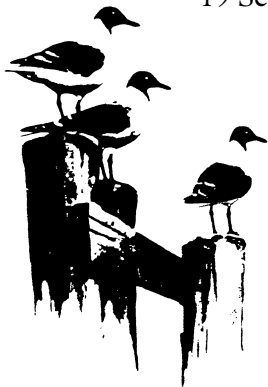


MUIR BEACH COMMUNITY SERVICES DISTRICT

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



Wed, January 25, 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
Danny Hobson, Director
Deborah Kamradt, Director
Steve Shaffer, Director

Leighton Hills, District Manager
Sharry Mullin, District Secretary-Treasurer

Item 2 NATIONAL PARK SERVICE REPORT

A representative of the National Park Service may be present to provide an update or report on activities relevant to Muir Beach.

Item 3 STUDY OF MUIR BEACH CSD BY MARIN LAFCO

Each county in California has a Local Agency Formation Commission (LAFCO) responsible for the orderly formation and development of its governmental agencies, such as cities and governmental districts, including the Muir Beach Community Services District. As part of its periodic review, LAFCO has determined it will undertake a study of the operations and needs of special districts in West Marin, including us. At the conclusion of the study, LAFCO's staff will make recommendations to the LAFCO Board as to any changes or modifications to the CSD it deems beneficial. A map of the present boundaries of the Muir Beach CSD is attached at page 3.

The Executive Officer of Marin LAFCO, Peter Banning, will be present at the meeting to explain the process to be used by LAFCO for this study.

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 November 2005, attached at page 9.

B. **Approval of Minutes** – Regular meeting December 7, 2005, attached at page 11.

Item 5 FIRE DEPARTMENT REPORT

By John John Sward, Fire Chief, or other representative of the Fire Department. At the end of this meeting, the Disaster Preparedness Committee, likely to become part of the CSD Fire department, will meet to plan efforts to revitalize planning and preparedness for various natural disasters.

Item 6 DISTRICT MANAGER'S REPORT

Storm Effects – In terms of damage to CSD property from the year-end flood, we got off easy. The pump house flooded with 2 feet of water, not helping the computer much, but the foot-bridge remained just above the crest of the Redwood "River." The damage to homes along the creek, at Green Lane and Lagoon Drive was extensive. The stories of volunteer help and community effort are too numerous to count. I will be meeting with Steve Kinsey and Brian O'Neil on Tuesday, January 24. I will report what I learn during the CSD meeting. Two short videos are on our website showing the rapids in the Pelican Inn parking lot, and the water cresting over Highway 1 at Frank Valley Rd. See www.muirbeachCSD.com, under "About MB CSD."

Probably as a result of the wet soils, we have had four moderate leaks since the storm, which have resulted in several-hour shutoffs for some households. We have kept neighbors informed of the work status, and neighbors have been extremely understanding and helpful.

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.

