

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, October 22, 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
Dan Fitzpatrick, Director
Danny Hobson, Director
Peter Rudnick, Director
Shere Stoddard, Director

Maury Ostroff, District Manager
Leighton Hills, Deputy District Manager
Sharry Mullin, Secretary/Treasurer

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 August 27, 2008 as attached.
- B. **Approval of Financial Statements** – For the period ended Sept. 30, 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 GENERAL ADMINISTRATION

1. Presentation of Fiscal Year 2008-2009 Budget for Approval.

2. Update on FEMA Projects
 - a. Backup Well has been drilled by Weeks Drilling. Forster Pump currently installing the pump, and electrical and water connections. Pending testing and approval by County EHS, hope to have the new well operational by the end of the year.
 - b. Culvert repairs under Charlotte's Way completed.
 - c. Assessing alternative methods of dealing with the Sunset to Pacific culvert that runs through the property at 45 Sunset.

Item 5 FIRE DEPARTMENT REPORT

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

Item 6 WATER DEPARTMENT

1. **Water Department Rates and Policies.** A single document has been prepared containing all the rates and polices with respect to the Water System.
 - a. The District recognizes that in certain cases agreements were made in the past that may be contrary to stated policies. Upon application to the CSD Board, grandfathered exemptions will be approved and recorded in the Water Billing System for future reference.
 - b. Under provision (1a) above, the Board will consider an application for recognition of a historical situation.

2. **Water Capital Improvements.** No major work done since the previous meeting, and nothing imminently planned as we head into the rainy season. We have added several electronic devices for capturing real-time data on the level of water in the tanks and recording exactly when the pumps are running.

3. **Redwood Creek Levels and Water Conservation.** We are now on Noticed Water Conservation, as Redwood Creek has developed isolated pools. Preliminary readings indicate that water consumption has decreased, and there are no residents currently tracking over the 2,000 cubic feet penalty limit.

Item 7 ROADS AND EASEMENTS

1. Road repairs for Cove Lane. Major spot to be repaired is just after the turn from Sunset, but need to decide how extensive the repairs should be, and how far down Cove Lane to go, as there are many spots where the existing paving is crumbling. Bids have been obtained which range from over \$30,000 to rebuild the entire road, down to \$16,000 for just adding a layer of new asphalt. A third, cheaper alternative is to purchase bags of asphalt and patch the worst areas, which would be done by CSD employees.
2. Drainage ditch along Sunset Way from 20 Sunset to culvert across the street from 45 Sunset. Gathering proposals for improving the flow of storm drainage so that it does not spill over onto the road surface.
3. Repairs to handrails, broken steps, and other maintenance items on CSD easements. Handrails and steps repaired on the Starbuck to Seacape path.

Item 8 RECREATION ITEMS

1. Construction on Community Center Storage Shed underway. Estimated Completion by Dec. 1st.
2. Handrail for Community Center Steps completed, made of galvanized metal.
3. Proposal to increase hourly rental for non-profit organizations from \$10 to \$50 per hour, with a 4 hour minimum.
4. Day of the Dead – November 1, 2008. Request for funding.

Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 10 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 11 SELECTION OF DATE FOR NEXT MEETING

The 4th Wednesday in November is the 26th. 4th Wednesday in December is the 24th.

Item 12 ADJOURNMENT

Muir Beach CSD Proposed Budget for Fiscal Year 2008-2009

	General Admin	Fire	Recreation	Roads & Easements	Total Govt Services	Water Operations	Water Capital Improvements	TOTAL
Income								
Water Service Income	0	0	0	0	0	75,000	0	75,000
Water Hookup Fees	0	0	0	0	0	6,500	0	6,500
Water Capital Improvement Revs								
Annual Tax for Water Cap Impr	0	0	0	0	0	0	51,000	51,000
Consumption Surcharge	0	0	0	0	0	0	18,750	18,000
Non District In Lieu Fee	0	0	0	0	0	0	1,200	1,200
Total Water Capital Improvement Revs	0	0	0	0	0	0	70,950	70,200
Tax Revenues								
Property Tax Revenues	68,000	0	0	0	68,000	0	0	68,000
ERAF Revenues	25,000	0	0	0	25,000	0	0	25,000
Total Tax Revenues	93,000	0	0	0	93,000	0	0	93,000
Recreational Activities Income								
Rental Income	0	0	13,000	0	13,000	0	0	13,000
Community Functions Income	0	0	3,800	0	3,800	0	0	3,800
Total Recreational Activities Income	0	0	16,800	0	16,800	0	0	16,800
Grant Revenues								
West Marin Grant Earned Revenue	0	8,400	0	0	8,400	0	0	8,400
MBVFA Donation	0	0	0	0	0	0	0	0
FEMA Grants Earned Revenues	57,000	0	0	0	57,000	0	0	57,000
Total Grant Revenues	57,000	8,400	0	0	65,400	0	0	8,400
Annual Tax for Fire Protection	0	30,000	0	0	30,000	0	0	30,000
Interest Income	10,000	0	0	0	10,000	0	10,000	20,000
Total Income	160,000	38,400	16,800	0	215,200	81,500	80,950	319,900

