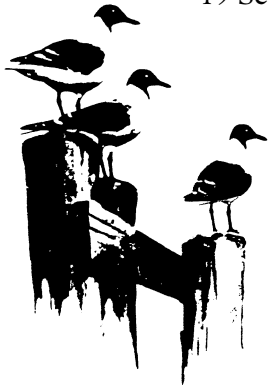


# **MUIR BEACH COMMUNITY SERVICES DISTRICT**

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



May 11, 2006

Nancy Hornor  
Planning Division Chief  
Golden Gate National Recreation Area  
Fort Mason, Building 201  
San Francisco, CA 94123

Re: Possible Options for Relocation of Treatment Shed

Dear Nancy:

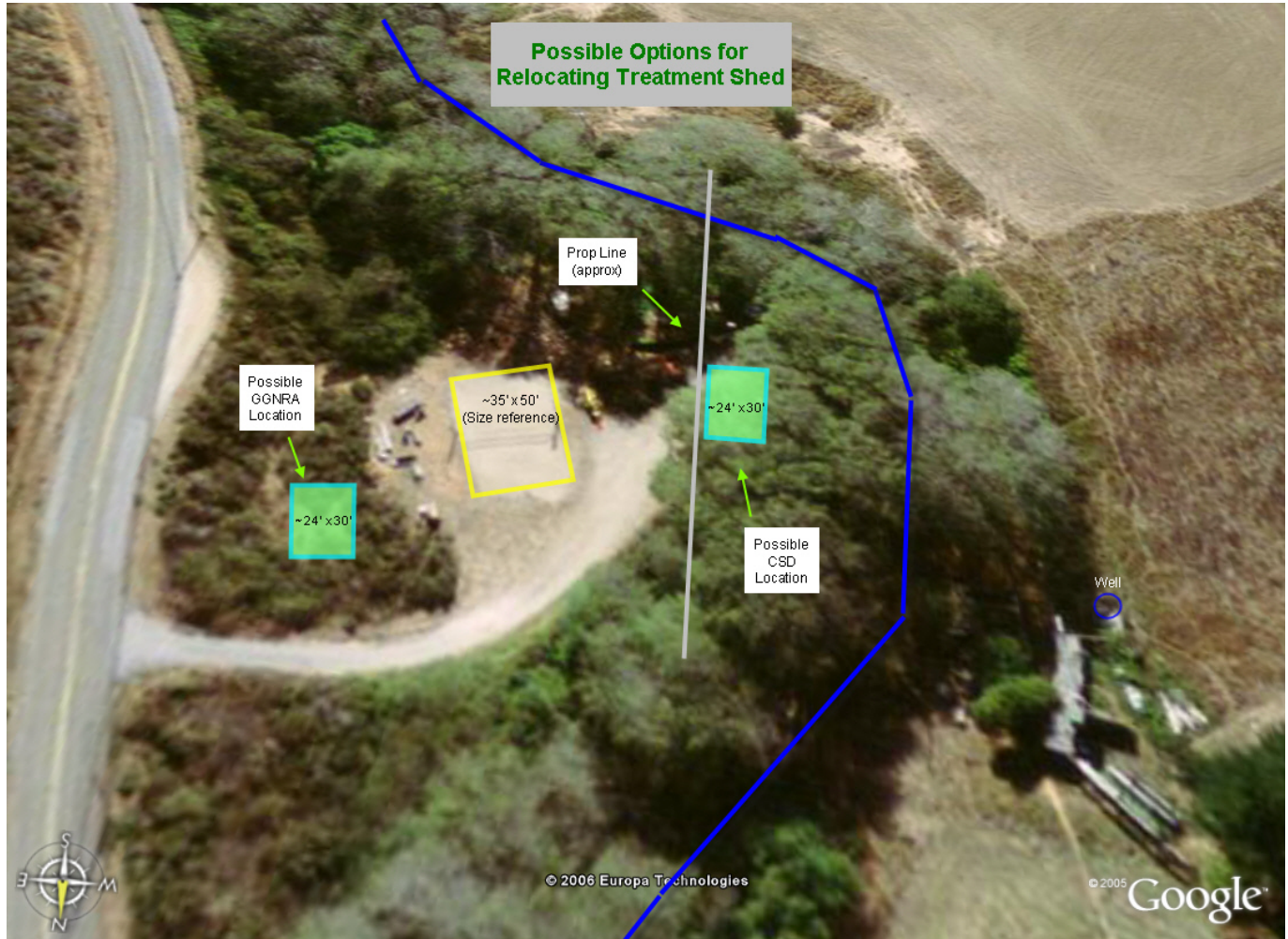
As a follow up to our emails and phone conversations on the possible options for placement of the Muir Beach CSD's water treatment shed (near Redwood Creek), you have requested that we submit a written request to initiate a GGNRA review of the various options involving possible placement on GGNRA grounds. Please accept this letter as such a request.

