

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, March 26, 2008
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 the District Manager 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

Steve Shaffer, Board President
Danny Hobson, Director
Peter Rudnick, Director
Shere Stoddard, Director

Maury Ostroff, District Manager
Sharry Mullin, Meeting Secretary

Item 2 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 January 23, 2008 as attached.
- B. **Approval of Financial Statements** – For the period ended February 29, 2008, as attached.

Item 3 NATIONAL PARK SERVICE REPORT

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

Item 4 APPOINTMENT OF NEW BOARD MEMBER

The Board will discuss and vote to appoint a new board member to fill the vacant board seat. The appointee will serve the remainder of a two-year term.

Item 5 FIRE DEPARTMENT REPORT

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

Item 6 PROPOSAL FOR REMEDIATION OF EROSION AT 285 SUNSET WAY

The new owner of 285 Sunset Way has discovered significant erosion around supporting posts of his house. Due to the proximity of the property boundary to the supporting posts of the house, alternatives proposed involve construction and modification of CSD owned property along Cove Lane where seasonal drainage water runs, including additional culverts and fill dirt.

Item 7 DISTRICT MANAGER'S REPORT

1. Update on FEMA Projects – Work has commenced on the various FEMA projects. Many projects have been completed, and many are underway.

2. Quote for new Liner on Upper Tank. It was thought that there might be a leak in the upper tank (turned out to be condensation of water on the shaded side of the tank.) However, since the existing liner is about 9 years old, and we have been informed that they have a projected useful life of 10 to 12 years, planning for a new liner is appropriate.

3. BBQ Site/Well Site cleanup. Steady progress has been made on removing junk and debris from the CSD owned property down at the well site. Intent is to schedule a joint cleanup effort between the CSD and the MBVFD to organize and cleanup the area around the volleyball court, pump house, and BBQ site. Need to haul debris and trash away to the dump.

Item 8 RECREATION ITEMS

1. Updates on Storage Shed proposal
2. Proposals for changing Community Center Rental rates, and for requiring outside renters to pay for having someone from Muir Beach onsite during events.

Item 9 VERIZON WIRELESS PROPOSAL

An agent representing Verizon has contacted the district about renewing negotiations for a cell phone antenna on the Upper Tank.

Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 11 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 12 SELECTION OF DATE FOR NEXT MEETING

The 4th Wednesday in April is the 23rd. 4th Wednesday in May is the 28th.

Item 13 ADJOURNMENT

Muir Beach CSD
Balance Sheet
 As of February 29, 2008

	Feb 29, 08
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney	
SB General Fund	371,280.40
SB Water Cap Impr Fund	469,340.06
SB Fire Station Reserve Fund	15,546.63
SB Unallocated Interest	45,477.07
Total Smith Barney	901,644.16
Petty Cash Fund	92.75
Total Checking/Savings	901,736.91
Accounts Receivable	
Receivables	28,432.20
Total Accounts Receivable	28,432.20
Other Current Assets	
Undeposited Funds	4,730.06
Deposits	340.00
Total Other Current Assets	5,070.06
Total Current Assets	935,239.17
Fixed Assets	
Building	16,517.67
Furniture & Fixtures	3,000.00
Machinery & Equipment	34,978.86
Roads & Easements	
CC Steps	376.30
Easement Lighting	5,102.88
Total Roads & Easements	5,479.18
Water System Improvements	
Water Lines	60,939.46
Water Aeration Equipment	804.00
Water Tank Controls	5,237.38
Water Equipment	932.03
Water Well	21,619.57
Total Water System Improvements	89,532.44
Total Fixed Assets	149,508.15
TOTAL ASSETS	1,084,747.32
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	5,195.76
Total Accounts Payable	5,195.76
Credit Cards	
Chase 5153	363.15
Total Credit Cards	363.15
Other Current Liabilities	
FEMA Grant Deferred Revenue	
2153; Project 5	11,238.56
2158; Project 11	10,264.83
2326; Project 6	3,462.56
2428; Project 7	10,138.43
2484; Project 9	1,052.59
2764; Project 1	4,777.36
3043; Project 4-1	2,286.57
3046; Project 3	-4,571.34
3048; Project 4-2	23,060.87