Muir Beach CSD Proposed Budget for Fiscal Year 2008-2009

	<u>General Admin</u>	<u>Fire</u>	<u>Recreation</u>	<u>Roads & Easements</u>	<u>Total Govt Services</u>	<u>Water Operations</u>	<u>Water Capital Improvements</u>	<u>TOTAL</u>
Expenses								
Accounting & Bookkeeping	20,000	0	0	0	20,000	5,000	0	25,000
Community Classes & Functions	0	0	2,400	0	2,400	0	0	2,400
Insurance								
Vehicle Insurance	0	3,500	0	0	3,500	0	0	3,500
P & L Insurance	0	0	0	0	2,500	2,500	0	5,000
Total Insurance	0	3,500	0	0	3,500	2,500	0	14,000
Legal & Professional								
Audit Expense	28,000	0	0	0	28,000	0	0	28,000
Consulting	2,000	0	0	0	2,000	0	0	2,000
Legal Fees	3,000	0	0	0	3,000	0	0	3,000
Total Legal & Professional	33,000	0	0	0	33,000	0	0	33,000
Dues & Memberships	500	0	0	0	500	500	0	1,000
Licenses, Permits & Fees	0	0	0	1,500	1,500	4,000	500	6,000
Meals & Entertainment	500	0	0	0	500	0	0	500
Misc Operating Expenses	1,000	0	0	0	1,000	0	0	1,000
Office Expense	1,500	0	0	0	1,500	1,000	0	2,500
Payroll Expenses								
Wages	10,000	0	15,000	7,500	32,500	25,000	2,500	60,000
Empr PR Taxes	833	0	1,250	625	2,708	2,083	208	5,000
Workers Comp	1,000	0	1,500	750	3,250	2,500	250	6,000
Total Payroll Expenses	11,833	0	17,750	8,875	38,458	29,583	2,958	71,000
Employee Benefits	18,000	0	0	0	18,000	0	0	18,000
Repair & Maintenance								
Supply	0	0	6,000	12,000	18,000	12,000	0	30,000
Travel Expense	0	0	1,000	500	1,500	1,000	0	2,500
Utilities	1,000	0	0	0	1,000	2,000	0	3,000
Electric	0	0	500	0	500	4,500	0	5,000
Propane	0	0	1,000	0	1,000	0	0	1,000
Refuse Service	0	0	800	0	800	0	0	800
Telephone	1,500	500	0	0	2,000	1,000	0	3,000
Total Utilities	1,500	500	2,300	0	4,300	5,500	0	9,800

Muir Beach CSD Proposed Budget for Fiscal Year 2008-2009

	<u>General Admin</u>	<u>Fire</u>	<u>Recreation</u>	<u>Roads & Easements</u>	<u>Total Govt Services</u>	<u>Water Operations</u>	<u>Water Capital Improvements</u>	<u>TOTAL</u>
Water Enterprise								
Water Expense	0	0	0	0	0	3,000	2,000	5,000
Water Testing	0	0	0	0	0	3,000	3,000	6,000
Water Treatment	0	0	0	0	0	10,000	0	10,000
Total Water Enterprise	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>16,000</u>	<u>5,000</u>	<u>21,000</u>
West Marin Expenditures	<u>0</u>	<u>8,400</u>	<u>0</u>	<u>0</u>	<u>8,400</u>	<u>0</u>	<u>0</u>	<u>8,400</u>
FEMA Expenditures	57,000	0	0	0	57,000	0	0	57,000
Community Center Improvements	0	0	40,000	0	40,000	0	0	40,000
Fire Department Expenses	0	26,000	0	0	26,000	0	0	26,000
Total Expense	<u>145,833</u>	<u>38,400</u>	<u>69,450</u>	<u>22,875</u>	<u>276,558</u>	<u>79,083</u>	<u>8,458</u>	<u>372,100</u>
Net Income	<u>14,167</u>	<u>0</u>	<u>-52,650</u>	<u>-22,875</u>	<u>-61,358</u>	<u>2,417</u>	<u>72,492</u>	<u>-52,200</u>
Net Income less Non-Recurring Items	<u>14,167</u>	<u>0</u>	<u>-12,650</u>	<u>-22,875</u>	<u>-21,358</u>	<u>2,417</u>	<u>72,492</u>	<u>-18,942</u>

* \$26,000 in unspecified Fire Department expenses budgeted as a plug figure to make net income 0.

