

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



Wed, June 27, 2007
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 various ongoing 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 April 25, 2007, as attached.
- B. **Approval of Financial Statements** – As attached.

Item 4 FIRE DEPARTMENT REPORT

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

Item 5 PUBLIC HEARING ITEM (Special Tax in Support of the Fire Department)

Public hearings provide neighbors and the general public the opportunity to provide testimony on certain items, such as ordinances, rather than to simply comment on regular agenda items. If an action on a hearing items is challenged in court, the challenger may be limited to raising only those issues raised in general testimony at the public hearing, or in written correspondence delivered to the Board of Directors at or prior to the public hearing.

The Muir Beach Volunteer Fire Department would like community support for a \$200 annual parcel tax for support of emergency fire services and preparedness. Because the Fire Department is a department of the CSD, any such tax is treated as a special tax levied by the CSD – all very similar to the \$300 special tax in effect for water capital improvements and requiring 2/3rds voter approval in November.

Having introduced and read the proposed ordinance (by title only) at the meeting on May 23, 2007, the Board will take public testimony at this meeting. The Board will consider the merits of the proposed ordinance (**which calls for voter approval to become effective**) and may act on the proposed ordinance.

Second Reading of Ordinance (by title only) and Consideration of Adoption - Ordinance 2007-1, An ordinance of the Board of Directors of the Muir Beach Community Services District approving and adopting the levy of a special tax on the real property located within the District for fire protection and related purposes. The proposed ordinance is attached.

Steps: **(1)** Read Title of Ordinance; **(2)** Request presentation from Fire Department representatives; **(3)** Board President open a public hearing (allow Fire Department representatives to handle comments, questions and answers); **(4)** Board President close the public hearing to further testimony; **(5)** the Board consider the merits of the proposed ordinance including testimony received; **(6)** a Board member may make a motion to approve or reject the ordinance.

Item 6 RECREATIONAL ITEMS

Comments or updates from members of the audience.

Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 8 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 5 minutes per speaker, unless waived by the Board.*
5. *The period for public open time is limited to 20 minutes, unless waived by the Board.*

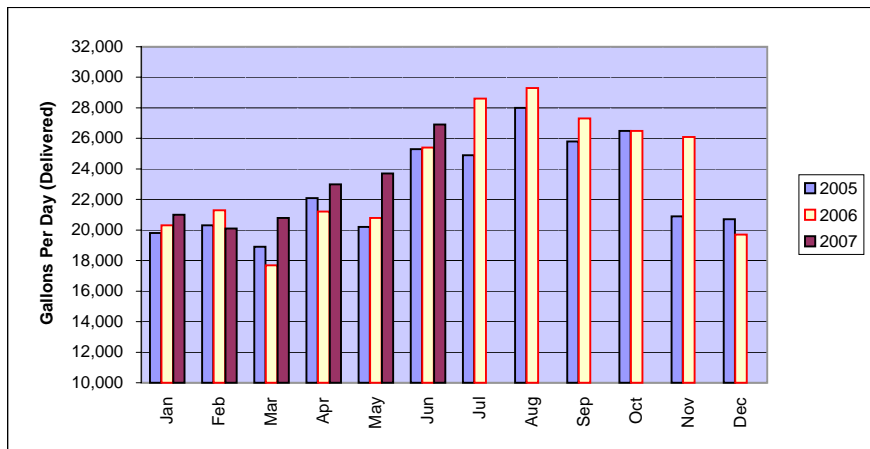
Item 9 SELECTION OF DATE FOR NEXT MEETING

4th Wed in August is 8/22, 5th is 8/29.