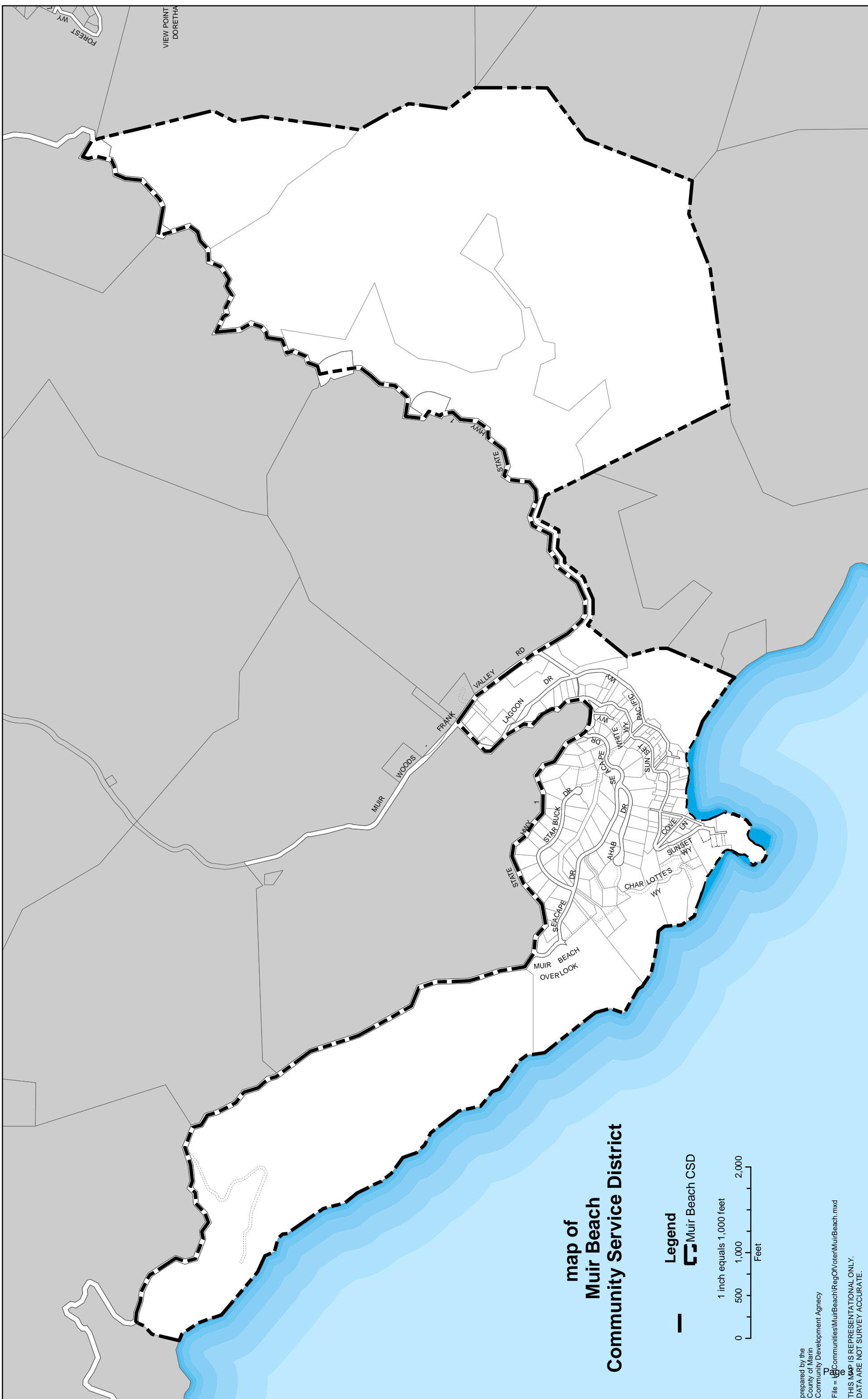
Item 9 PUBLIC OPEN TIME

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

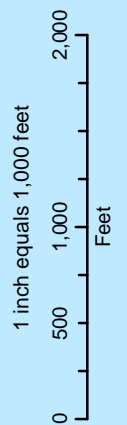
4th Wednesday is February 22th
3rd Wednesday is February 15th

Item 11 ADJOURNMENT



**map of
Muir Beach
Community Service District**

Legend
 Muir Beach CSD



prepared by the
 County of Marin
 Community Development Agency
 File = H:\Communities\MuirBeach\Reg\ voter\MuirBeach.mxd
 THIS MAP IS REPRESENTATIONAL ONLY.
 DATA ARE NOT SURVEY ACCURATE.

