

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, March 25, 2009
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 January 21, 2009 as attached.
- B. **Approval of Financial Statements** – For the period ended Feb. 28, 2009, 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. Update on FEMA 2006 Projects
 - a. Closeout report filed California Department of Emergency Management who oversees the program for the state. Telephone conversation with the department confirmed they received our report and it is currently in process. Next step might be an onsite inspection of the work.

Item 5 FIRE DEPARTMENT REPORT

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

Item 6 WATER DEPARTMENT

1. **Water Capital Improvements.**
 - a. Two new storage containers have been delivered. Equipment and tools currently in the old storage shed will be emptied, and those items needed to be kept will be moved to the new container, and it is expected that much material will need to go to the dump. Once empty, the old storage shed will be demolished and debris removed so that there is no longer an encroachment on NPS land.
 - b. We are assembling all of the Lab results from the various tests that were ordered, and will begin work on the scheduled Water Quality Report, after which we will formally apply to the County for a permit to operate the new backup well.
 - c. New Water line and service connection from Sunset to Cove Lane. Per our long-term capital improvements plan, our next project will be to replace the existing 2" line that goes down from Sunset and dead-ends at Cove Lane. The plan is to replace that line with a new 6" line that will make the fire hydrant at the bottom of Cove Lane usable. The project will also entail reconnecting all water meters currently connected to the existing small pipe to the new one.
2. **Billing**
 - a. We have established an account with Intuit Merchant Services and will be offering the ability to pay Water Bills via automated charge to credit card. Hopefully, we can offer this feature for the next water billing cycle.
 - b. Once credit card billing is in place, we will implement a bi-monthly billing cycle, i.e. bill once every other month, but leave the water rates themselves the same. This will help reduce some administrative costs. The meters will still be read monthly for the foreseeable future.

Item 7 ROADS AND EASEMENTS

1. Repairs to handrails, broken steps, and other maintenance items on CSD easements continue. Next to be addressed is a stretch in the middle portion of the path connecting Ahab to Sunset.

Item 8 RECREATION ITEMS

1. Review proposal for extension of the deck by the entrance to the Community Center, replacement of the concrete slab outside the office, and relocation of the steps down to the backyard. Project to be paid for out of the funds from the Marin Community Foundation grant.
2. A proposal for revamping the electrical wiring and addressing all electricity related issues (including lighting) at the Community Center is being prepared. This project would also be paid for from the MCF grant.
3. Current consensus on a community garden seems that the best location would be down at the Banducci ranch, pending discussions with NPS on resuming low impact agriculture at the site. Advantage would be that if the horses were moved to the Banducci Ranch, we would start a community composting service at that location.

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 May is the 27th.

Item 12 ADJOURNMENT

Muir Beach Community Services District

Balance Sheet

As of February 28, 2009

Accrual Basis

	<u>Feb 28, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney	968,841
Cash on Hand	35
Cash Clearing	<u>-2,615</u>
Total Checking/Savings	966,261
Accounts Receivable	
Receivables	<u>7,223</u>
Total Accounts Receivable	7,223
Other Current Assets	
Due from Water Fund	23,082
Undeposited Funds	3,471
Deposits	<u>523</u>
Total Other Current Assets	<u>27,076</u>
Total Current Assets	1,000,560
Fixed Assets	
Building	170,019
Equipment	45,878
Water System	309,186
Land	<u>74,673</u>
Total Fixed Assets	<u>599,756</u>
TOTAL ASSETS	<u><u>1,600,316</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>2,424</u>
Total Accounts Payable	2,424
Credit Cards	
Chase VISA 5153	<u>4,096</u>
Total Credit Cards	4,096
Other Current Liabilities	
Due to General Fund	23,082
FEMA Grant Deferred Revenue	427
Rental Security Deposits	3,500
Water Security Deposits	<u>10,800</u>
Total Other Current Liabilities	<u>37,809</u>
Total Current Liabilities	<u>44,329</u>
Total Liabilities	44,329
Equity	
Governmental Funds	393,485
Proprietary (Water) Fund	535,082
Retained Earnings	494,777
Net Income	<u>132,643</u>
Total Equity	<u>1,555,987</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,600,316</u></u>



AT SMITH BARNEY

Business FMA Statement

February 1 - February 28, 2009



Account number: [REDACTED]

B09000014430 309058A101 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

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	\$ 980,793.88	\$ 972,379.64	100.00
Total value	\$ 980,793.88	\$ 972,379.64	100.00