Item 10 ADJOURNMENT

Water Production Table

End Date	Gallons Per Day					Billings	
	Pumped	Delivered	12 Mo Avg (Delivered)	Unaccounted For		Month	12 Mos Rolling Avg
Jun 16, 07	28,600	26,900	24,400	1,370	5%	\$ 9,374	\$ 101,190
May 16, 07	30,700	23,700	24,300	4,380	14%	\$ 8,117	\$ 100,760
Apr 16, 07	27,300	23,000	24,100	3,820	14%	\$ 8,132	\$ 99,810
Mar 16, 07	23,100	20,800	23,900	1,930	8%	\$ 6,805	\$ 99,380
Feb 16, 07	22,000	20,100	23,600	1,500	7%	\$ 7,415	\$ 98,530
Jan 16, 07	22,800	21,000	23,700	1,430	6%	\$ 7,547	\$ 98,540
Dec 16, 06	22,500	19,700	23,700	2,110	9%	\$ 6,621	\$ 98,280
Nov 16, 06	29,200	26,100	23,800	2,130	7%	\$ 9,170	\$ 98,670
Oct 16, 06	28,700	26,500	23,300	1,860	6%	\$ 8,988	\$ 96,840
Sep 16, 06	28,500	27,300	23,300	1,050	4%	\$ 10,466	\$ 95,400
Aug 13, 06	30,600	29,300	23,200	930	3%	\$ 9,280	\$ 92,620
Jul 16, 06	31,900	28,600	23,100	1,720	5%	\$ 9,277	\$ 91,700
Jun 16, 06	28,400	25,400	22,800	2,530	9%	\$ 8,943	\$ 89,510
May 16, 06	24,700	20,800	22,800	3,430	14%	\$ 7,162	\$ 87,910
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



ORDINANCE NO. _____

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
APPROVING AND ADOPTING THE LEVY OF A
SPECIAL TAX ON THE REAL PROPERTY
LOCATED WITHIN THE DISTRICT**

WHEREAS, the Muir Beach Community Services District has been empowered by its voters to supply fire protection to the District residents; and

WHEREAS, increasing costs of operations and capital acquisitions for fire protection services, including the increasing need for fuel abatement in our wildland urban interface setting caused by aging and diseased trees and the increasing concern about emergency preparedness, along with the increasing governing agency requirements and the declining net income from traditional funding sources caused the District to authorize the development of a plan to provide a stable, financial foundation to mitigate these problems; and

WHEREAS, the District subsequently received and has adopted a comprehensive annualized long-term plan to maintain and improve fire protection services, including the fuel load reduction, community emergency and disaster preparedness, and to better manage the bureaucratic requirements (hereinafter “Fire Protection Plan”); and

WHEREAS, the District is required by CalOSHA (SB 1207 – Romero) that the occupational safety and health requirements, and therefore training and equipments requirements, for volunteer firefighters are the same as those of full-time paid firefighters; and

WHEREAS, such services and the maintenance and improvement of the equipment and facilities required to provide such services are of benefit to all parcels within the District to which they are made available, whether or not the service is actually used, and offering but not limited to increasing the value of the land, improvements, and their possible future uses and by reducing the risk of their destruction by fire; and

WHEREAS, the present Memorial Day BBQ, MBVFD clothing sales, grants and contributions neither raise the revenue necessary to pay the costs of maintaining and improving these services, nor provide a stable and predictable base of funding.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF DIRECTORS OF MUIR BEACH COMMUNITY SERVICES DISTRICT AS FOLLOWS:

SECTION 1: Purpose and Intent. The purpose and intent of the Board with respect to the special tax are:

- (A) To provide funds toward fulfillment of the annualized recommendations of the Fire Protection Plan and the state and federal requirements for fire departments.
- (B) To prioritize and implement the actions needed toward fulfillment of the annualized recommendations of the Fire Protection Plan as deemed fiscally prudent.
- (C) To methodically upgrade the District’s fire protection, including fuel abatement and emergency preparedness.

SECTION 2: Tax Imposed. Land parcels to be assessed under this Ordinance shall be defined as any parcel of land, developed or undeveloped, wholly or partially located within the District, for which the County Assessor of Marin County has assigned an assessor's identification number, provided, however, that any such parcels which are contiguous and held under identical ownership, may, upon approval of an application of the owners thereof to this Board, be treated as a single parcel for purposes of this special tax. The special tax of two hundred (\$200.00) dollars shall be levied per annum for a period of four (4) years, commencing FY 2008-2009 and terminating in FY 2012-2013, on each parcel as defined in this Section 2.

SECTION 3: Exemption from Special Tax. Any owner age sixty-five (65) years and over of a parcel used solely for owner-occupied single family residential purposes and whose household income is Eighty Percent (80%) and below median household income for Marin County residents (based on U.S. Census Bureau data), may obtain an exemption from the special tax upon submission of an application and a declaration under penalty of perjury that they qualify for the exemption by such owner to the Muir Beach Community Services District.