Muir Beach CSD
Balance Sheet
As of February 29, 2008

	<u>Feb 29, 08</u>
3284; Project 2	-2,600.09
3286; Project 13	4,354.95
3327; Project 12G	9,026.65
3328; Project 12C	-554.14
3330; Project 10	-13,394.80
3338; Project 8	4,031.64
Administrative Allowance	3,468.52
FEMA reimbursable	3,368.83
FEMA Grant Deferred Revenue - Other	-61.94
Total FEMA Grant Deferred Revenue	<u>69,350.05</u>
Rental Security Deposits	6,500.00
Water Security Deposits	9,450.00
West Marin Fd Deferred Revenue	9,970.50
Total Other Current Liabilities	<u>95,270.55</u>
Total Current Liabilities	<u>100,829.46</u>
Total Liabilities	100,829.46
Equity	
Retained Earnings	850,109.70
Net Income	133,808.16
Total Equity	<u>983,917.86</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,084,747.32</u></u>

**Muir Beach Community Services District
Statement of Revenues and Expenditures**

January through February 2008

Accrual Basis

	<u>Jan 08</u>	<u>Feb 08</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Water Operations Income	6,159	5,136	11,296
Water Capital Improvement Revs	1,596	1,365	2,961
Tax Revenues	2,145	28,761	30,905
Recreational Activities Income	1,130	1,283	2,414
Grant Revenues	1,109	14,729	15,838
Interest Income	3,196	2,830	6,026
Other Income	0	75	75
Total Income	<u>15,336</u>	<u>54,180</u>	<u>69,516</u>
Expense			
Accounting & Bookkeeping	1,742	1,500	3,242
Community Classes & Functions	164	52	216
Dues & Memberships	427	0	427
Employee Benefits	956	956	1,912
FEMA Expenditures	1,088	7,863	8,951
Misc Operating Expenses	30	34	64
Office Expense	121	161	282
Payroll Expenses	6,137	5,416	11,553
Repair & Maintenance	812	99	911
Supply	0	33	33
Travel Expense	135	135	270
Utilities	784	940	1,723
Water Enterprise	952	2,835	3,787
West Marin Expenditures	31	32	63
Total Expense	<u>13,378</u>	<u>20,056</u>	<u>33,434</u>
Net Ordinary Income	<u>1,958</u>	<u>34,123</u>	<u>36,081</u>
Net Income	<u><u>1,958</u></u>	<u><u>34,123</u></u>	<u><u>36,081</u></u>

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

Accrual Basis

	<u>Jul '07 - Feb 08</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Water Operations Income	57,821	78,000	74%
Water Capital Improvement Revs	78,037	70,400	111%
Tax Revenues	57,422	92,000	62%
Recreational Activities Income	9,301	12,800	73%
Donations	50		
Grant Revenues	191,956	218,291	88%
Interest Income	28,121	20,000	141%
Other Income	300		
Total Income	<u>423,008</u>	<u>491,491</u>	<u>86%</u>
Expense			
Accounting & Bookkeeping	14,137	22,000	64%
Administration Fees	0	30,000	0%
Community Classes & Functions	1,601	5,000	32%
Dues & Memberships	427	400	107%
Employee Benefits	8,203	4,750	173%
FEMA Expenditures	170,781	203,391	84%
Insurance	8,214	7,621	108%
Legal & Professional	2,643	29,500	9%
Licenses, Permits & Fees	3,554	5,000	71%
Meals & Entertainment	127		
Misc Operating Expenses	329	1,000	33%
Office Expense	1,763	2,500	71%
Payroll Expenses	30,414	52,700	58%
Repair & Maintenance	13,185	20,000	66%
Supply	681		
Travel Expense	1,124	1,620	69%
Utilities	6,010	8,300	72%
Water Enterprise	11,657	4,000	291%
West Marin Expenditures	14,352		
Total Expense	<u>289,200</u>	<u>397,782</u>	<u>73%</u>
Net Ordinary Income	<u>133,808</u>	<u>93,709</u>	<u>143%</u>
Net Income	<u><u>133,808</u></u>	<u><u>93,709</u></u>	<u><u>143%</u></u>