Earnings summary	This period		This year	
	Taxable	Non-taxable	Taxable	Non-taxable
Money fund earnings	\$ 671.79	\$ 0.00	\$ 1,759.95	\$ 0.00
Total	\$ 671.79	\$ 0.00	\$ 1,759.95	\$ 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	\$ 980,793.88	
Deposits	4,765.47	45,062.03
Checks written	(13,851.50)	(48,429.69)
Money fund earnings reinvested	671.79	
Closing balance	\$ 972,379.64	

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.)	\$ 980,793.88	\$ 973,987.35
Net security deposits/withdrawals	0.00	0.00
Net cash deposits/withdrawals	(9,086.03)	(3,367.66)
Beginning value net of deposits/withdrawals	971,707.85	970,619.69
Total value as of 2/27/2009 (excl. accr. int.)	\$ 972,379.64	\$ 972,379.64
Change in value	\$ 671.79	\$ 1,759.95

Muir Beach Community Services District
Statement of Revenues and Expenditures
January through February 2009

Accrual Basis

	<u>Jan 09</u>	<u>Feb 09</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Water Operations Income	5,359	4,942	10,301
Water Capital Improvement Revs	935	1,329	2,265
Tax Revenues	31,621	404	32,025
Recreational Activities Income	891	2,290	3,181
Interest Income	1,088	672	1,760
Total Income	<u>39,896</u>	<u>9,636</u>	<u>49,532</u>
Expense			
Accounting & Bookkeeping	1,706	894	2,601
Community Classes & Functions	202	95	297
Employee Benefits	997	997	1,994
Legal & Professional	0	5,815	5,815
Misc Operating Expenses	28	0	28
Office Expense	42	58	100
Payroll Expenses	5,097	5,178	10,275
Repair & Maintenance	396	70	466
Supply	42	25	67
Travel Expense	150	150	300
Uncategorized Exp	-2	-2	-3
Utilities	887	619	1,506
Water Enterprise	1,574	2,463	4,037
Total Expense	<u>11,120</u>	<u>16,363</u>	<u>27,483</u>
Net Ordinary Income	<u>28,775</u>	<u>-6,727</u>	<u>22,048</u>
Net Income	<u><u>28,775</u></u>	<u><u>-6,727</u></u>	<u><u>22,048</u></u>

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

Accrual Basis

	<u>Jul '08 - Feb 09</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
Water Operations Income	55,679	81,500	68%
Water Capital Improvement Revs	40,167	70,950	57%
Tax Revenues	92,133	123,000	75%
Recreational Activities Income	11,960	16,800	71%
Donations	45,000		
Grant Revenues	66,772	65,400	102%
Interest Income	11,959	20,000	60%
Other Income	80		
Total Income	<u>323,750</u>	<u>377,650</u>	<u>86%</u>
Expense			
Accounting & Bookkeeping	13,652	25,000	55%
Community Classes & Functions	1,818	2,400	76%
Dues & Memberships	0	1,000	0%
Employee Benefits	7,778	18,000	43%
FEMA Expenditures	62,644	57,000	110%
Fire Dept. Supplies & Exps	0	26,000	0%
Insurance	0	6,000	0%
Interest Expense	14		
Legal & Professional	13,023	33,000	39%
Licenses, Permits & Fees	3,347	6,000	56%
Meals & Entertainment	0	500	0%
Misc Operating Expenses	357	1,000	36%
Office Expense	499	2,500	20%
Payroll Expenses	50,359	70,999	71%
Repair & Maintenance	7,215	30,000	24%
Supply	1,498	2,500	60%
Travel Expense	1,200	3,000	40%
Uncategorized Exp	790		
Utilities	7,593	9,800	77%
Water Enterprise	19,321	21,000	92%
West Marin Expenditures	0	8,400	0%
Total Expense	<u>191,108</u>	<u>324,099</u>	<u>59%</u>
Net Ordinary Income	<u>132,643</u>	<u>53,551</u>	<u>248%</u>
Net Income	<u><u>132,643</u></u>	<u><u>53,551</u></u>	<u><u>248%</u></u>