Since the mid-1960s, the CSD has had its water treatment facilities located on its parcel in Frank Valley, near Redwood Creek. In order to comply with drinking water standards regulated by the county Dept. of Environmental Health Services (EHS), and due to the age/condition of our existing structures, we need to construct a replacement and larger treatment shed. We recently completed a boundary survey of our parcel (provided to you), and in terms of assessing the placement options on our parcel, NPS employees have suggested that the benefits of relocation farther from Redwood Creek might warrant long-term use of a portion of GGNRA property abutting Muir Woods Road.

I am aware that property line adjustments can and do take place regarding Federal lands, and that doing so can take an extended amount of time. We are pretty short on time in this case, due to EHS directives, and so it would be useful to explore if interim arrangements are available, such as through use of ground leases, use permits or similar options.

Please see the marked photo on the next page that shows two possible placement options relative to the volleyball court in that location. As suggested by you, it would make sense to initiate things with a site visit – and I would be glad to be available next week or the following week.

Given that the new treatment shed might have a life of some 30+ years, this seems like a good opportunity to create some lasting benefits.



Very truly yours,

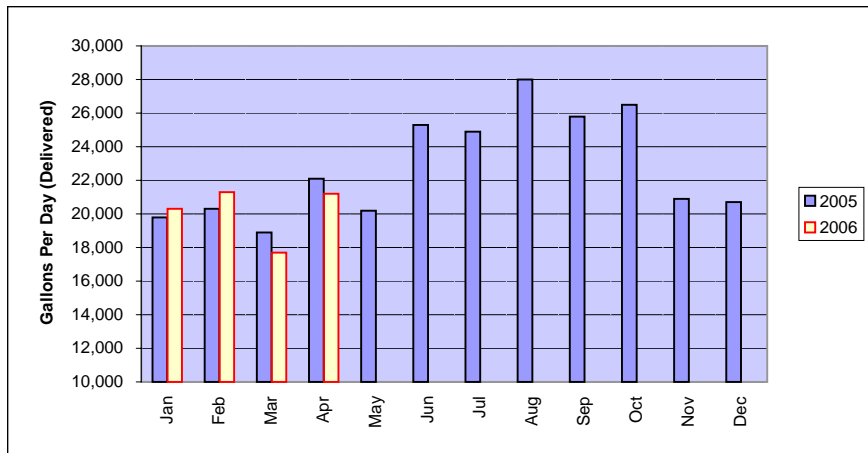
Muir Beach Community Services District

By           /s/ Leighton Hills            
Leighton Hills, District Manager



## Water Production Table

End Date	Gallons Per Day					Billings	
	Pumped	Delivered	12 Mo Avg	Unaccounted For		Month	12 Mos
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  
Statement of Revenues and Expenditures

April 2006

Accrual Basis

	<u>Apr 06</u>
Ordinary Income/Expense	
Income	
Water Operations Income	5,305
Consumption Surcharge	1,305
Non District In Lieu Fee	75
Recreational Activities Income	490
Tax Income	29,485
Interest Income	4,353
	<hr/>
Total Income	41,013
Expense	
Accounting & Bookkeeping	1,670
Administration Fees	2,083
Bistro Expenses	38
Employee Benefits	391
Legal & Professional	1,797
Misc Operating Expenses	16
Outside Services	258
Payroll Expenses	2,791
Postage & Delivery	49
Repair & Maintenance	23
Supply	53
Telephone	145
Travel Expense	135
Utilities	370
Water Testing & Expense	640
	<hr/>
Total Expense	10,458
	<hr/>
Net Ordinary Income	30,555
	<hr/>
Net Income	<u>30,555</u>