* Recreation Expenses assume \$40,000 in restricted donations from previous fiscal year.

*Water Capital Improvements not included in Total Net Income less Non-Recurring Items



AT SMITH BARNEY

Business FMA Statement

September 1 - September 30, 2008

Ref: 00022291 00129962

108000022291 308274AI01 WEB00074A
MUIR BEACH
COMMUNITY SERVICES DISTRICT
ATTN: SHARRY MULLIN
19 SEACAPE DRIVE
MUIR BEACH CA 94965-9701

Your Broker/Dealer is
CITIGROUP GLOBAL MKTS INC.

Your Financial Advisor

Kenneth Tarrant
 750 LINDARO STREET
 SUITE 300
 SAN RAFAEL CA 94901
 415 460 6207
 www.smithbarney.com

Account number [REDACTED]

Business FMA Service Center: 888-557-BFMA
 Branch Phone: 800 777 3489
 TTY/TDD Deaf & Hard of hearing: 800-227-4238

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Account value	Last period	This period	%
Money fund	\$ 973,732.21	\$ 962,807.42	100.00
Total value	\$ 973,732.21	\$ 962,807.42	100.00

Earnings summary	This period		This year	
	Taxable	Non-taxable	Taxable	Non-taxable
Money fund earnings	\$ 1,775.58	\$ 0.00	\$ 20,055.60	\$ 0.00
Total	\$ 1,775.58	\$ 0.00	\$ 20,055.60	\$ 0.00

Gain/loss summary	This period	This year
Unrealized gain or (loss) to date	\$ 0.00	

Cash, money fund, bank deposits	This period	This year
Opening balance	\$ 973,732.21	
Deposits	13,551.60	348,685.52
Withdrawals	0.00	(466.20)
Checks written	(26,251.97)	(265,335.94)
Money fund earnings reinvested	1,775.58	
Closing balance	\$ 962,807.42	

A free credit balance in any securities account may be paid to you on demand. Although properly accounted for on our books and records, these funds may be used for our business purposes.

Portfolio summary	This period	This year
Beginning total value (excl. accr. int.)	\$ 973,732.21	\$ 859,868.44
Net security deposits/withdrawals	0.00	0.00
Net cash deposits/withdrawals	(12,700.37)	82,883.38
Beginning value net of deposits/withdrawals	961,031.84	942,751.82
Total value as of 9/30/2008 (excl. accr. int.)	\$ 962,807.42	\$ 962,807.42
Change in value	\$ 1,775.58	\$ 20,055.60

Muir Beach Community Services District

Balance Sheet

As of September 30, 2008

Accrual Basis

	Sep 30, 08
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney	
Government Dept. Cash	
General Fund Cash	407,888
Fire Dept Cash	
Fire Station Reserve Cash	16,293
West Marin Fund Cash	20,827
Total Fire Dept Cash	37,120
Total Government Dept. Cash	445,008
Water Cap Impr Fund Cash	469,243
SB Unallocated Interest	32,510
Total Smith Barney	946,761
Cash on Hand	39
Cash Clearing	317
Total Checking/Savings	947,118
Accounts Receivable	
Receivables	29,252
Total Accounts Receivable	29,252
Other Current Assets	
Due from Water Fund	23,082
Undeposited Funds	2,025
Deposits	
Deposits - Other	340
Total Deposits	340
Total Other Current Assets	25,447
Total Current Assets	1,001,817
Fixed Assets	
Building	
Shed -Cost	1,600
Building-Cost	281,345
Building Accum Depr	-185,142
Total Building	97,803
Equipment	
Equipment-Cost	133,073
Equipment Accum Depr	-93,194
Total Equipment	39,879
Water System	
Water System-Cost	
Water Lines	60,939
Water Aeration Equipment	1,432
Water Tank Controls	5,237
Water Equipment	12,962
Water Well	21,620
Water System-Cost - Other	552,397
Total Water System-Cost	654,587
Water System Accum Depr	-345,401