Muir Beach Community Services District
Expenditures
January 2009

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>W Cap Impr</u>
Ostroff, Maury	1,597.34	212.70	0.00	184.62	184.62	276.92	369.24	369.24
Mullin, Sharon	1,590.75	1,217.00	0.00	0.00	0.00	0.00	373.75	0.00
Harvey Pearlman	1,450.00	0.00	0.00	0.00	150.00	0.00	1,300.00	0.00
Brelje and Race Laboratories, Inc.	1,020.00	0.00	0.00	0.00	0.00	0.00	1,020.00	0.00
CalPers	995.24	995.24	0.00	0.00	0.00	0.00	0.00	0.00
State Compensation Insurance Fund	587.51	252.00	0.00	13.40	87.91	51.14	156.25	26.81
Payroll taxes	569.27	569.27	0.00	0.00	0.00	0.00	0.00	0.00
Juana Gonzalez	360.00	0.00	0.00	0.00	360.00	0.00	0.00	0.00
Martin Brothers	305.81	0.00	305.81	0.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	323.00	0.00	0.00	0.00	238.00	85.00	0.00	0.00
Pace Supply Corp.	284.13	0.00	0.00	0.00	0.00	0.00	284.13	0.00
PG&E well 745-7	232.97	0.00	0.00	0.00	0.00	0.00	232.97	0.00
AT&T	230.14	103.18	0.00	37.53	0.00	0.00	89.43	0.00
Marin Auto Science	220.00	0.00	0.00	0.00	0.00	0.00	220.00	0.00
Lonna Richmond	210.00	0.00	0.00	0.00	210.00	0.00	0.00	0.00
Pearlman, H - mileage allow & reimb	182.30	0.00	0.00	0.00	32.30	0.00	150.00	0.00
Paychex, Inc.	157.61	157.61	0.00	0.00	0.00	0.00	0.00	0.00
Redwood Empire Disposal	148.29	0.00	0.00	0.00	148.29	0.00	0.00	0.00
Western Water Products	144.14	0.00	0.00	0.00	0.00	0.00	144.14	0.00
Wang, Emiko	144.00	0.00	0.00	0.00	144.00	0.00	0.00	0.00
MV Lumber	142.88	0.00	0.00	0.00	0.00	0.00	142.88	0.00
PG&E pumphouse 623-9	124.22	0.00	0.00	0.00	0.00	0.00	124.22	0.00
Home Depot	55.99	0.00	0.00	0.00	0.00	0.00	55.99	0.00
PG&E CC 019-6	52.82	0.00	0.00	0.00	52.82	0.00	0.00	0.00
Delano's Market	48.08	28.46	0.00	0.00	0.00	0.00	19.62	0.00
Knox, Nancy - Bistro exp	40.00	0.00	0.00	0.00	40.00	0.00	0.00	0.00
Chevron	37.84	0.00	0.00	0.00	37.84	0.00	0.00	0.00
United Site Services, Inc.	33.00	0.00	0.00	0.00	33.00	0.00	0.00	0.00
Herb's Pool Service	32.92	0.00	0.00	0.00	0.00	0.00	32.92	0.00
AT&T Mobility	32.09	0.00	0.00	0.00	0.00	0.00	32.09	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00	0.00
Goodman Building Supply	17.60	0.00	0.00	0.00	0.00	0.00	17.60	0.00
Misc Vendor - Bistro exp	17.50	0.00	0.00	0.00	17.50	0.00	0.00	0.00

Muir Beach Community Services District
Expenditures
January 2009

Kinko's	9.68	0.00	0.00	0.00	9.68	0.00	0.00	0.00
TOTAL	<u>11,417.97</u>	<u>3,556.31</u>	<u>305.81</u>	<u>235.55</u>	<u>1,745.96</u>	<u>413.06</u>	<u>4,765.23</u>	<u>396.05</u>

PAID PER SPREADSHEET ABOVE:

Paid from FEMA Grants	305.81
Paid from the Water Capital Improvements Fund	396.05
Paid from General Funds	10,716.11

BALANCE SHEET ACCOUNTS:

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 Other Restricted Funds	
Martin Brothers	4,703.83
John Sward	5,300.00
Total checks issues	21,421.80

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2009.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Steve Shaffer, Board President