SECTION 4: Increase of Appropriations Limit. Pursuant to the provisions of Article XIII-B of the California Constitution, the appropriations limit of the Muir Beach Community Services District is hereby increased by an amount equal to the special taxes imposed by this ordinance for a period of four (4) years.

SECTION 5: Method of Collection. The special tax imposed by this ordinance is due from every person who owns a parcel within the Muir Beach Community Services District and as reflected upon the rolls of the County Assessor at the same time ad valorem tax is due and is to be collected in the same manner. The Marin County Tax Collector shall collect the tax and any penalty or interest due hereunder. The full amount due under this Ordinance shall constitute a debt to the Muir Beach Community Services District. Marin County may deduct the reasonable costs incurred by the County for this service before remittance of the balance to Muir Beach Community Services District.

SECTION 6: Delinquency. To any amount of the special tax created by this Ordinance which becomes delinquent, the Marin County Tax Collector shall add a penalty in the amount equal to any penalty owing for delinquencies in the ad valorem property tax. The tax and penalty shall bear interest at the same rate as the rate for unpaid ad valorem property tax until paid.

SECTION 7: Effective Date. This Ordinance shall not become effective unless approved at the November 6, 2007 election by a two-thirds (2/3) majority of the voting registered voters within the District. This Ordinance shall become effective immediately upon the voter approval.

SECTION 8: Four-Year Tax. When approved by the voters this Ordinance shall remain in effect for a period of four (4) years.

SECTION 9: Invalidity. If any part of this ordinance is held to be invalid for any reason, such decision shall not affect the remaining portion of this Ordinance and the Board hereby declares that it would have passed the remainder of this Ordinance as if such invalid portion thereof had been deleted.

SECTION 10: Adoption and Publication. This Ordinance shall be introduced at least five (5) days prior to the Board meeting at which this Ordinance is to be adopted by the Board. The full text of this Ordinance shall also be published once within fifteen (15) days after this Ordinance's passage by the Board, and not less than thirty (30) days prior to the day of the General Election in which the voters are to vote on it approval.

SECTION 11: Posting. The District Secretary shall post a certified copy of the full text of this Ordinance, as adopted by the Board, along with the names of the board members voting for and against the Ordinance.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2007 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Maury Ostroff, President
Board of Directors
Muir Beach Community Services District

ATTEST:

Sharon Mullin, District Secretary

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

Accrual Basis

	<u>Jul '06 - May 07</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Water Operations Income	70,244	72,000	98%
Consumption Surcharge	17,428	18,000	97%
Non District In Lieu Fee	1,300		
Recreational Activities Income	9,400	14,800	64%
Grant Income	0	14,907	0%
Tax Income	135,118	134,600	100%
Interest Income	25,918	18,000	144%
Other Income	455		
Total Income	<u>259,862</u>	<u>272,307</u>	<u>95%</u>
Expense			
Accounting & Bookkeeping	14,525	19,800	73%
Administration Fees	24,109	26,250	92%
Community Classes & Functions	2,230	2,200	101%
Employee Benefits	4,987	4,750	105%
Insurance	5,824	7,621	76%
Interest Expense	17		
Legal & Professional	2,833	9,500	30%
Licenses, Memberships & Fees	3,257	5,100	64%
Misc Operating Expenses	912	61	1,493%
Office Expense	860	1,000	86%
Payroll Expenses	36,848	52,566	70%
Repair & Maintenance	9,995	15,000	67%
Supply	1,144		
Travel Expense	1,509	1,620	93%
Uncategorized Exp	3,238		
Utilities	7,147	7,240	99%
Water Enterprise	9,833	10,000	98%
Total Expense	<u>129,268</u>	<u>162,708</u>	<u>79%</u>
Net Ordinary Income	<u>130,594</u>	<u>109,599</u>	<u>119%</u>
Net Income	<u>130,594</u>	<u>109,599</u>	<u>119%</u>

Muir Beach Community Services District
Statement of Revenues and Expenditures
April through May 2007