DESCRIPTION OF MUIR BEACH COMMUNITY SERVICES DISTRICT

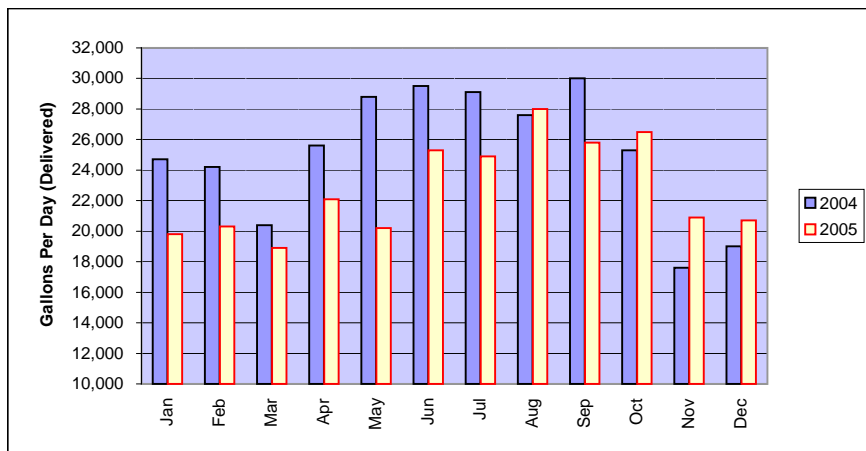
All that certain real property situate in the County of Marin, State of California, and more particularly described as follows:

BEGINNING at the most northerly corner of Ranch L as said ranch is shown on that certain map of "Tamalpais Land and Water Co., Map No. 3" recorded December 12, 1898 in Book 1 of Maps at page 104, Marin County Records; running thence southwesterly and northwesterly along the center line of State Highway 1, also known as Shoreline Highway and as Bolinas and Sausalito County Road as said road is shown and described on said map, to the most northerly corner of Ranch U as shown on said map; thence leaving said center line and running southerly along the westerly line of Ranch U as shown on said map S 30°07' W 38.95 feet and S 26°07' E 950 feet, more or less, to the line of ordinary high tide of the Pacific Ocean; thence easterly along said line of ordinary high tide to a point distant S 41°59' E 1150 feet and S 20°28' W 294 feet from the most southerly corner common to Ranches K and T as shown on said map; thence northerly N 20°28' E 294.00 feet, N 20°20' E 210.00 feet, N 22°23' E 129.50 feet, N 19°57' W 364.00 feet and N 6°57' W 120 feet more or less to the intersection of said last mentioned course with the line common to Ranches K and T; thence northeasterly along said common line 500 feet more or less to a point on said line 100.00 feet southwesterly from the center line of said above mentioned State Highway 1; thence easterly along a line parallel to and 100.00 feet southerly from said centerline 2,000 feet more or less to the intersection of said last mentioned line with the line common to Ranches K and L as shown on said map; thence southeasterly along said common line 2439.00 feet to the most southerly corner of Ranch L as shown on said map; thence northerly along the easterly line of Ranch L as shown on said map the following courses and distances: N 81°23' E 1570.00 feet, N 64°20' E 694.00 feet, S 82°58' E 482.00 feet, N 19°07' E 1388.31 feet, N 53°31' E 750.00 feet, N 1°48' W 865.00 feet, N 41°24' W 400.00 feet, N 17°36' W 1028.00 feet, N 7°57' E 1214.00 feet, N 12°45' W 333.00 feet, N 24°36' E 285.60 feet, N 15°58' W 1400.00 feet and N 7°14' E 27.60 feet to the point of beginning.

[From Board of Supervisors Resolution No. 5427, Declaring establishment of Muir Beach Community Services District, Setting forth the boundaries of Said district [...] Recorded August 1, 1958 1206 O.R. 531 Marin County Records]

Water Production Table

End Date	Gallons Per Day					Billings	
	Pumped	Delivered	12 Mo Avg	Leaks		Month	12 Mos
			(Delivered)				Rolling Avg
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
Dec 16, 04	25,900	19,000	25,100	6,180	24%	\$ 5,431	\$ 87,300
Nov 16, 04		17,600	25,500	-	N/A	\$ 5,265	\$ 88,590
Oct 16, 04	27,300	25,300	26,300	1,920	7%	\$ 7,200	\$ 91,370
Sep 16, 04	32,300	30,000	26,300	2,240	7%	\$ 8,777	\$ 91,560
Aug 16, 04	29,400	27,600	26,200	1,720	6%	\$ 8,069	\$ 91,060
Jul 16, 04	31,400	29,100	25,900	2,150	7%	\$ 8,207	\$ 90,200
Jun 16, 04	31,100	29,500	26,200	1,540	5%	\$ 8,618	\$ 91,070
May 16, 04	30,000	28,800	26,000	1,090	4%	\$ 8,213	\$ 90,370
Apr 16, 04	28,100	25,600	25,500	1,860	7%	\$ 7,411	\$ 87,080
Mar 16, 04	22,500	20,400	25,200	1,310	6%	\$ 5,695	\$ 84,700
Feb 16, 04	26,200	24,200	25,300	1,300	5%	\$ 7,467	\$ 83,440
Jan 16, 04	32,100	24,700	25,100	6,910	22%	\$ 6,948	\$ 80,660