Muir Beach Community Services District
Expenditures
January 2008

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>
Sharon Mullin	1,799.40	992.00	0.00	0.00	0.00	0.00	807.40
Harvey Pearlman	1,633.89	0.00	82.89	0.00	165.00	0.00	1,386.00
Maury Ostroff	1,489.58	104.98	0.00	184.61	184.61	276.92	738.46
CalPers	955.91	955.91	0.00	0.00	0.00	0.00	0.00
Brenntag Pacific	877.12	0.00	0.00	0.00	0.00	0.00	877.12
Martin Bros. Supply	867.44	0.00	475.62	0.00	0.00	0.00	391.82
Salvador Gonzalez	802.98	0.00	54.98	0.00	357.00	255.00	136.00
Payroll taxes	766.34	766.34	0.00	0.00	0.00	0.00	0.00
Juana Gonzalez	540.00	0.00	0.00	0.00	540.00	0.00	0.00
PG&E	440.83	0.00	0.00	0.00	41.16	0.00	399.67
California Special Districts Assn.	427.00	427.00	0.00	0.00	0.00	0.00	0.00
Tom Giordano	412.00	0.00	0.00	0.00	0.00	0.00	412.00
Jose Alcala	410.00	0.00	0.00	0.00	0.00	60.00	350.00
Schwartz & Associates	270.00	0.00	270.00	0.00	0.00	0.00	0.00
Lonna Richmond	262.50	0.00	0.00	0.00	262.50	0.00	0.00
State Compensation Insurance Fund	206.48	0.00	4.21	0.00	69.37	33.66	99.24
AT&T	177.77	113.96	0.00	30.85	0.00	0.00	32.96
Paychex, Inc.	167.78	167.78	0.00	0.00	0.00	0.00	0.00
Harvey Pearlman	135.00	0.00	0.00	0.00	0.00	0.00	135.00
Redwood Empire Disposal	131.85	0.00	0.00	0.00	131.85	0.00	0.00
Emiko Wang	122.00	0.00	0.00	0.00	122.00	0.00	0.00
Carlos Salcedo	100.00	0.00	100.00	0.00	0.00	0.00	0.00
Efrain Martinez	100.00	0.00	100.00	0.00	0.00	0.00	0.00
Marin County Public Health Laboratory	75.00	0.00	0.00	0.00	0.00	0.00	75.00
AT&T Mobility	35.29	0.00	0.00	0.00	0.00	0.00	35.29
Nancy Knox	30.00	0.00	0.00	0.00	30.00	0.00	0.00
Smith Barney	26.20	0.00	0.00	0.00	0.00	0.00	26.20
Paytrust	12.95	12.95	0.00	0.00	0.00	0.00	0.00
Starbucks	12.00	0.00	0.00	0.00	12.00	0.00	0.00
TOTAL	<u><u>13,287.31</u></u>	<u><u>3,540.92</u></u>	<u><u>1,087.70</u></u>	<u><u>215.46</u></u>	<u><u>1,915.49</u></u>	<u><u>625.58</u></u>	<u><u>5,902.16</u></u>

Muir Beach Community Services District
Expenditures
January 2008

Paid from FEMA Grants	1,087.70	
Paid from the Water Capital Improvements Fund	369.23	
Paid from West Marin Funds	30.85	
Paid from General Funds	<u>11,799.53</u>	
Total expenditures per above		13,287.31
Paid from the Rental Security Deposit Trust	<u>0.00</u>	
Total paid from the Rental Security Deposit Trust		0.00
Paid from the Water Security Deposit Trust	0.00	
Total paid from the Water Security Deposit Trust		0.00
Total checks issues		<u><u>13,287.31</u></u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2008.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, Board President