Muir Beach Community Services District

Balance Sheet

As of September 30, 2008

Accrual Basis

	Sep 30, 08
Total Water System	309,186
Land	74,673
Total Fixed Assets	521,541
TOTAL ASSETS	1,523,357
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,164
Total Accounts Payable	3,164
Credit Cards	
Chase VISA 5153	1,155
Total Credit Cards	1,155
Other Current Liabilities	
Due to General Fund	23,082
FEMA Grant Deferred Revenue	
2153; Project 5	-428
2158; Project 11	2,520
2326; Project 6	3,463
2428; Project 7	9,946
2484; Project 9	4,421
2764; Project 1	4,777
3043; Project 4-1	2,287
3046; Project 3	-4,571
3048; Project 4-2	23,061
3284; Project 2	-2,600
3286; Project 13	4,355
3327; Project 12G	5,027
3328; Project 12C	-554
3330; Project 10	-13,395
3338; Project 8	4,021
Administrative Allowance	3,469
FEMA Grant Deferred Revenue - Other	6,690
Total FEMA Grant Deferred Revenue	52,487
Rental Security Deposits	5,000
Water Security Deposits	10,800
Total Other Current Liabilities	91,369
Total Current Liabilities	95,688
Total Liabilities	95,688
Equity	
Governmental Funds	
General Fund	253,458
Restricted Gov't Funds	140,227
Total Governmental Funds	393,685
Proprietary (Water) Fund	
Restricted Proprietary Funds	10,600
Proprietary (Water) Fund - Other	524,282
Total Proprietary (Water) Fund	534,882
Retained Earnings	501,368

Muir Beach Community Services District

Balance Sheet

As of September 30, 2008

Accrual Basis

	Sep 30, 08
Net Income	-2,266
Total Equity	1,427,670
TOTAL LIABILITIES & EQUITY	1,523,357

Muir Beach Community Services District
Statement of Revenues and Expenditures

August through September 2008

Accrual Basis

	<u>Aug 08</u>	<u>Sep 08</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Water Operations Income	7,800	6,208	14,008
Water Capital Improvement Revs	2,037	1,640	3,677
Tax Revenues	0	22	22
Recreational Activities Income	2,179	289	2,468
Grant Revenues	1,750	2,233	3,983
Other Income	5	0	5
Total Income	<u>13,771</u>	<u>10,392</u>	<u>24,163</u>
Expense			
Accounting & Bookkeeping	1,925	1,143	3,068
Community Classes & Functions	137	70	207
Employee Benefits	956	956	1,912
FEMA Expenditures	1,750	2,233	3,983
Interest Expense	4	0	4
Legal & Professional	7,120	0	7,120
Licenses, Permits & Fees	2,862	270	3,132
Misc Operating Expenses	26	0	26
Office Expense	59	72	131
Payroll Expenses	4,121	6,055	10,176
Repair & Maintenance	110	4,965	5,075
Supply	140	335	475
Travel Expense	150	150	300
Utilities	1,366	867	2,233
Water Enterprise	164	850	1,013
Total Expense	<u>20,889</u>	<u>17,965</u>	<u>38,854</u>
Net Ordinary Income	<u>-7,118</u>	<u>-7,573</u>	<u>-14,691</u>
Net Income	<u><u>-7,118</u></u>	<u><u>-7,573</u></u>	<u><u>-14,691</u></u>

Muir Beach Community Services District
Expenditures
August 2008

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Cap Impr</u>
Harper, Kevin	7,120.00	7,120.00	0.00	0.00	0.00	0.00	0.00	0.00
County of Marin, EHS	2,665.00	0.00	0.00	0.00	0.00	0.00	2,665.00	0.00
Onorato, Antonio	1,750.00	0.00	1,750.00	0.00	0.00	0.00	0.00	0.00
Mullin, Sharon	1,743.80	1,263.80	0.00	0.00	0.00	0.00	480.00	0.00
Aranson, Dave	1,600.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00
Ostroff, Maury	1,595.00	210.36	0.00	184.62	184.62	276.92	369.24	369.24
CalPers	955.91	955.91	0.00	0.00	0.00	0.00	0.00	0.00
Harvey Pearlman - payroll	858.00	0.00	0.00	0.00	143.00	0.00	715.00	0.00
Salvador Gonzalez	544.00	0.00	0.00	0.00	212.50	195.50	136.00	0.00
AT&T	477.42	180.43	0.00	72.14	0.00	0.00	224.85	0.00
State Compensation Insurance Fund	382.89	33.51	0.00	13.40	74.56	23.81	121.83	115.78
PG&E well	372.88	0.00	0.00	0.00	0.00	0.00	372.88	0.00
Juana Gonzalez	360.00	0.00	0.00	0.00	360.00	0.00	0.00	0.00
McPhail's	277.97	0.00	0.00	0.00	277.97	0.00	0.00	0.00
Paychex, Inc.	239.82	239.82	0.00	0.00	0.00	0.00	0.00	0.00
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00	0.00
Marin County Tax Collector	197.00	197.00	0.00	0.00	0.00	0.00	0.00	0.00
Payroll taxes	171.21	171.21	0.00	0.00	0.00	0.00	0.00	0.00
Pearlman, Harvey - mileage allowance	150.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00
PG&E pumphouse	142.14	0.00	0.00	0.00	0.00	0.00	142.14	0.00
Tamalpais Color & Paint	109.87	0.00	0.00	0.00	109.87	0.00	0.00	0.00
Water Program	102.55	0.00	0.00	0.00	0.00	0.00	102.55	0.00
Wang, Emiko	90.00	0.00	0.00	0.00	90.00	0.00	0.00	0.00
Sears	86.59	0.00	0.00	0.00	86.59	0.00	0.00	0.00
Home Depot	44.11	0.00	0.00	0.00	44.11	0.00	0.00	0.00
Knox, Nancy	37.50	0.00	0.00	0.00	37.50	0.00	0.00	0.00
PG&E CC	34.06	0.00	0.00	0.00	34.06	0.00	0.00	0.00
AT&T Mobility	32.21	0.00	0.00	0.00	0.00	0.00	32.21	0.00
Herb's Pool Service	31.18	0.00	0.00	0.00	0.00	0.00	31.18	0.00
Marin County Public Health Laboratory	30.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00
Safeway	26.13	26.13	0.00	0.00	0.00	0.00	0.00	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00	0.00
Delano's Market	9.54	0.00	0.00	0.00	0.00	0.00	9.54	0.00