Muir Beach Community Services District Revenue and Expenditures Budget vs Actual

Accrual Basis

	Jul - Nov 05	Budget	% of Budget
Ordinary Income/Expense			
Income			
Water Operations Income	30,137	65,910	46%
Consumption Surcharge	7,678	16,790	46%
Recreational Activities Income	6,050	14,830	41%
Donations	3,025		
Grant Income	0	6,740	0%
Tax Income	11	128,000	0%
Interest Income	4,200	5,320	79%
Total Income	51,102	237,590	22%
Expense			
Accounting & Bookkeeping	6,035	18,500	33%
Administration Fees	14,165	25,000	57%
Bank Service Charges	39		
Bistro Expenses	283	600	47%
Employee Benefits	1,778	4,620	38%
Event Costs	69	750	9%
Insurance	0	7,640	0%
Legal & Professional	6,359	11,500	55%
Licenses, Memberships & Fees	2,988	5,900	51%
Meeting Expense	116		
Misc Operating Expenses	0	2,100	0%
Office Expense	58	1,200	5%
Outside Services	1,216	2,940	41%
Payroll Expenses	23,911	40,224	59%
Postage & Delivery	355	1,010	35%
Printing & Photocopies	49		
Repair & Maintenance	5,352	16,500	32%
Supply	336	10,170	3%
Telephone	883	1,910	46%
Travel Expense	856	1,620	53%
Utilities	1,577	9,160	17%
Water Testing & Expense	1,505	9,000	17%
Total Expense	67,929	170,344	40%
Net Ordinary Income	-16,827	67,246	-25%
Net Income	-16,827	67,246	-25%

Muir Beach Community Services District
Balance Sheet

As of November 30, 2005

Accrual Basis

	Nov 30, 05
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney General Funds	3,860
428 Gen'l Fd	13,178
429 Inv Fd	
Water Capital Improvement Fund	332,703
Fire Station Reserve Fund	15,185
General Investments	118,912
Total 429 Inv Fd	466,800
Petty Cash Fund	91
Total Checking/Savings	483,928
Accounts Receivable	9,251
Receivables	
Total Accounts Receivable	9,251
Other Current Assets	
Undeposited Funds	1,050
Deposits	1,165
Total Other Current Assets	2,215
Total Current Assets	495,394
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	5,479
Water System Improvements	
Water Well	21,120
Total Water System Improvements	21,120
Total Fixed Assets	81,095
TOTAL ASSETS	576,490
LIABILITIES & EQUITY	

Muir Beach Community Services District
Balance Sheet

As of November 30, 2005

Accrual Basis

	Nov 30, 05
Liabilities	
Current Liabilities	
Other Current Liabilities	2,750
Rental Security Deposits	2,874
Shaffer CalPers Trust	7,350
Water Security Deposits	13,667
West Marin Funds on Deposit	26,642
Total Other Current Liabilities	26,642
Total Current Liabilities	26,642
Total Liabilities	26,642
Equity	
Retained Earnings	566,676
Net Income	-16,827
Total Equity	549,848
TOTAL LIABILITIES & EQUITY	576,490

