a Florida company has been awarded the contract to remodel
38 the house at the dairy. Foundation, electrical and plumbing will be included in the work to
39 be done. MBVFD hopes to have access to the downstairs as a replacement space for the
40 upstairs at the fire barn.
41

42 The chipper program has started funding. Information on the program can be found on
43 www.muirbeachfire.com. A new splitter and various parts for the tractor will be purchased
44 from the grant funds.
45

46 Marin County Fire is currently conducting their annual inspection of houses in Muir Beach.

1
2 A federal grant has been awarded for training and visual aid equipment as well as some
3 wildland equipment.

4
5 MBVFA President Michael Kaufman reported that resident Chris Gove would like to donate
6 his pickup truck to the Association which would then be donated to the District.
7 Registration, smog certification and insurance questions will be researched before a decision
8 is made.

9
10 Michael would like to apply for a line of credit with two companies that can perform repairs
11 on the equipment to be purchased. Currently, individuals pay for repairs out-of-pocket and
12 are then reimbursed by the MBVFA. Sharry will ask the District Auditor, Kevin Harper for
13 an opinion before a decision is made.

14
15 There was a discussion on what, if any, liability the District might have should a resident
16 sustain an injury while using District equipment. Leighton will ask the District's insurance
17 carrier. Currently, volunteers who use the equipment for District purposes are covered.

18
19 Leighton received a return call from the National Park Service regarding the new water
20 treatment shed. Although the response was positive, the NPS wants the District to pay for an
21 Environmental Assessment, which will be very costly. The new silica treatment method has
22 been very successful. Leighton doesn't believe it's critical that the shed be done right away.

23 24 **Item 5 DOG WALKING RULES - NPS**

25
26 Resident Levon Sagatelyan, a representative on the NPS committee charged with making
27 recommendations for new rules regarding dog walking on Muir Beach and other NPS
28 properties, was unable to attend this Board meeting. He would like to make a presentation at
29 the next meeting.

30 31 **Item 6 DISTRICT MANAGER'S REPORT**

32
33 **Budget** – A proposed budget for the 2007 fiscal year was available for discussion and
34 review by the Board and the public. Leighton explained the methodology under which the
35 budget was developed. The budget is an operating budget with a line item at the bottom for
36 water capital improvements. It has been simplified as a result of the audit process with
37 Kevin Harper. Only two designations are required - those for the Water Enterprise and for
38 Other Government Services. The District also tracks monies spent from the Water Capital
39 Improvement Fund.

40
41 **MOTION:** To approve the 06-07 Budget as submitted.
42 **Moved:** Jacobs, seconded by Hobson
43 **Vote:** AYES: Unanimous

44
45 A general discussion ensued on the water system and the possible need for an emergency
46 backup generator.

1
2 **Late Charges** – The method for levying late charges on overdue water invoices has been
3 modified to be more in accord with modern utility practice as follows:
4

- 5 16th of Month A: Meters read and invoice date. Invoices are mailed after the 20th.
6 16th of Month B: Stated due date for Month A invoice.
7 16th of Month C: 15-day Notice to Terminate issued if Month A invoice has not been paid.
8 Water user will have received the invoice for Month B usage showing the unpaid
9 balance forward from Month A.
10 ~1st of Month D: 48-hour shutoff notice issued with a \$25 notice charge added to account
11 balance. The normal 10% per annum charge will then be levied commencing on the
12 initial due date of the bill to any charge remaining uncollected.
13

14 Water leak relief for any one event is limited to two consecutive invoices.
15

16 **Tree Removals** - Scott Bender would like to proceed with removal of District trees that were
17 previously okayed by the Board for removal. The trees have been flagged so that Board
18 members can inspect them. If there are no objections, Scott will proceed with the removal.
19

20 **Other** - The Board expressed its appreciation to Sigward and Leighton who donated their
21 time and energy cleaning out the water tank. Kathy Sward gave kudos to Leighton for
22 making the changes that brought last year's net income in at 161% of budget.
23

24 **Item 7 RECREATIONAL ITEMS**

25
26 Kathy Sward made a request for higher wattage light bulbs in the Community Center. She
27 would like to see the previously discussed storage shed built at the Community Center.
28 President Ostroff indicated that a list for improvements to the Community Center has been
29 generated. Michael Kaufman would like to see the list as there may be monies available
30 from the Red Cross since the Community Center is designated as an emergency shelter.
31

32 **Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR**

33
34 No items were removed from the Consent Calendar.
35

36 **Item 9 PUBLIC OPEN TIME**

37
38 John Sward re-initiated a discussion on a bus stop at Muir Beach. The weekend bus to Muir
39 Woods is not allowed to stop here because of the lack of an ADA bus stop. He proposed
40 moving the mailboxes back to create room for an ADA bus stop there.
41

42 Bob Jacobs is beginning his analysis on how the solar panels are working at the Community
43 Center.
44

45 Michael Kaufman reported on what he knew of the Levin remodel project on Ahab. The
46 project is creating an additional 5,000 square feet of impermeable surface area which will

1 adversely affect how rain water flows down the hill. The drainage culvert which receives the
2 runoff is inadequate to handle increased flow. The culvert is located in the Seacape
3 subdivision which is maintained by the County. The Levins have indicated that they might
4 be willing to pay for improvements on their property. Many downhill residences have
5 suffered property damage from previous years storms. Representative Steve Kinsey needs to
6 be involved.

7
8 **Item 10 NEXT MEETING DATE**

9
10 The next meeting date is scheduled for Wednesday, September 27, 2006.

11
12 **Item 11 ADJOURNMENT**

13
14 The meeting was adjourned at 9:20 pm.

15
16 These minutes were approved by the Muir Beach Community Services District Board of
17 Directors, during their meeting on _____.

18
19
20 _____
21 Maury Ostroff, Board President

Sharon Mullin, Secretary