Muir Beach Community Services District
Expenditures
August 2008

Misc Vendor - bistro expenses	9.50	0.00	0.00	0.00	9.50	0.00	0.00	0.00
Chase	3.78	3.78	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u>22,480.91</u>	<u>10,422.80</u>	<u>1,750.00</u>	<u>270.16</u>	<u>1,874.28</u>	<u>496.23</u>	<u>5,582.42</u>	<u>2,085.02</u>
Paid from FEMA Grants			1,750.00					
Paid from the Rental Security Deposit Trust								
Going		500.00						
Mayock		250.00						
Moran		500.00						
Price		<u>500.00</u>						
Total paid from the Rental Security Deposit Trust			1,750.00					
Paid from the Water Security Deposit Trust								
Sobiloff		<u>100.00</u>						
Total paid from the Water Security Deposit Trust			100.00					
Paid from the Water Capital Improvements Fund			485.02					
Paid from Other Restricted Funds			1,600.00					
Paid from General Funds			<u>16,795.89</u>					
Total checks issues				<u>22,480.91</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
September 2008

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>Cap Impr</u>
Fose Tree Service	2,850.00	0.00	0.00	0.00	0.00	2,850.00	0.00	0.00
Harvey Pearlman	1,859.00	0.00	0.00	0.00	286.00	319.00	1,254.00	0.00
Ostroff, Maury	1,595.00	210.36	0.00	184.62	184.62	276.92	369.24	369.24
Salvador Gonzalez	1,088.00	0.00	0.00	0.00	229.50	408.00	450.50	0.00
Mullin, Sharon	1,023.60	573.60	0.00	0.00	0.00	0.00	450.00	0.00
CalPers	955.91	955.91	0.00	0.00	0.00	0.00	0.00	0.00
Schwartz & Associates	940.00	0.00	471.50	0.00	0.00	468.50	0.00	0.00
Efrain Martinez	900.00	0.00	700.00	0.00	0.00	200.00	0.00	0.00
Payroll taxes	661.42	661.42	0.00	0.00	0.00	0.00	0.00	0.00
Carlos Salcedo	625.00	0.00	425.00	0.00	0.00	200.00	0.00	0.00
Water Components & Building Supply	609.84	0.00	0.00	0.00	0.00	0.00	609.84	0.00
Winkelmann, Robert	475.00	0.00	0.00	0.00	0.00	0.00	0.00	475.00
Gustavo Rivas	450.00	0.00	330.00	0.00	0.00	120.00	0.00	0.00
Leonel Cardenas-Lepe	450.00	0.00	306.00	0.00	0.00	144.00	0.00	0.00
Home Depot	380.73	0.00	0.00	0.00	380.73	0.00	0.00	0.00
Juana Gonzalez	360.00	0.00	0.00	0.00	360.00	0.00	0.00	0.00
PG&E well	358.91	0.00	0.00	0.00	0.00	0.00	358.91	0.00
Misc Vendor - supply, bistro expenses	317.96	63.48	0.00	0.00	254.48	0.00	0.00	0.00
State Compensation Insurance Fund	281.18	33.51	0.00	13.40	84.57	34.30	88.59	26.81
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00	0.00
California Dept. of Parks and Recreation	200.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
AT&T	192.59	98.23	0.00	35.49	0.00	0.00	58.87	0.00
Pearlman, Harvey - mileage, reimbs	180.15	0.00	0.00	0.00	30.15	0.00	150.00	0.00
Paychex, Inc.	153.48	153.48	0.00	0.00	0.00	0.00	0.00	0.00
PG&E pumphouse	147.90	0.00	0.00	0.00	0.00	0.00	147.90	0.00
Western Water Products	143.97	0.00	0.00	0.00	0.00	0.00	143.97	0.00
Martin Bros. Supply	96.98	0.00	0.00	0.00	0.00	96.98	0.00	0.00
Wang, Emiko	72.00	0.00	0.00	0.00	72.00	0.00	0.00	0.00
California Dept. of Public Health	70.00	0.00	0.00	0.00	0.00	0.00	70.00	0.00
Hach Company	60.20	0.00	0.00	0.00	0.00	30.10	30.10	0.00
Chevron	55.04	0.00	0.00	0.00	55.04	0.00	0.00	0.00
Ram Print & Communications	38.45	38.45	0.00	0.00	0.00	0.00	0.00	0.00
Fedex	33.07	0.00	0.00	0.00	0.00	0.00	33.07	0.00