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

Accrual Basis

	<u>Jul '05 - Apr 06</u>	<u>Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Water Operations Income	56,988	65,910	86%
Consumption Surcharge	14,101	16,790	84%
Non District In Lieu Fee	630		
Recreational Activities Income	12,015	14,830	81%
Donations	3,075		
Grant Income	6,413	6,740	95%
Tax Income	110,601	128,000	86%
Interest Income	12,715	5,320	239%
<b>Total Income</b>	<u>216,539</u>	<u>237,590</u>	<u>91%</u>
<b>Expense</b>			
Accounting & Bookkeeping	15,115	18,500	82%
Administration Fees	24,580	25,000	98%
Bistro Expenses	508	600	85%
Employee Benefits	3,731	4,620	81%
Event Costs	69	750	9%
Insurance	2,463	7,640	32%
Legal & Professional	12,388	11,500	108%
Licenses, Memberships & Fees	4,381	5,900	74%
Misc Operating Expenses	460	2,100	22%
Office Expense	164	1,200	14%
Outside Services	2,605	2,940	89%
Payroll Expenses	42,202	40,224	105%
Postage & Delivery	679	1,010	67%
Repair & Maintenance	9,370	16,500	57%
Supply	451	10,170	4%
Telephone	1,583	1,910	83%
Travel Expense	1,531	1,620	94%
Uncategorized Exp	554		
Utilities	4,320	9,160	47%
Water Testing & Expense	5,551	9,000	62%
<b>Total Expense</b>	<u>132,706</u>	<u>170,344</u>	<u>78%</u>
<b>Net Ordinary Income</b>	<u>83,834</u>	<u>67,246</u>	<u>125%</u>
<b>Net Income</b>	<u><u>83,834</u></u>	<u><u>67,246</u></u>	<u><u>125%</u></u>

Muir Beach Community Services District

**Balance Sheet**

As of April 30, 2006

Accrual Basis

	<u>Apr 30, 06</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
Smith Barney General Funds	8,893
428 Gen'l Fd	49,237
429 Inv Fd	
Water Capital Improvement Fund	396,235
Fire Station Reserve Fund	15,185
General Investments	113,698
Total 429 Inv Fd	<u>525,119</u>
Petty Cash Fund	124
Total Checking/Savings	<u>583,373</u>
Accounts Receivable	
Receivables	8,787
Total Accounts Receivable	<u>8,787</u>
Other Current Assets	
Undeposited Funds	29
Deposits	467
Total Other Current Assets	<u>496</u>
Total Current Assets	592,656
Fixed Assets	
Building	16,518
Furniture & Fixtures	3,000
Machinery & Equipment	34,979
Roads & Easements	
CC Steps	376
Easement Lighting	5,103
Total Roads & Easements	<u>5,479</u>
Water System Improvements	
Water Well	21,620
Total Water System Improvements	<u>21,620</u>
Total Fixed Assets	<u>81,595</u>
<b>TOTAL ASSETS</b>	<b><u>674,251</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Rental Security Deposits	2,750
Shaffer CalPers Trust	845
Water Security Deposits	7,550
West Marin Funds on Deposit	11,930
Total Other Current Liabilities	<u>23,076</u>
Total Current Liabilities	<u>23,076</u>
Total Liabilities	23,076
Equity	
Retained Earnings	567,342
Net Income	83,834

Muir Beach Community Services District

**Balance Sheet**

As of April 30, 2006

Accrual Basis

	<u>Apr 30, 06</u>
Total Equity	<u>651,176</u>
TOTAL LIABILITIES & EQUITY	<u><u>674,251</u></u>