Maury Ostroff, District Manager

Muir Beach Community Services District
Expenditures
February 2009

	<u>TOTAL</u>	<u>Admin</u>	<u>FEMA</u>	<u>Fire</u>	<u>Rec</u>	<u>Roads</u>	<u>Water</u>	<u>W Cap Impr</u>
Harper, Kevin	5,815.00	5,815.00	0.00	0.00	0.00	0.00	0.00	0.00
Brelje and Race Laboratories, Inc.	2,043.00	0.00	0.00	0.00	0.00	0.00	2,043.00	0.00
Ostroff, Maury	1,505.04	212.70	0.00	184.62	184.62	184.62	369.24	369.24
Harvey Pearlman	1,425.00	0.00	0.00	0.00	87.50	87.50	1,250.00	0.00
CalPers	995.24	995.24	0.00	0.00	0.00	0.00	0.00	0.00
Salvador Gonzalez	858.50	0.00	0.00	0.00	348.50	348.50	161.50	0.00
Juana Gonzalez	720.00	0.00	0.00	0.00	360.00	360.00	0.00	0.00
Lonna Richmond	630.00	0.00	0.00	0.00	210.00	420.00	0.00	0.00
Payroll taxes	587.22	587.22	0.00	0.00	0.00	0.00	0.00	0.00
Mullin, Sharon	577.15	333.40	0.00	0.00	0.00	0.00	243.75	0.00
Home Depot	503.11	0.00	0.00	0.00	70.37	70.37	362.37	0.00
State Compensation Insurance Fund	492.84	111.12	0.00	15.10	93.72	106.15	136.55	30.20
Paychex, Inc.	325.72	325.72	0.00	0.00	0.00	0.00	0.00	0.00
AT&T	219.23	100.61	0.00	36.49	0.00	0.00	82.13	0.00
PG&E well 745-7	201.60	0.00	0.00	0.00	0.00	0.00	201.60	0.00
Wang, Emiko	162.00	0.00	0.00	0.00	54.00	108.00	0.00	0.00
PG&E CC 019-6	160.08	0.00	0.00	0.00	53.36	106.72	0.00	0.00
Jose Alcala	160.00	0.00	0.00	0.00	0.00	0.00	160.00	0.00
Pearlman, Harvey - V	150.00	0.00	0.00	0.00	0.00	0.00	150.00	0.00
PG&E pumphouse 623-9	83.96	0.00	0.00	0.00	0.00	0.00	83.96	0.00
Knox, Nancy	82.50	0.00	0.00	0.00	27.50	55.00	0.00	0.00
Goodman Building Supply	62.77	0.00	0.00	0.00	10.75	10.75	41.27	0.00
Norton Antivirus	49.99	49.99	0.00	0.00	0.00	0.00	0.00	0.00
Misc Vendor	40.50	0.00	0.00	0.00	13.50	27.00	0.00	0.00
AT&T Mobility	32.09	0.00	0.00	0.00	0.00	0.00	32.09	0.00
Marin County Public Health Laboratory	30.00	0.00	0.00	0.00	0.00	0.00	30.00	0.00
Maxemail	20.85	20.85	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	<u><u>17,933.39</u></u>	<u><u>8,551.85</u></u>	<u><u>0.00</u></u>	<u><u>236.21</u></u>	<u><u>1,513.82</u></u>	<u><u>1,884.61</u></u>	<u><u>5,347.46</u></u>	<u><u>399.44</u></u>

PAID PER SPREADSHEET ABOVE:

Muir Beach Community Services District
Expenditures
 February 2009

Paid from FEMA Grants	0.00
Paid from the Water Capital Improvements Fund	399.44
Paid from General Funds	17,533.95

BALANCE SHEET ACCOUNTS:

Paid from the Rental Security Deposit Trust	
Candidates Organization	250.00
Total paid from the Rental Security Deposit Trust	250.00
Paid from the Water Security Deposit Trust	
Total paid from the Water Security Deposit Trust	0.00
Paid from Other Restricted Funds	0.00

Total checks issues	18,183.39
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The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2009.