Accrual Basis

	<u>Apr 07</u>	<u>May 07</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Water Operations Income	6,403	6,544	12,947
Consumption Surcharge	1,595	1,623	3,218
Non District In Lieu Fee	100	100	200
Recreational Activities Income	1,099	903	2,002
Tax Income	44,419	950	45,369
Interest Income	3,618	3,945	7,563
Total Income	<u>57,234</u>	<u>14,065</u>	<u>71,300</u>
Expense			
Accounting & Bookkeeping	1,602	1,631	3,233
Administration Fees	2,601	2,083	4,684
Community Classes & Functions	64	477	541
Employee Benefits	0	866	866
Interest Expense	3	11	14
Legal & Professional	438	0	438
Licenses, Memberships & Fees	490	150	640
Misc Operating Expenses	71	588	659
Office Expense	23	28	52
Payroll Expenses	3,073	4,830	7,903
Repair & Maintenance	486	31	516
Supply	216	0	216
Travel Expense	135	135	270
Uncategorized Exp	563	473	1,035
Utilities	976	577	1,553
Water Enterprise	1,738	604	2,342
Total Expense	<u>12,479</u>	<u>12,483</u>	<u>24,962</u>
Net Ordinary Income	<u>44,756</u>	<u>1,582</u>	<u>46,338</u>
Net Income	<u><u>44,756</u></u>	<u><u>1,582</u></u>	<u><u>46,338</u></u>

Muir Beach Community Services District

Balance Sheet

As of May 31, 2007

Accrual Basis

	<u>May 31, 07</u>
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney	
SB General Fund	483,868
SB Water Cap Impr Fund	439,019
SB Fire Station Reserve Fund	15,547
SB Unallocated Interest	13,460
Total Smith Barney	<u>951,893</u>
73800 Fund	
General Fund	-3,611
Water Cap Impr Fund	3,852
Unallocated Interest	7,754
Total 73800 Fund	<u>7,995</u>
Cash Clearing	48
Petty Cash Fund	63
Total Checking/Savings	<u>959,998</u>
Accounts Receivable	
Receivables	11,437
Due from County of Marin	11,116
Total Accounts Receivable	<u>22,553</u>
Other Current Assets	
Undeposited Funds	113
Deposits	340
Total Other Current Assets	<u>453</u>
Total Current Assets	<u>983,004</u>
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 Lines	6,209

Muir Beach Community Services District

Balance Sheet

As of May 31, 2007

Accrual Basis

	May 31, 07
Water Aeration Equipment	804
Water Tank Controls	5,237
Water Equipment	932
Water Well	21,620
Total Water System Improvements	34,802
Total Fixed Assets	94,778
TOTAL ASSETS	1,077,781
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	7,346
Total Accounts Payable	7,346
Credit Cards	
Chase 5153	-12
Total Credit Cards	-12
Other Current Liabilities	
FEMA Grants Received	
Project 1	7,831
Project 2	1,002
Project 3	25,525
Project 4-1	5,749
Project 4-2	25,677
Project 5	6,653
Project 6	51,429
Project 7	43,036
Project 8	4,538
Project 9	1,172
Project 10	9,135
Project 11	13,600
Project 12C	28,712
Project 12G	11,952
Project 13	4,849
Administrative Allowance	3,862
FEMA reimbursable	3,751
FEMA Grants Received - Other	-7,089
Total FEMA Grants Received	241,384

Muir Beach Community Services District

Balance Sheet

As of May 31, 2007

Accrual Basis

	<u>May 31, 07</u>
Hills CalPers Trust	-1,390
Rental Security Deposits	1,500
Shaffer CalPers Trust	-907
Water Security Deposits	7,750
West Marin Funds on Deposit	<u>15,984</u>
Total Other Current Liabilities	<u>264,322</u>
Total Current Liabilities	<u>271,655</u>
Total Liabilities	271,655
Equity	
Retained Earnings	675,532
Net Income	<u>130,594</u>
Total Equity	<u>806,126</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,077,781</u></u>