Maury Ostroff, District Manager

Muir Beach Community Services District
Expenditures
February 2008

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>
Brenntag Pacific	2,552.57	0.00	0.00	0.00	0.00	0.00	2,552.57
Schwartz & Associates	2,229.00	0.00	2,229.00	0.00	0.00	0.00	0.00
Sharon Mullin	1,529.52	990.00	0.00	0.00	0.00	0.00	539.52
Martin Bros. Supply	1,503.59	0.00	1,503.59	0.00	0.00	0.00	0.00
Maury Ostroff	1,489.59	104.99	0.00	184.61	184.61	276.92	738.46
Harvey Pearlman	1,301.66	-347.44	142.10	0.00	110.00	110.00	1,287.00
Payroll taxes	1,241.28	1,241.28	0.00	0.00	0.00	0.00	0.00
Efrain Martinez	1,175.00	0.00	1,175.00	0.00	0.00	0.00	0.00
Carlos Salcedo	975.00	0.00	975.00	0.00	0.00	0.00	0.00
CalPers	955.91	955.91	0.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	685.50	-163.01	457.51	0.00	323.00	0.00	68.00
Water Components & Building Supply	638.29	0.00	638.29	0.00	0.00	0.00	0.00
Leonel Cardenas-Lepe	576.00	0.00	576.00	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	414.53	233.22	6.82	0.00	70.16	13.00	91.33
Paychex, Inc.	363.75	363.75	0.00	0.00	0.00	0.00	0.00
PG&E	358.19	0.00	0.00	0.00	41.00	0.00	317.19
Juana Gonzalez	332.46	-27.54	0.00	0.00	360.00	0.00	0.00
AT&T	276.94	156.08	0.00	60.31	0.00	0.00	60.55
McPhail's	272.59	0.00	0.00	0.00	272.59	0.00	0.00
Gustavo Cardenas	200.00	0.00	200.00	0.00	0.00	0.00	0.00
Lonna Richmond	193.32	-16.68	0.00	0.00	210.00	0.00	0.00
Western Water Products	143.45	0.00	0.00	0.00	0.00	0.00	143.45
Harvey Pearlman	135.00	0.00	0.00	0.00	0.00	0.00	135.00
NEBS	81.84	0.00	0.00	0.00	0.00	0.00	81.84
Pace Supply Corp.	50.34	0.00	0.00	0.00	0.00	0.00	50.34
AT&T Mobility	35.12	0.00	0.00	0.00	0.00	0.00	35.12
Paytrust	34.45	34.45	0.00	0.00	0.00	0.00	0.00
Marin County Public Health Laboratory	30.00	0.00	0.00	0.00	0.00	0.00	30.00
Misc Vendor	27.00	0.00	0.00	0.00	27.00	0.00	0.00
Nancy Knox	25.00	0.00	0.00	0.00	25.00	0.00	0.00
TOTAL	<u><u>19,826.89</u></u>	<u><u>3,525.01</u></u>	<u><u>7,903.31</u></u>	<u><u>244.92</u></u>	<u><u>1,623.36</u></u>	<u><u>399.92</u></u>	<u><u>6,130.37</u></u>

Muir Beach Community Services District
Expenditures
February 2008

Paid from FEMA Grants	7,903.31	
Paid from the Water Capital Improvements Fund	369.23	
Paid from West Marin Funds	60.31	
Paid from General Funds	<u>11,494.04</u>	
Total expenditures per above		19,826.89
Paid from the Rental Security Deposit Trust		
Kitchens	250.00	
Piel	250.00	
Pierce	<u>250.00</u>	
Total paid from the Rental Security Deposit Trust		750.00
Paid from the Water Security Deposit Trust	0.00	
Total paid from the Water Security Deposit Trust		0.00
Total checks issues		<u><u>20,576.89</u></u>

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2008.

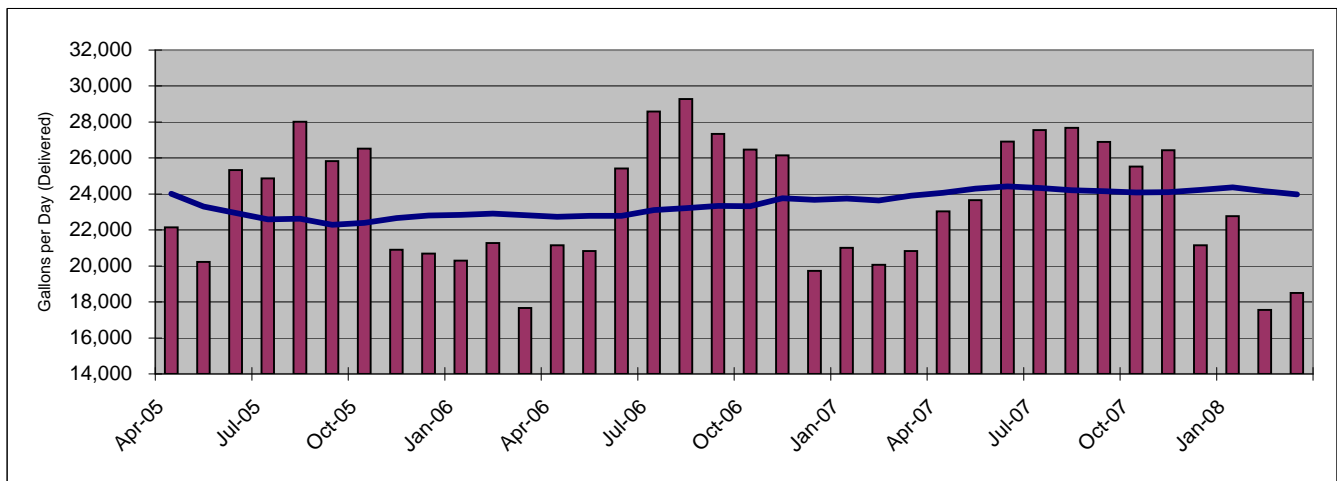
MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, Board President