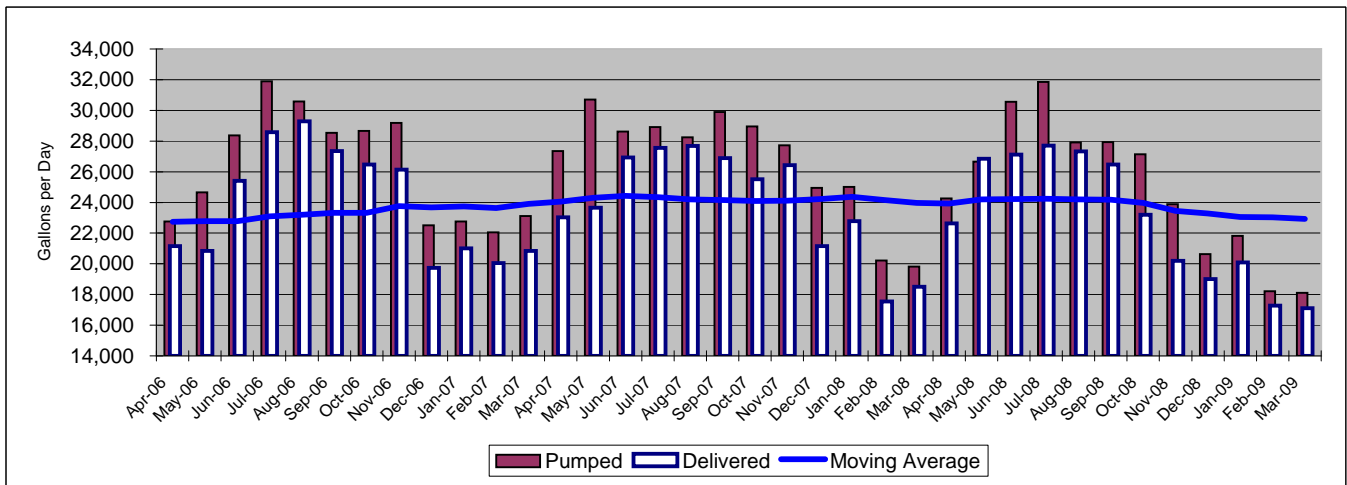
MUIR BEACH COMMUNITY SERVICES DISTRICT

 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, 09	507,269	479,256	-	28,013	6%	18,117	17,116	22,916	\$ 5,655	\$ 95,098	-0.7%
Feb 16, 09	564,844	535,259	-	29,585	5%	18,221	17,266	23,031	\$ 6,196	\$ 95,755	-0.1%
Jan 16, 09	676,368	622,876	25,000	28,492	4%	21,818	20,093	23,054	\$ 7,246	\$ 95,886	-1.1%
Dec 16, 08	598,541	551,419	-	47,122	8%	20,639	19,014	23,277	\$ 6,287	\$ 96,995	-1.1%
Nov 17, 08	788,024	666,591	25,000	96,433	12%	23,880	20,200	23,456	\$ 7,412	\$ 98,047	-0.7%
Oct 15, 08	814,365	696,194	20,000	98,171	12%	27,146	23,206	23,975	\$ 7,539	\$ 98,698	-0.3%
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 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Board of Directors' meeting held on**
3 **Wednesday, January 21, 2009**

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, January 21, 2009.
16

17 **Roll Call**

18
19 DIRECTORS PRESENT: Hobson, Rudnick, Shaffer, Stoddard
20 OFFICERS PRESENT: District Manager Ostroff, Secretary-Treasurer Mullin
21

22 **Item 2 CONSENT CALENDAR**
23

- 24 A. **Approval of Minutes** – Regular meeting October 22, 2008.
25
26 B. **Approval of Financial Statements** – For the period ended December 31, 2008.
27

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

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

34 Mia Monroe offered an update on various upcoming projects and events. She introduced the
35 landscape architect who is working on what was formerly called the Big Lagoon Project and
36 is now being called the Redwood Creek Restoration Project. The physical work for the
37 project will begin in August. A field trip with various consultants is planned for February.
38 There will be public input opportunities. She provided an e-mail sign-up sheet so the public
39 can stay informed.
40

41 Other upcoming news items included the following: This Sunday, the Park Service will be
42 hosting a Welcome Back Salmon Day. Those interested can gather on Muir Beach at 3PM.
43 A beach clean-up day is scheduled for the second Saturday of every month. The Park
44 Service has plans to install seven new fire rings on the beach. Some residents voiced
45 concerns about increasing the number of fire rings. Mia will take those concerns back to the
46 Park Service. She explained that the beach is open to the public from 8 am to 1 hour after
47 sunset at which point the parking lot is locked. Any fires occurring outside of those hours are
48 illegal and dispatch (415-561-5510) should be called to send a ranger out to investigate.

1 Earth Day is Saturday, February 7. The Park Service will be hosting a large scale day of
2 service, performing work throughout the watershed. Last year, 600 people attended. The
3 Muir Beach Shuttle will be beginning service the first weekend of May. The work on the
4 Diaz Ridge Trail will begin in February.

5
6 **Item 4 SUPERVISOR STEVE KINSEY**

7
8 Supervisor Steve Kinsey offered his thanks to those Muir Beach residents who helped keep
9 him in office in the recent election and congratulated the Muir Beach Community Services
10 District which turned 50 last year. He also acknowledged that the Muir Beach Community
11 Plan has been in place for almost 30 years.