Muir Beach Community Services District
Expenditures
April 2007

	<u>TOTAL</u>	<u>Admin</u>	<u>Water Cap Impr</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>
Hills, Leighton - GM	2,083.00	520.75	416.60	208.30	208.30	312.45	416.60
Harvey Pearlman	1,672.00	0.00	0.00	0.00	297.00	22.00	1,353.00
Mullin, Sharon	1,493.40	840.00	0.00	0.00	0.00	0.00	653.40
Brelje and Race - water testing	785.00	0.00	0.00	0.00	0.00	0.00	785.00
Brenntag Pacific - water supply	545.01	0.00	0.00	0.00	0.00	0.00	545.01
Marin County Treasurer - admin fees	517.50	437.00	80.50	0.00	0.00	0.00	0.00
Marin County DPW - annual license	490.00	0.00	490.00	0.00	0.00	0.00	0.00
MBV Law - Verizon contract	437.50	437.50	0.00	0.00	0.00	0.00	0.00
PG&E	430.71	0.00	0.00	0.00	36.03	0.00	394.68
Salvador Gonzalez	420.00	0.00	0.00	0.00	262.50	37.50	120.00
Winkelman, Robert - Bobcat repair	300.00	300.00	0.00	0.00	0.00	0.00	0.00
Juana Gonzalez	288.00	0.00	0.00	0.00	288.00	0.00	0.00
McPhail's	254.29	0.00	0.00	0.00	254.29	0.00	0.00
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00
State Compensation Insurance Fund	209.89	0.00	0.00	0.00	62.51	4.33	143.05
Payroll taxes	203.50	203.50	0.00	0.00	0.00	0.00	0.00
Marin County Public Health Laboratory	195.00	0.00	0.00	0.00	0.00	0.00	195.00
Ferguson Enterprises, Inc.	185.67	0.00	0.00	0.00	0.00	0.00	185.67
Pearlman, Harvey - mileage allowance	135.00	0.00	0.00	0.00	0.00	0.00	135.00
Waste Management	133.45	0.00	0.00	0.00	133.45	0.00	0.00
Paychex, Inc.	131.65	131.65	0.00	0.00	0.00	0.00	0.00
SBC	93.54	59.50	0.00	0.00	0.00	0.00	33.29
Home Depot	92.03	92.03	0.00	0.00	0.00	0.00	0.00
Wang, Emiko - Tai chi	72.00	0.00	0.00	0.00	72.00	0.00	0.00
Jose Alcala	70.00	0.00	0.00	0.00	70.00	0.00	0.00
Cingular Wireless	35.21	0.00	0.00	0.00	0.00	0.00	35.21
Knox, Nancy - bistro exp	30.00	0.00	0.00	0.00	30.00	0.00	0.00
Smith Barney - bank charges	25.00	0.00	0.00	0.00	0.00	0.00	25.00
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
Misc Vendor - bistro exp	7.30	0.00	0.00	0.00	7.30	0.00	0.00
TOTAL	<u><u>11,558.60</u></u>	<u><u>3,034.88</u></u>	<u><u>987.10</u></u>	<u><u>208.30</u></u>	<u><u>1,931.38</u></u>	<u><u>376.28</u></u>	<u><u>5,019.91</u></u>

Muir Beach Community Services District
Expenditures
 April 2007

Paid from the Water Capital Improvements Fund	987.10	
Paid from the General Fund	<u>10,571.50</u>	
Total expenditures per above		11,558.60
Paid from the Rental Security Deposit Trust		
Farallones Marine Sanctuary	250.00	
Pierce	<u>250.00</u>	
Total paid from the Rental Security Deposit Trust		500.00
Paid from the Water Security Deposit Trust		
Lake	100.00	
LeMarr	<u>100.00</u>	
Total paid from the Water Security Deposit Trust		200.00
Paid from FEMA reserves		
Project 3	<u>3,012.83</u>	
Total paid from FEMA reserves		3,012.83
Paid from the Shaffer Medical Trust		457.18
Paid from the West Marin Funds Trust		
SBC	<u>29.66</u>	
Total paid from the West Marin Funds Trust		<u>29.66</u>
Total checks issues		<u><u>15,758.27</u></u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2007.