Muir Beach Community Services District  
Expenditures  
April 2006

	TOTAL	Admin	Water Cap Impr	Fire	Rec	Roads	Water
Hills, Leighton - DM	2,083.00	520.75	416.60	208.30	208.30	312.45	416.60
Harper, Kevin - Audit	1,797.00	1,797.00	0.00	0.00	0.00	0.00	0.00
Mullin, Sharon	1,719.14	819.14	0.00	0.00	0.00	0.00	900.00
Harvey Pearlman	1,276.00	0.00	0.00	0.00	132.00	77.00	1,067.00
Lab Depot (water test equipment)	584.13	0.00	584.13	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	434.33	0.00	0.00	0.00	91.65	15.93	326.75
CalPers	390.55	390.55	0.00	0.00	0.00	0.00	0.00
PG&E	370.40	0.00	0.00	0.00	52.31	0.00	318.09
Juana Gonzalez	288.00	0.00	0.00	0.00	288.00	0.00	0.00
Salvador Gonzalez	210.00	0.00	0.00	0.00	120.00	60.00	30.00
Pearlman, Harvey (mileage + reimb)	190.56	0.00	0.00	0.00	47.16	8.40	135.00
Lonna Richmond	180.00	0.00	0.00	0.00	180.00	0.00	0.00
Payroll taxes	167.48	167.48	0.00	0.00	0.00	0.00	0.00
Jose Alcala	160.00	0.00	0.00	0.00	0.00	0.00	160.00
Wang, Emiko	130.00	0.00	0.00	0.00	130.00	0.00	0.00
Psychex, Inc.	128.03	128.03	0.00	0.00	0.00	0.00	0.00
SBC	85.95	53.93	0.00	0.00	0.00	0.00	32.02
Dean Turkalj - Assist Harvey	75.00	0.00	0.00	0.00	52.50	0.00	22.50
Herbs Pool Service	56.12	0.00	0.00	0.00	0.00	0.00	56.12
Cingular Wireless - Harvey	37.78	0.00	0.00	0.00	0.00	0.00	37.78
Goodmans Hardware	22.90	0.00	0.00	0.00	7.74	0.00	15.16
Misc Vendor (bistro exp)	22.75	0.00	0.00	0.00	22.75	0.00	0.00
Maxmail (voice mail)	20.85	20.85	0.00	0.00	0.00	0.00	0.00
Knox, Nancy (bistro exp)	15.00	0.00	0.00	0.00	15.00	0.00	0.00
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>10,457.92</b>	<b>3,910.68</b>	<b>1,000.73</b>	<b>208.30</b>	<b>1,347.41</b>	<b>473.78</b>	<b>3,517.02</b>

Muir Beach Community Services District  
**Expenditures**  
 April 2006

Paid from the Water Capital Improvements Fund	416.60
Paid from the General Fund	<u>10,041.32</u>
Total expenditures per above	10,457.92
Paid from the Rental Security Deposit Trust	0.00
Total paid from the Rental Security Deposit Trust	0.00
Paid from the Water Security Deposit Trust	405.80
Paid from the Shaffer Medical Trust	
Paid from the West Marin Funds Trust	
SBC	<u>27.47</u>
Total paid from the West Marin Funds Trust	<u>27.47</u>
Total checks issues	<u><u>10,891.19</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 Rudhick, 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, April 26, 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 7:10 pm on Wednesday, April 26, 2006.  
12

13 **Roll Call**

14  
15 PRESENT: DIRECTORS: Rudnick, Ostroff, Hobson

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

18 **Item 2 REPORT ON RESULTS OF CLOSED SESSION**  
19

20 President Rudnick reported that there was unanimous support among Board members for  
21 Bob Jacobs filling the open seat on the Board.  
22

23 MOTION: To appoint Bob Jacobs to fill the vacant seat on the Board of Directors.

24 Moved: Ostroff, seconded by Hobson

25 Vote: AYES: Unanimous  
26

27 District Manager Leighton Hills administered the oath of office to Bob and he joined the  
28 Board. Bob then read a statement he had prepared outlining his reasons for wanting to  
29 become a Director.  
30

31 Maury thanked those who expressed an interest in the position.  
32

33 **Item 3 NATIONAL PARK SERVICE REPORT**  
34

35 Carolyn Shoulders gave a presentation on a new project relating to the portion of Redwood  
36 Creek that runs along Banducci Ranch. As her presentation constituted part of the scoping  
37 process for the project, she was available to listen to concerns and answer questions.  
38

39 The goal of the project is to create habitat that will help a number of endangered species  
40 survive in the area. Changes to the creek and floodplain, which were detrimental to the  
41 survival of these species, occurred as a result of farming endeavors during the 90's.  
42

43 Some items being considered are: Moving the berm in the lower area (which could require  
44 construction of a levy at the intersection of Highway One and Franks Valley Road), cutting a  
45 channel in the upper area and digging ponds.  
46

1 Removing a berm a couple of years ago allowed sediment to spill onto the floodplain instead  
2 of flowing downstream. Likewise, log structures installed in the creek have been successful  
3 in enhancing habitat.