Maury Ostroff, District Manager

Water Production Table

End Date	Monthly Totals (Gallons)					Gallons Per Day			Billing		
	Pumped	Delivered	Est Maint	Unaccounted For		Pumped	Delivered	12 Mo Avg (Delivered)	Month	Rolling 12 Months	% change prev month
Mar 16, 08	574,692	536,377	-	38,315	7%	19,817	18,496	23,970	\$ 6,313	\$ 97,787	-0.5%
Feb 16, 08	626,884	544,007	-	82,877	13%	20,222	17,549	24,165	\$ 6,326	\$ 98,279	-1.1%
Jan 16, 08	775,196	705,942	-	69,254	9%	25,006	22,772	24,374	\$ 8,356	\$ 99,368	0.8%
Dec 16, 07	748,500	634,576	-	113,924	15%	24,950	21,153	24,227	\$ 7,339	\$ 98,560	0.7%
Nov 16, 07	859,301	819,373	-	39,928	5%	27,719	26,431	24,108	\$ 8,062	\$ 97,842	-1.1%
Oct 16, 07	868,701	765,543	50,000	53,158	6%	28,957	25,518	24,085	\$ 7,876	\$ 98,950	-1.1%
Sep 16, 07	926,834	833,808	1,200	91,826	10%	29,898	26,897	24,163	\$ 9,218	\$ 100,062	-1.2%
Aug 16, 07	875,355	857,880	3,500	13,975	2%	28,237	27,674	24,201	\$ 9,565	\$ 101,310	0.3%
Jul 16, 07	867,395	826,506	-	40,889	5%	28,913	27,550	24,335	\$ 9,109	\$ 101,025	-0.2%
Jun 16, 07	887,125	834,569	-	52,556	6%	28,617	26,922	24,421	\$ 9,374	\$ 101,193	0.4%
May 16, 07	920,930	709,577	80,000	131,353	14%	30,698	23,653	24,295	\$ 8,117	\$ 100,762	1.0%
Apr 16, 07	847,807	713,964	8,000	125,843	15%	27,349	23,031	24,061	\$ 8,132	\$ 99,806	0.4%
Mar 16, 07	647,188	583,249	10,000	53,939	8%	23,114	20,830	23,905	\$ 6,805	\$ 99,383	0.9%
Feb 16, 07	683,373	621,782	15,000	46,591	7%	22,044	20,057	23,641	\$ 7,415	\$ 98,530	0.0%
Jan 16, 07	705,527	651,133	10,000	44,394	6%	22,759	21,004	23,743	\$ 7,547	\$ 98,542	0.3%
Dec 16, 06	675,238	592,003	20,000	63,235	9%	22,508	19,733	23,684	\$ 6,621	\$ 98,285	-0.4%
Nov 16, 06	904,647	810,577	28,000	66,070	7%	29,182	26,148	23,764	\$ 9,170	\$ 98,673	1.9%
Oct 16, 06	859,632	793,854	10,000	55,778	6%	28,654	26,462	23,326	\$ 8,988	\$ 96,843	1.5%
Sep 16, 06	970,337	929,759	5,000	35,578	4%	28,539	27,346	23,332	\$ 10,466	\$ 95,399	3.0%
Aug 13, 06	855,958	819,839	10,000	26,119	3%	30,570	29,280	23,205	\$ 9,280	\$ 92,615	1.0%
Jul 16, 06	957,120	857,517	48,000	51,603	5%	31,904	28,584	23,099	\$ 9,277	\$ 91,700	2.5%
Jun 16, 06	879,256	787,796	13,000	78,460	9%	28,363	25,413	22,790	\$ 8,943	\$ 89,506	1.8%
May 16, 06	739,958	625,160	12,000	102,798	14%	24,665	20,839	22,783	\$ 7,162	\$ 87,915	1.5%
Apr 16, 06	705,739	655,919	10,000	39,820	6%	22,766	21,159	22,732	\$ 7,709	\$ 86,600	1.5%
Mar 16, 06	571,475	494,809	8,000	68,666	12%	20,410	17,672	22,814	\$ 5,952	\$ 85,312	0.8%
Feb 16, 06	898,450	659,446	13,000	226,004	25%	28,982	21,272	22,919	\$ 7,427	\$ 84,599	1.7%
Jan 16, 06	949,228	629,373	-	319,855	34%	30,620	20,302	22,841	\$ 7,290	\$ 83,220	1.7%
Dec 16, 05	682,042	620,633	10,000	51,409	8%	22,735	20,688	22,798	\$ 7,009	\$ 81,832	2.0%
Nov 16, 05	765,670	647,930	18,000	99,740	13%	24,699	20,901	22,661	\$ 7,341	\$ 80,254	2.7%
Oct 16, 05	802,832	795,768	-	7,064	1%	26,761	26,526	22,387	\$ 7,543	\$ 78,178	0.4%
Sep 16, 05	914,521	800,545	5,000	108,976	12%	29,501	25,824	22,286	\$ 7,683	\$ 77,836	-1.4%
Aug 16, 05	919,327	868,417	5,000	45,910	5%	29,656	28,013	22,632	\$ 8,364	\$ 78,929	0.4%
Jul 16, 05	808,564	746,274	3,000	59,290	7%	26,952	24,876	22,599	\$ 7,083	\$ 78,635	-1.4%
Jun 16, 05	835,201	785,146	1,000	49,055	6%	26,942	25,327	22,949	\$ 7,352	\$ 79,759	-1.6%
May 16, 05	732,220	606,715	10,000	115,505	16%	24,407	20,224	23,295	\$ 5,847	\$ 81,025	-2.8%
Apr 16, 05	785,139	686,395	25,000	73,744	9%	25,327	22,142	24,006	\$ 6,421	\$ 83,391	