Muir Beach Community Services District
Expenditures
September 2008

AT&T Mobility	32.21	0.00	0.00	0.00	0.00	0.00	32.21	0.00
AT&T long distance	30.34	0.00	0.00	0.00	0.00	0.00	30.34	0.00
Knox, Nancy	30.00	0.00	0.00	0.00	30.00	0.00	0.00	0.00
Best Buy	21.64	0.00	0.00	0.00	0.00	0.00	21.64	0.00
PG&E CC	21.43	0.00	0.00	0.00	21.43	0.00	0.00	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00	0.00
Walgreens	10.90	0.00	0.00	0.00	0.00	0.00	10.90	0.00
TOTAL	<u>18,002.75</u>	<u>2,809.29</u>	<u>2,232.50</u>	<u>233.51</u>	<u>2,198.52</u>	<u>5,147.80</u>	<u>4,310.08</u>	<u>1,071.05</u>
Paid from FEMA Grants			2,232.50					
Paid from the Rental Security Deposit Trust								
Total paid from the Rental Security Deposit Trust			0.00					
Paid from the Water Security Deposit Trust								
Total paid from the Water Security Deposit Trust			0.00					
Paid from the Water Capital Improvements Fund			1,071.05					
Paid from Other Restricted Funds			0.00					
Paid from General Funds			<u>14,699.20</u>					
Total checks issues				<u>18,002.75</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

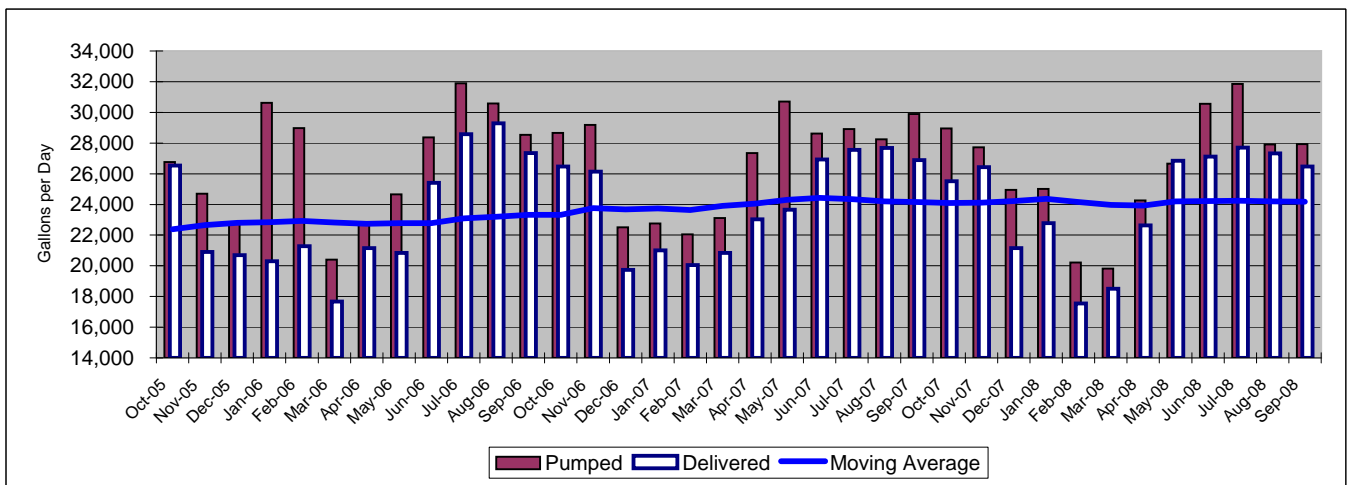
Steve Shaffer, Board President

Maury Ostroff, District Manager

Muir Beach Community Services District
Expenditures
September 2008

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
Sep 15, 08	782,230	741,381	-	40,849	5%	27,937	26,478	24,168	\$ 8,360	\$ 99,034	-0.9%
Aug 18, 08	921,225	901,604	-	19,621	2%	27,916	27,321	24,202	\$ 10,162	\$ 99,892	0.6%
Jul 16, 08	1,019,495	886,431	50,000	83,064	8%	31,859	27,701	24,232	\$ 9,943	\$ 99,295	0.8%
Jun 14, 08	886,260	786,171	50,000	50,089	6%	30,561	27,109	24,219	\$ 9,117	\$ 98,461	-0.3%
May 16, 08	799,880	805,496	-	(5,616)	-1%	26,663	26,850	24,204	\$ 9,240	\$ 98,718	1.2%
Apr 16, 08	751,932	701,613	2,000	48,319	6%	24,256	22,633	23,937	\$ 7,940	\$ 97,595	-0.2%
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	