Muir Beach Community Services District
 Expenditures
 November 2005

	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
Pearlman, Harvey	2,035.00	0.00	0.00	0.00	385.00	154.00	1,496.00
Mullin, Sharon	1,717.67	1,267.67	0.00	0.00	0.00	0.00	450.00
Elliott, Dave (bathroom remodel)	1,141.75	0.00	0.00	0.00	1,141.75	0.00	0.00
Pearlman, Harvey (reimb + mileage)	482.72	0.00	0.00	0.00	347.72	0.00	135.00
Salvador Gonzalez	420.00	0.00	0.00	0.00	165.00	82.50	172.50
State Compensation Insurance Fund	363.10	0.00	0.00	0.00	101.92	17.56	243.62
CalPers	355.75	355.75	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
Breije and Race Laboratories, Inc.	235.00	0.00	0.00	0.00	0.00	0.00	235.00
Payroll taxes	223.64	223.64	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
Martin Bros. Supply (rip rap)	164.07	0.00	0.00	0.00	0.00	0.00	164.07
Psychex, Inc.	147.36	147.36	0.00	0.00	0.00	0.00	0.00
State Board of Equalization (water rights)	101.22	0.00	0.00	0.00	0.00	0.00	101.22
SBC	89.14	56.97	0.00	0.00	0.00	0.00	32.17
Misc Vendor (bistro exp)	80.15	0.00	0.00	0.00	80.15	0.00	0.00
USPS	74.00	0.00	0.00	0.00	0.00	0.00	74.00
Wang, Emiko (tai chi)	72.00	0.00	0.00	0.00	72.00	0.00	0.00
Macfarlane, Donovan (reimb)	48.61	0.00	0.00	0.00	0.00	0.00	48.61
Knox, Nancy (bistro exp)	37.50	0.00	0.00	0.00	37.50	0.00	0.00
Cingular Wireless	34.88	0.00	0.00	0.00	0.00	0.00	34.88
Marin County Public Health Laboratory	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Goodman Building Supply	17.23	0.00	0.00	0.00	0.00	17.23	0.00
DMV Renewal (bobcat reg)	16.00	16.00	0.00	0.00	0.00	0.00	0.00
Home Depot	14.43	0.00	0.00	0.00	14.43	0.00	0.00
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
TOTAL	10,465.17	2,601.09	416.60	208.30	3,021.77	583.74	3,633.67

Muir Beach Community Services District
Expenditures
 November 2005

Paid from the Water Capital Improvements Fund	416.60
Paid from the General Fund	<u>10,048.57</u>
Total expenditures per above	10,465.17
Paid from the Rental Security Deposit Trust Leah Joy	250.00
Paid from the Water Security Deposit Trust	0.00
Paid from the Shaffer Medical Trust	370.85
Paid from the West Marin Funds Trust Graham Groneman	2,302.10
SBC	30.06
Marin County Tax Collector	76.79
Total paid from the West Marin Funds Trust	<u>2,408.95</u>
Total checks issues	<u><u>11,086.02</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 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Board of Directors' meeting held on**
3 **Wednesday, December 7, 2005**

4
5
6
7 **Item 1 CALL TO ORDER**

8
9 President Shaffer called the regular meeting of the Muir Beach Community Services District
10 Board of Directors to order at 7:20 pm on Wednesday, December 7, 2005.

11
12 **Roll Call**

13
14 PRESENT: DIRECTORS: Shaffer, Rudnick, Ostroff, Hobson
15 PRESENT: OFFICERS: District Manager Hills, Secretary-Treasurer Mullin

16
17 **Item 2 NATIONAL PARK SERVICE REPORT**

18
19 No National Park Service personnel attended. There was some general discussion with
20 regards to the Diaz Ridge trail scoping meeting being held tomorrow night.

21
22 **Item 3 CONSENT CALENDAR**

- 23
24 A. **Approval of Expenditures** – For October 2005, which includes a total of
25 \$13,693.88 in General Fund expenditures, \$416.60 in Water Capital Improvement
26 Fund expenditures, and \$1,369.74 in checks issued from the trust funds, for a total
27 of \$15,480.22 in warrants issued.
28
29 B. **Approval of Minutes** – Regular meeting October 19, 2005

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

34
35 **Item 4 FIRE DEPARTMENT REPORT**

36
37 There were no Fire Department personnel attending.

38
39 **Item 5 DISTRICT MANAGER'S REPORT**

40
41 The water rate increase had its intended effect. Billings for the first month using the new rate
42 were \$7,300 versus \$6,200 that would have been billed using the old rate. Only 14 of the
43 greatest water users paid more than an additional \$10 on their water bill.