DAVID & LAURIE PIEL

PROPOSAL #1

A PROPOSAL: TO ADD A MUIR BEACH FACILITATOR / ATTENDANT TO “OVER THE HILL” RENTALS.

Some background: Laurie and I have always found it odd that when we rent our Center to “over the hill” folks, (especially the larger “food & beverage” events) we just turn over the codes and keys to strangers, walk away and hope for the best: “Please don’t burn the place down and lock up when you leave”. We spoke to the folks who operate the Stinson Beach, Tam Valley, and Point Reyes CC’S, and asked them if they have anyone on site during rentals. They ALL replied “well of course...don’t you?” When we told them how we do it, they looked at us like we’d both grown a second head and thought we were nuts. Then they added: “what about liability?” “what about negligence?” “what about safety” ...and finally “ what about protecting your property?” to which we could only reply “DUH”

We asked them how they administrate having an attendant present...a “facilitator” if you will. In all cases, this is a paid position as follows: At Stinson Beach, it’s part of the rental but then they are much more expensive then we are (a wedding is \$3,000!) and their operator / coordinator is a paid position. At the others, a renter is required to pay for a facilitator as a separate item from their rental fee and deposit. In both cases this fee is \$25 per hour of the rental and is paid directly to the facilitator. This keeps it simple as the pay rolling does not go through the Center. The maximum fee would be about \$300 (12 hours for the larger events) does not require tax reporting (\$600 is the threshold) and the Centers need not issue W-2’s or 1099’s at the end of the year.

We highly recommend we do the same at our property. This would add a little more administration for Laurie and me but would be well worth it for the following reasons:

1. Another \$25 bucks an hour is meager on top of the already low prices we charge (see second proposal) and in a poll of potential renters we received no objections. In fact, it provides a level of comfort for them and especially their caterers. What if the renters want to use the ping pong table (where’s the gear?) or start a fire (where’s the fire starter kit?) or need more towels in the ladies room (aha! - the hidden key) or wish to use the outdoor heaters (where’s the propane and how do you do it?) or wish to use a particular light in our complicated “rabbit warren” of electrical switches and plugs? The list goes on and on.
2. Accountability. Who enforces the rules such as shutting off the music by 1am or making sure the place is cleaned up properly (our biggest problem), or gives a final head count for pricing - again, see 2nd proposal)? Without supervision, the renters can pretty much do whatever they want with impunity...so why have rules?
3. Safety: In an emergency and after calling 911, a MB facilitator would know exactly where the First Aid kit is and how to use it...and who to call for faster response (Water burst? First, turn off the water, then call Harvey. Heart attack? Michael Moore who is CPR trained lives just a few steps up the hill. A major electrical problem? A call to Paul Bruner may be in order...and when in doubt, Cuco can fix anything.) The facilitator may also be able to prevent problems before they happen.
4. Theft: We’ve been informed that over the years various stuff has been stolen and since a few gazillion people have the codes and keys, it’s no wonder. Now the codes and keys remain with us and the facilitator opens up at the start of set up and locks up and turns off the lights when it’s all over.
5. Finally, a Muir Beacher can pick up a few extra bucks. You won’t get rich, but it’ll buy some groceries and a good dinner at the Pelican and there’s no heavy lifting. It’s really just a matter of being there. (This would also fend off many of the phone calls that Laurie and I get)