4  
5 Hydrologists have been hired and grants have been received from the Department of Fish and  
6 Game. Interested parties are invited to come on a site walk on May 13. Also, there is an  
7 internet site for the project where comments can be written.

8  
9 Scott Tye from Stinson Beach alerted Carolyn to the fact that Caltrans has been dropping  
10 tons of overcast over the sides of the road which eventually finds its way into the creek.  
11 Carolyn said she would investigate.

12  
13 A survey of the creek around the Pacific Way bridge will be conducted in approximately a  
14 week.

15  
16 Peter Rudnick requested a new load of gravel be put on Banducci Road as the road is in very  
17 bad shape.

18  
19 **Item 4 CONSENT CALENDAR**

20  
21 A. **Approval of Expenditures** – For March 2006, which includes a total of  
22 \$8,646.55 in General Fund expenditures, \$416.60 in Water Capital Improvement  
23 Fund expenditures, and \$934.75 in checks issued from the trust funds, for a total  
24 of \$9,997.90 in warrants issued.

25  
26 B. **Approval of Minutes** – Regular meeting March 29, 2006.

27  
28 MOTION: To adopt the Consent Calendar, which includes Items A and B above.

29 Moved: Ostroff, seconded by Jacobs

30 Vote: AYES: Unanimous

31  
32 **Item 5 FIRE DEPARTMENT REPORT**

33  
34 Chief John Sward reported. Preparations for the annual BBQ fundraiser are underway. John  
35 met with Kent Julian to discuss upcoming Firesafe Marin projects. Most of the projects will  
36 occur in the fall.

37  
38 John and Leighton are going to meet to discuss changes to the community chipper program.  
39 Debris inappropriate to the chipper program is being dumped by the well house and it has  
40 become a hazard. John would like to see the chipping done on site at the individual's  
41 property. The chips would then be left for the homeowner to use or dispose of.

42  
43 John and Alex Naar of the National Park Service had a conversation discussing where a  
44 building might be located for Fire Department use. NPS might be willing to make a land  
45 exchange or offer a lease under some non-cancelable basis with an exchange to occur later.

1 **Item 6 DISTRICT MANAGER’S REPORT**

2  
3 The several residents involved in the issue of removing the trees fronting 195 Sunset Way  
4 have agreed on their removal. PG&E has agreed to remove the trees at its expense since they  
5 are within 10 feet of a power line.

6  
7 Leighton has ordered the new water treatment equipment. He hopes to have it installed  
8 within a couple of weeks.

9  
10 **Item 7 RECREATIONAL ITEMS**

11  
12 John Sward will be upgrading the Community Center walkway. An inspector has found  
13 some deficiencies with regard to complying with the American Disabilities Act. Tree roots  
14 have uplifted some of the cement and the handrail may not meet requirements.

15  
16 **Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR**

17  
18 No items were removed from the Consent Calendar.

19  
20 **Item 9 PUBLIC OPEN TIME**

21  
22 Scott Tye of Stinson Beach was the representative from West Marin at a recent meeting of  
23 the Marin County Transit District. It appears that after this year, the Marin County Stage will  
24 bypass Muir Beach. The Marin County Transit District is required to provide transportation  
25 to all of Marin. Without the Stage, a taxi is the only solution for people in West Marin who  
26 cannot drive. Scott strongly recommends that we make our voice heard.

27  
28 Leighton announced that Kaia Kirouac, honorary resident, fellow volunteer and long-time  
29 mail carrier, has passed away. There will be a memorial service at the Community Center on  
30 June 11<sup>th</sup>.

31  
32  
33  
34 **Item 10 NEXT MEETING DATE**

35  
36 The next meeting date is scheduled for Wednesday, May 31, 2006.

37  
38 The meeting was adjourned at 8:25 pm.

39  
40 These minutes were approved by the Muir Beach Community Services District Board of  
41 Directors, during their meeting on \_\_\_\_\_.

42  
43  
44 \_\_\_\_\_  
45 Peter Rudnick, Board President

\_\_\_\_\_  
Sharon Mullin, Secretary