1 Several trees surrounding the lower water tank were removed reducing the possibility of
2 moisture and fungus damage as well as that of a tree falling on the tank. Resident Karla
3 Andersdatter said she would like to see replacement trees planted when community trees are
4 removed. It was suggested that she speak with the Muir Beach Garden Club.
5

6 The footbridge at the picnic grounds must be replaced. Leighton spoke with both civil and
7 soils engineers and determined that Cuco should be qualified do the work. The new bridge
8 will be longer than the existing bridge and will incorporate steel beams. There will be no
9 need to disconnect the water line during construction.
10

11 MOTION: To authorize Leighton to proceed with the construction process at a cost not to
12 exceed \$4,500.

13 Moved: Rudnick, seconded by Hobson

14 Vote: AYES: Unanimous
15

16 **Item 6 RECREATIONAL ITEMS**

17

18 Kathy Sward estimated the Holiday Faire proceeds to be \$29,000. The Quilters receive 10-
19 25% of the proceeds from each vendor, which will net them in the neighborhood of \$4,000 -
20 \$5,000 this year. The Quilters want to put the money into programs and activities at the
21 Community Center.
22

23 Harvey reported that the Day of the Dead celebration was a success. The cost to the District
24 was around \$50.
25

26 Harvey also reported that the ladies bathroom renovation came out beautifully. The Board
27 allocated \$1,500 for the project and it only cost \$1,200. He suggested using the remaining
28 \$300 to add doors to the area next to the refrigerator, to which the Board agreed.
29

30 Willow Wray is looking to sell her sound system and wondered if the Board might be
31 interested. After some discussion, the Board decided it was not.
32

33 Harvey pointed out other projects at the Community Center that should be considered:
34 building a storage space, repairing the steps from the upper floor to the main floor, building
35 and repairing the stair railings. Leighton will look into getting bids for the work.
36

37 Maury suggested that the Board put together a comprehensive list so that projects can be
38 prioritized.

1 **Item 7 QUESTIONS & REQUESTS FROM KARLA ANDERSDATTER**

2
3 Resident Karla Andersdatter sent an e-mail to Leighton which posed several questions.
4 Following are highlights of the discussions that ensued regarding those questions.

5
6 District records:

7
8 All of the records in Donovan’s possession were given to Leighton when he assumed
9 the position of District Manager. Some of them reside in his Mill Valley office and
10 some of them reside at the Community Center. No records have been lost.

11
12 Minutes of the Board of Directors’ Meetings and correspondence sent to the District:

13
14 Minutes for the past three years are available on the District’s website. Any
15 correspondence of relevance is included in the agenda and appears on the website. The
16 older Minutes in paper format are not in good conditions and are not kept in public
17 spaces where they would be subject to further deterioration. Residents can request a
18 specific document and it will be provided. There may be a fee charged for providing
19 numerous copies of documents. Only relevant documents are kept.

20
21 Neighborhood Disaster Committee:

22
23 The Community’s Neighborhood Disaster Committee, which existed in large part due
24 to the efforts of Ellen Mettler and a few other residents, has not been active in the past
25 few years. The Muir Beach Volunteer Fireman’s Association is in the process of
26 reviving the Committee. At present, it is not part of the Fire Department and therefore
27 not part of the CSD.

28
29 Community wheelchair:

30
31 The possibility of having a community wheelchair raises many questions and should be
32 discussed at a later date. We do not currently own one.

33
34 **Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR**

35
36 No items were removed from the Consent Calendar.

37
38 **Item 9 PUBLIC OPEN TIME**

39
40 Kathy Sward issued a thank you to everyone who worked at the Holiday Faire.

1 **Item 10 NEXT MEETING DATE**

2
3 The next meeting date is scheduled for Wednesday, January 25, 2006.

4
5 The meeting was adjourned at 8:30 pm.

6
7 These minutes were approved by the Muir Beach Community Services District Board of
8 Directors, during their meeting on _____.

9
10
11 _____
12 Steve Shaffer, Board President

Sharon Mullin, Secretary