1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Board of Directors' meeting held on**
3 **Wednesday, August 27, 2008**

4
5
6 **OFFICIAL MINUTES ONLY UPON APPROVAL**

7
8 Prior to approval of these minutes by the Board of Directors in a public meeting, these
9 minutes are draft only and subject to change. Upon approval by the Board, these minutes
10 become the Official Minutes of the meeting.

11
12 **Item 1 CALL TO ORDER**

13
14 President Shaffer called the regular meeting of the Muir Beach Community Services District
15 Board of Directors to order at 7:18 PM on Wednesday, August 27, 2008.

16
17 **Roll Call**

18
19 DIRECTORS PRESENT: Hobson, Rudnick, Fitzpatrick, Shaffer
20 OFFICERS PRESENT: District Manager Ostroff, Secretary-Treasurer Mullin

21
22
23 **Item 2 CONSENT CALENDAR**

- 24
25 A. **Approval of Minutes** – Regular meetings April 23, 2008 and June 25, 2008.
26
27 B. **Approval of Financial Statements** – For the period ended July 31, 2008.

28
29 MOTION: To approve items A and B above.
30 Moved: Fitzpatrick, seconded by Hobson
31 Vote: AYES: Unanimous

32
33 **Item 3 NATIONAL PARK SERVICE REPORT**

34
35 No National Park Service personnel were in attendance to issue a report.

36
37 **Item 4 FIRE DEPARTMENT REPORT**

38
39 Chief John Sward reported. The Marin County Fire Department is currently conducting
40 house to house inspections in Muir Beach. Notices are issued when hazardous conditions are
41 observed. There is an educational DVD available that should be viewed by all residents.

42
43 The Fire Department is in need of volunteers.

1 MBVFA President Michael Kaufman stressed the importance of defensible space. In the
2 event of a fire, those properties that have it will be defended. Those that do not will be
3 passed by for those that do. He also stated that insurance companies are refusing to insure
4 properties that do not pass fire safety standards.

5
6 **Item 5 GENERAL ADMINISTRATION**

7
8 **1. Presentation of Fiscal Year 2008-2009 Budget**

9
10 Maury presented a draft 2008-2009 budget noting that some changes still need to be made.

11
12 For a number of years, the Muir Beach Volunteer Fireman's Association has paid for a
13 portion of the administration costs of the Fire Department. Initially, the amount was fixed
14 annually. In recent years, however, the amount has been based on a percentage of the
15 District Manager's salary. Maury would like to see a return to a fixed annual amount and is
16 recommending \$2,500.

17
18 There was a lengthy discussion between the Board and the audience, many of whom were
19 Muir Beach Volunteer Fireman's Association board members. A number of questions were
20 raised including why, if fire services fall under the jurisdiction and responsibility of the CSD,
21 shouldn't the cost of administration be born by the CSD? President Shaffer indicated the
22 Board would consider the question and respond at a later date.

23
24 **2. Water Department liability to General Fund**

25
26 Maury offered an explanation for the liability on the Balance Sheet that the Water Fund
27 incurred to the General Fund as a result of the June 30, 2005 audit. The liability should be
28 reduced to zero in future years.

29
30 **3. Accounting Policy and Procedures for Fire Department expenses.**

31
32 Maury initiated a discussion on this topic beginning with acknowledgement of the
33 requirement that the MBVFA financial statements be incorporated into the MBCSD financial
34 statements for the purpose of the CSD annual audit. Copies of the MBVFA 2008 Budget
35 were distributed to CSD Board members.

36
37 **4. Appointment of Leighton Hills to position of Deputy District Manager.**

38
39 Leighton Hills has been appointed to the position of Deputy District Manager. The CSD is
40 comprised of four departments which are roads and easements, recreation, fire and water. He
41 will assume responsibility for the department of fire as well as other responsibilities.

42
43 **Item 6 WATER DEPARTMENT REPORT**

44
45 **1. Water Department Rates and Policies**

46
47 Maury has prepared a single document that contains the rates and policies of the Water
48 Department. It can be viewed on the District's website at www.muirbeachcsd.com.