Please give this proposal your full consideration

Regards, David & Laurie Piel

DAVID & LAURIE PIEL

PROPOSAL #2

A PROPOSAL: TO EVEN OUT ALL “OVER THE HILL” RENTALS INTO A ONE TIER SYSTEM INSTEAD OF THE CURRENT THREE.

While Muir Beachers (and Non Profit groups) all pay the same rate (\$10 per hour) for the rental of our building, the “over the hill” gang pay based on a three tier system that is tied to the number of attendees as follows:

Space Rental: Groups of 75 or more: \$100/hr. Minimum 7 hours. Groups of 31-74: \$75/hr. Minimum 5 hours. Groups of 30 or less: \$50/hr. No minimum (except on weekends when the minimum is 4 hours)

Whew! Did you get all that?

This makes for complicated accounting (for both ourselves and Sharry), more than a few unhappy misunderstandings with renters (who are upset at paying more when their numbers go up – or who expect refunds if their numbers go down) as well as administrative headaches.

We feel (as do our sister community centers) that the number of attendees is irrelevant. You rent the building. You get the building. Period.

Perhaps to ease the transition, we would recommend raising the “50’s” to \$75 and lowering the “100’s” to \$75 so everybody pays \$75.00 per hour with an across the board minimum rental of 6 hours that applies to all “over the hill” renters. This then would become the new baseline on which future hikes in rates would be based and according to how we read the numbers after the last 6 months of renting, it would all average out to the exact same income.

Please give this proposal your full consideration.

Regards, David & Laurie Piel

PS: While this proposal only concerns itself with simplifying an unnecessarily complicated system, the board should know that our rates (again, compared to our sister CC’s as well as a poll of Masonic Lodges, Knights of Columbus Halls, hotel ballrooms and some restaurants with “back rooms”) are so cheap, that we’re practically giving the place away.

Laurie and I have earned our living for the last 30 years as stage managers of meetings and events including banquets, product introductions etc. so this is an area we know something about. We can assure you that the facility rental is almost always the greatest expense before caterers, bands, decorations, invitations, party furniture rentals etc. In the case of our Muir Beach Community Center, it is the least expense.

1
2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 **Minutes of the Board of Directors' meeting held on**
4 **Wednesday, January 23, 2008**
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 Director Shaffer called the regular meeting of the Muir Beach Community Services District
16 Board of Directors to order at 7:15 PM on Wednesday, January 23, 2008.
17

18 **Roll Call**
19

20 DIRECTORS PRESENT: Shaffer, Hobson, Rudnick, Stoddard

21 OFFICERS PRESENT: District Manager Ostroff, Secretary-Treasurer Mullin
22

23 **Item 2 OATH OF OFFICE**
24

25 District Manager Ostroff administered the oath of office to new Board member Shere
26 Stoddard and re-elected Board member Steve Shaffer. Shere then joined the Board.
27

28 Director Shaffer reported on the closed meeting that was held on November 18. Maury
29 Ostroff has resigned from the Board and will serve as District Manager. Leighton Hills is
30 being retained as a technical advisor for the water department. Payroll raises were given to
31 Salvador and Juana Gonzales.
32

33 **Item 3 CONSENT CALENDAR**
34

35 A. **Approval of Minutes** – Regular meeting November 14, 2007.

36 B. **Approval of Financial Statements** – December 31, 2007.
37

38 MOTION: To approve items A and B above.

39 Moved: Rudnick, seconded by Stoddard

40 Vote: AYES: Unanimous
41
42

43 **Item 4 NATIONAL PARK SERVICE REPORT**
44

45 No National Park Service personnel were in attendance to issue a report. The Big Lagoon
46 final EIS/EIR has been published by the NPS. No resolution has been reached regarding a
47 dog policy at Muir Beach.
48