MUIR BEACH COMMUNITY SERVICES DISTRICT

 Maury Ostroff, Board President

 Leighton Hills, District Manager

Muir Beach Community Services District
Expenditures
May 2007

	<u>TOTAL</u>	<u>Admin</u>	<u>Water Cap Impr</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>
Hills, Leighton - GM	2,083.00	520.75	416.60	208.30	208.30	312.45	416.60
Harvey Pearlman	1,595.00	0.00	0.00	0.00	165.00	0.00	1,430.00
Mullin, Sharon	1,518.27	1,190.00	0.00	0.00	0.00	0.00	328.27
CalPers	895.07	895.07	0.00	0.00	0.00	0.00	0.00
Jose Alcala	750.00	0.00	0.00	0.00	0.00	420.00	330.00
Bender, Suzanne - MB phone books	573.67	0.00	0.00	0.00	573.67	0.00	0.00
Brenntag Pacific	465.01	0.00	0.00	0.00	0.00	0.00	465.01
PG&E	415.32	0.00	0.00	0.00	4.27	0.00	411.05
Salvador Gonzalez	390.00	0.00	0.00	0.00	285.00	105.00	0.00
Goodman Building Supply	384.30	0.00	0.00	0.00	0.00	0.00	384.30
Kamradt, Deb - Kinsey gala	306.00	306.00	0.00	0.00	0.00	0.00	0.00
Juana Gonzalez	288.00	0.00	0.00	0.00	288.00	0.00	0.00
Payroll taxes	247.33	247.33	0.00	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	219.22	0.00	0.00	0.00	92.78	4.91	121.53
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00
Smith Barney - annual fee	150.00	150.00	0.00	0.00	0.00	0.00	0.00
Paychex, Inc.	141.15	141.15	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey - V	135.00	0.00	0.00	0.00	0.00	0.00	135.00
Wang, Emiko	126.00	0.00	0.00	0.00	126.00	0.00	0.00
SBC	97.26	128.32	0.00	0.00	0.00	0.00	0.00
Cingular Wireless	35.38	0.00	0.00	0.00	0.00	0.00	35.38
United Site Services	30.75	0.00	0.00	0.00	30.75	0.00	0.00
Knox, Nancy - bistro exp	30.00	0.00	0.00	0.00	30.00	0.00	0.00
Misc Vendor - bistro exp	14.50	0.00	0.00	0.00	14.50	0.00	0.00
Paytrust	14.45	14.45	0.00	0.00	0.00	0.00	0.00
TOTAL	<u><u>11,114.68</u></u>	<u><u>3,593.07</u></u>	<u><u>416.60</u></u>	<u><u>208.30</u></u>	<u><u>2,028.27</u></u>	<u><u>842.36</u></u>	<u><u>4,057.14</u></u>

Muir Beach Community Services District
Expenditures
 May 2007

Paid from the Water Capital Improvements Fund	416.60	
Paid from the General Fund	<u>10,698.08</u>	
Total expenditures per above		11,114.68
Paid from the Rental Security Deposit Trust		
Opportunity for Independence	250.00	
	<u> </u>	
Total paid from the Rental Security Deposit Trust		250.00
Paid from the Water Security Deposit Trust		
	<u> </u>	
Total paid from the Water Security Deposit Trust		0.00
Paid from FEMA reserves		
Project 3	<u>5,136.03</u>	
Total paid from FEMA reserves		5,136.03
Paid from the West Marin Funds Trust		
Hi Tech Emergency Supply	562.96	
SBC	<u>31.06</u>	
Total paid from the West Marin Funds Trust		<u>594.02</u>
Total checks issues		<u><u>17,094.73</u></u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2007.

MUIR BEACH COMMUNITY SERVICES DISTRICT

 Maury Ostroff, 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 25, 2007**
5
6

7 **OFFICIAL MINUTES ONLY UPON APPROVAL**
8

9 Prior to approval of these minutes by the Board of Directors in a public meeting, these
10 minutes are draft only and subject to change. Upon approval by the Board, these minutes
11 become the Official Minutes of the meeting.
12

13 **Item 1 CALL TO ORDER**
14

15 President Ostroff called the regular meeting of the Muir Beach Community Services District
16 Board of Directors to order at 7:15 pm on Wednesday, April 25, 2007.
17

18 **Roll Call**
19

20 DIRECTORS PRESENT: Rudnick, Shaffer, Ostroff, Jacobs, Hobson
21 OFFICERS PRESENT: District Manager Hills, Secretary-Treasurer Mullin
22

23 **Item 2 NATIONAL PARK SERVICE REPORT**
24

25 No National Park Service representatives attended.
26

27 **Item 3 CONSENT CALENDAR**
28

29 A. **Approval of Minutes** – Regular meeting February 28, 2007.
30

31 B. **Approval of Financial Statements** – For the seven months ended March 31,
32 2007.
33

34 MOTION: To adopt the Consent Calendar, which includes Item A and B above.

35 Moved: Rudnick, seconded by Hobson.

36 Vote: AYES: Unanimous
37

38 **Item 4 FIRE DEPARTMENT REPORT**
39

40 There was no Fire Department report.

1
2 **Item 5 RESPONSE TO GRAND JURY**
3

4 District Manager Hills explained that the Marin County Grand Jury determines topics it
5 wants to investigate in the County. Currently, they are looking into financial obligations for
6 post-retirement health care benefits, which are covered by GASB 45. Their investigation
7 requires that the topic be discussed at a public meeting and that the CSD issue a response to
8 the Grand Jury's findings and recommendations. Leighton has prepared a possible response,
9 included in the Board packet, agreeing with their findings and deferring to their analysis.
10 The CSD auditor has indicated that GASB 45 does not apply to the District. After opening
11 the floor to discussion, the following motion was made:
12