1 It has come to the attention of the Board that some owners of undeveloped lots with installed
2 meters have not been charged the \$23 minimum monthly water fee while others have been
3 charged. President Shaffer iterated the long-standing current policy, which states that once a
4 meter is installed, the \$23 minimum monthly fee is assessed. Bob Jacobs read a prepared
5 statement on behalf of his wife, Nina, who is one of the lot owners who has not previously
6 been charged the minimum fee. Bob also read a resolution he prepared aimed at
7 grandfathering in an exemption to pay the monthly fee for old meters installed on
8 undeveloped lots. A lengthy discussion ensued.
9

10 It is the Districts policy that all living units recognized by the County of Marin as legal
11 second units must have their own water meter. As a result of recent amnesty provisions,
12 there are now two second units in Muir Beach that are being legalized. The CSD will ask
13 that the County make the applicant's prior payment of the applicable connection fee a
14 condition of approval of the legal second unit
15

16 **2. Update on FEMA projects**

17
18 The permit application for the back-up well is still in process and is proving to be more
19 involved than originally thought. Maury hopes the well work will be completed before the
20 rainy season begins.
21

22 **3. Water Capital Improvements**

23
24 Work at the lower tank has been completed and includes a new shed, new pump and new
25 sand filter. Water is now pumping directly from the well to the lower tank.
26

27 **4. Redwood Creek Levels and Water Conservation**

28
29 As we approach late summer and early fall, Redwood Creek and the water table will be at
30 their lowest levels for the year. Residents should be advised that a Noticed Conservation
31 Alert could be imminent.
32

33 **Item 7 RECREATIONAL ITEMS**

34 **1. Updates on storage shed proposal**

35
36 Steve reported that there have been no new developments. Meetings on the subject are
37 scheduled to take place next week.
38

39 **2. Community Center handrail**

40
41 Bids have been solicited for a new wrought iron handrail next to the stone steps at the
42 Community Center.
43

1
2 **Item 8 ROADS AND EASEMENTS**

3
4 **1. Road repairs for Cove Lane**

5
6 There are several places on Cove Lane where the existing pavement is crumbling, the largest
7 of which is near Sunset Way. A broad estimate for patching is \$5,000 - \$10,000. As there
8 are FEMA funds remaining from the Cove Lane projects and deterioration of the road was
9 exacerbated by equipment that was used on those projects, those remaining funds will be
10 used to pay for the repairs.

11
12 **2. Repairs to handrails, broken steps, and other maintenance items on CSD**
13 **easements**

14
15 Discussion on this item was deferred to another meeting.

16
17 **Item 9 ITEMS REMOVED FROM THE CONSENT CALENDAR**

18
19 No items were removed from the Consent Calendar.

20
21 **Item 10 PUBLIC OPEN TIME**

22
23 Laurie Piel offered thanks to the Board for all of their hard work.

24
25 **Item 11 NEXT MEETING DATE**

26
27 The next public meeting date is scheduled for Wednesday, October 22, 2008.

28
29 **Item 12 ADJOURNMENT**

30
31 The meeting was adjourned at 8:58 PM.

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Special Board of Directors' meeting held on**
3 **Wednesday, September 24, 2008**
4
5

6 **OFFICIAL MINUTES ONLY UPON APPROVAL**
7

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

12 **Item 1 CALL TO ORDER**
13

14 President Shaffer called the special meeting of the Muir Beach Community Services District
15 Board of Directors to order at 7:05 PM on Wednesday, September 24, 2008.
16

17 **Roll Call**

18
19 DIRECTORS PRESENT: Shaffer, Fitzpatrick, Hobson, Stoddard
20 OFFICERS PRESENT: District Manager Ostroff
21

22 **Item 2 PUBLIC HEARING ITEM**
23

24 Construction of Storage Shed Adjacent to Community Center:

25
26 A set of plans and estimated construction costs were prepared by Tony Moore were presented
27 to the Board and the public in attendance. The shed will be a simple, rectangular structure
28 built into the hillside on the east side of the Community Center, approximately 10'6" wide by
29 24' feet long, with no windows (to maximize storage) but with two skylights. There will be
30 separate areas in the back with separate doors for garden tools and Emergency Preparedness
31 and Disaster supplies.
32

33 Work will commence on October 1st, with an estimated two months to completion. Tony
34 Moore will be the general contractor for the project. Funding for the project is largely from
35 an anonymous donation of \$40,000 plus \$5,000 donation from the Quilters, and \$5,000
36 funding supplied by the CSD (approved at previous meeting on Aug. 27, 2008.)
37

38 After consideration and public comment the following motion was made:

39
40 MOTION: To approve the plans for the Storage Shed as submitted, and to hire Tony Moore
41 as the Contractor on the project, given the total budget of \$50,000.

42 Moved: Hobson, seconded by Stoddard

43 Vote: AYES: Unanimous
44
45

46 **Item 3 ADJOURNMENT**
47

48 The special item meeting was adjourned at 7:20 PM.