1 **Item 5 FIRE DEPARTMENT REPORT**

2
3 John Sward has set up a meeting with Brian O’Neill in hopes of resolving the issue of Fire
4 Department use of the Dairy building. There no more funds coming from WUI for the
5 chipper program. Regular drills continue.
6

7 **Item 6 MBCSD AND THE VOLUNTEER FIRE DEPARTMENT**

8
9 There has been an ongoing discussion between Maury and various organizations, including
10 LAFCO and County Counsel, regarding the relationship between the Muir Beach Volunteer
11 Fire Department, the Muir Beach Community Services District and the Muir Beach
12 Volunteer Fireman’s Association. Maury offered the following clarification: Should
13 Measure B be passed by voters on February 5th, all tax monies will be collected and
14 distributed by the CSD. All monies raised by the VFA will be theirs to use as their needs
15 dictate. As many routine expenses as can be determined will be paid from tax revenues.
16 Assets purchased by the VFA will be donated to the CSD and become the property of the
17 CSD. Currently, the CSD is only paying for Fire Department expenses to the extent that
18 grant revenues have been received; i.e., the West Marin Funds.
19

20 **Item 7 DISTRICT MANAGER’S REPORT**

21
22 **1. Alternatives for water during extended power outages.**

23
24 The four day electrical outage in Muir Beach following the recent storm left many residents
25 with questions about water availability during an extended outage. The following points
26 arose from the discussion: 1) The two tanks hold enough water to service the community for
27 a week or more. The tanks hold 250,000 gallons and average daily use is about 13,000
28 gallons during an outage. 2) Community training should include the implementation of
29 automatic water conservation in the event of an outage. Many households have hot water
30 heaters that operate on electricity so fewer showers are taken during an outage, thus saving
31 water. 3) CSD ownership of a generator would be cost prohibitive, but rental of one would
32 be feasible. 4) The expense of having water delivered would not be prohibitive.
33

34 **2. Update on FEMA Projects**

35
36 Maury reported that the FEMA projects are almost complete. There are a few rock walls to
37 be built and the repair to the entrance of Charlottes Way has been delayed due to inclement
38 weather. The final large project will be digging the well. Photos are available for viewing
39 on the CSD website.
40

41 **Item 8 RECREATIONAL ITEMS**

42
43 Regarding the possibility of building a storage shed at the Community Center, Kathy Sward
44 reported that the Quilters have not yet been able to schedule a follow up meeting with Tony
45 Moore.
46

47 There was a brief discussion on the possibility of setting aside a percentage of the rental
48 revenues for the purpose of making capital improvements to the Community Center. A point

1 was made that this would inhibit flexibility with respect to general funds, and wouldn't raise
2 enough money anyway, so the idea was not pursued.

3
4 **Item 9 TELECOMMUNICATIONS DISCUSSION**

5
6 Maury's research has resulted in the finding that special districts are prohibited from
7 providing telecommunications services. A few operations have been grandfathered in but no
8 new operations have been allowed. Moreover, Maury made the point that getting the CSD
9 involved would not solve the underlying issue, i.e. that there are simply no broadband cable
10 or telephone lines coming out to Muir Beach. Maury made the suggestion that we might try
11 working with the Marin Telecommunications Agency on working to get the cable and phone
12 companies to provide service to rural areas.

13
14 **Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR**

15
16 No items were removed from the Consent Calendar.

17
18 **Item 11 PUBLIC OPEN TIME**

19
20 John Sward alerted the Board to the fact that the tractor, which was purchased by the VFA
21 and subsequently donated to the CSD, needs to be rebuilt. Previously, needed parts have
22 been purchased with WUI grant funds; however, those funds have been exhausted. He thinks
23 it might be wise to trade it in on the purchase of a new one but does not know what the cost
24 would be. He will get a repair estimate.

25
26 John wants to meet with the Board to determine what equipment is owned, how it will be
27 used in the community, and develop controls for usage.

28
29 **Item 12 NEXT MEETING DATE**

30
31 The next public meeting date is scheduled for Wednesday, March 26, 2008.

32
33 **Item 13 ADJOURNMENT**

34
35 The meeting was adjourned at 8:11 PM.