13 MOTION: To approve the response to the Marin County Grand Jury as attached and
14 reviewed.

15 Moved: Jacobs, seconded by Ostroff.

16 Vote: AYES: Unanimous
17

18 **Item 6 DISTRICT MANAGER'S REPORT**
19

20 **Consolidation of CSD General Election with other Elections –**
21

22 Steve Shaffer's and Maury Ostroff's terms of office expire this December, with election for
23 new four year terms on November 6, 2007. Bob Jacob's term of office also expires. Since
24 he took office to fill out the term of former director Deborah Kamradt, the election is for a
25 "short-term" of two years, also part of the November General Election. The Registrar of
26 Voters office requests that the CSD's election be consolidated with the other elections
27 conducted on Election Day and also requests that election services be provided by the
28 Registrar of Voters office. A draft resolution to that effect is included in the Board packet,
29 which will be reviewed and acted upon at the next meeting.
30

31 **Parcel Tax to Support Fire Department Services –**
32

33 The Muir Beach Volunteer Fire Department is asking for community support for a \$200
34 annual parcel tax that would help fund fire services as well as emergency preparedness and
35 fuel abatement endeavors. Because the Fire Department is a department of the CSD, any
36 such tax is treated as a special tax levied by the CSD similar to the \$300 special tax in effect
37 for water capital improvements. The tax would require 2/3 voter approval in the November
38 election.
39

40 Michael Kaufman, president of the Muir Beach Volunteer Fireman's Association, has been in
41 contact with County Counsel to develop documentation to support the proposed tax. Drafts
42 that have not yet been reviewed by the CSD's legal counsel are included in the Board packet.
43 Michael related that the Fire Department has functioned for 35 years on revenues from the
44 annual BBQ and the occasional grant. The cost of operating the Fire Department has been
45 increasing over the years as have bureaucratic requirements. These increases are responsible
46 for putting volunteer fire departments out of business throughout the country. He is asking
47 for the communities support. The parcel tax would put a financial foundation under the Fire
48 Department. Monies received would flow through the CSD and would be subject to CSD

1 discretion and oversight. All Fire Department expenditures have been paid by the Fire
2 Association since its organization in 1994.

3
4 **Item 7 RECREATIONAL ITEMS**

5
6 Steve Kinsey is conducting a walking tour of West Marin communities. He will be arriving
7 in Muir Beach on May 12 and spending the night at the Community Center before departing
8 for Bolinas on the morning of May 13. There will be a wine and cheese reception catered by
9 Ann Walker from Stinson Beach at the Community Center on May 12. The CSD is hosting
10 the reception as a thank you to Steve for all of the support he has given us.

11
12 **Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR**

13
14 No items were removed from the Consent Calendar.

15
16 **Item 9 PUBLIC OPEN TIME**

17
18 Kathy Sward reported that the deadline for responding to the notice from the Army Corps of
19 Engineers on the Big Lagoon project is tomorrow. Comments must be e-mailed to Brian
20 Matsumoto. The width of the proposed causeway is 36', which includes an 8' ADA
21 approved walkway. The walkway is a requirement of having an ADA approved bus stop at
22 the dairy. Shere' Stoddard has sent a list of 20 questions regarding the project to Brian
23 Matsumoto. There will be a walkabout with Carolyn Shoulders on May 2 at 10:00 so that
24 questions may be answered.

25
26 Mary Colliers 88th birthday is being celebrated with a potluck lunch on May 2 at 11:00 at the
27 Community Center.

28
29 **Item 10 NEXT MEETING DATE**

30
31 The next meeting date is scheduled for Wednesday, May 23, 2007.

32
33 **Item 11 ADJOURNMENT**

34
35 The meeting was adjourned at 8:30 pm.