12
13 He discussed two topics - the Pacific Way bridge and the local coastal plan. Consultants
14 have been hired for the bridge project and will be coming to Muir Beach in late April or early
15 May for a preliminary meeting. He would like to see the bridge be of a design and scale that
16 reflects the character of Muir Beach. He expressed the willingness to have a small group of
17 community members working with him to help communicate the community's values. The
18 monies to fund the design have been obtained. Funding for the rest of the project has not yet
19 been found.

20
21 After 25 years, the County of Marin is updating its local coastal plan. The revised plan will
22 be a way to capture what is still relevant in the Muir Beach Community Plan. The County
23 will hold a number of public meetings throughout the drafting of the revised plan.

24
25 The supervisor noted that Muir Beach is a small water agency and acknowledged that the dry
26 weather this season has had adverse effects on the water system. He wants to be available to
27 us should we want to meet with other water managers to discuss how they are coping this
28 year.

29
30 Various residents expressed concerns which included the length of time the Redwood Creek
31 Restoration Project has been in the works with no apparent progress, worries that the section
32 of Pacific Way past the entrance to the parking lot will be overlooked by the County, a need
33 for new signage on Pacific Way prior to next summer's busy season, overgrown eucalyptus
34 trees at the overlook which block views and a desire for Caltrans to prohibit parking in front
35 of the Pelican Inn.

36
37 **Item 5 GENERAL ADMINISTRATION**

38
39 All FEMA 2006 projects have been completed. All that remains in the process is to file final
40 paperwork with the California Department of Emergency Management.

41
42 **Item 6 FIRE DEPARTMENT REPORT**

43
44 Chief John Sward reported. The chipper program is still active although chipping is usually a
45 spring and summer endeavor. All firemen are included on Workman's Compensation
46 insurance. If a request for chipping is received, usually by contacting Michael Kaufman,
47 someone can be scheduled. A grant for vegetation removal is in the process of being written.
48 The submittal date is February 20.

1 **Item 7 WATER DEPARTMENT**

2
3 **1. Water Capital Improvements**

4
5 Two new storage containers have been ordered and should be delivered within the next two
6 weeks. The containers will be placed on CSD property next to the existing storage container
7 by the pump house, ensuring that they do not encroach on NPS land. Once the old shed is
8 emptied, it will be removed.

9
10 Lab results on the new backup well show that the water is comparable to that in the other
11 well. A fence will be built around the well at some future date.

12
13 **2. Lead and Copper Test Results**

14
15 The silica treatment is working. Lead and copper levels in the District's water are very low.

16
17 **3. Billing**

18
19 The District is going to begin offering residents the ability to pay their water bills via an
20 automated charge to a credit or debit card.

21
22 Many water districts bill their users every other month. A Board discussion led to the
23 decision that the MBCSD will continue reading meters every month but will begin billing
24 every two months. There will be a focus on educating residents regarding their meter
25 function so that residents can troubleshoot their systems should a leak be suspected. The
26 start date for this change is to be determined.

27
28 **Item 8 ROADS AND EASEMENTS**

- 29
30 1. Cove Lane has been repaved.
- 31
32 2. Other maintenance projects continue. A concern has been brought to the Board
33 regarding poison oak and scrub on District property near 66 Starbuck Drive.
34 Steve, Maury and Leighton will visit the site and make an assessment.

35
36 **Item 9 RECREATIONAL ITEMS**

37
38 The new shed project is complete with the exception of some electrical work and installation
39 of the plywood separators. The exterior stonework is complete. \$18,000 of Marin
40 Community Foundation grant monies remain. Suggested projects include upgrading the
41 Community Center electrical system, tree removal and landscaping, and repairing or
42 replacing the lower steps that lead down from the Children's Room. It was emphasized that
43 it is mandatory that any grant monies, including the Marin Community Foundation grant
44 monies, be used cost effectively. Grant monies are public funds and as such, must be spent
45 judiciously. In the ensuing discussion, the Board detailed the procedures to be followed to be
46 in compliance with requirements for expenditure of public funds.

1 A redwood tree at the bottom of the Community Center property is blocking the panoramic
2 view of the beach. Some would like it removed, some think trimming is more appropriate.
3 The Muir Beach Volunteer Fireman's Association is in the process of applying for a grant
4 that could be spent on tree maintenance or removal.

5
6 Interest has been expressed for a community garden, possibly at the Community Center.
7 Director Rudnick indicated there is the possibility for a large community garden at another
8 location when the Marin County Plan is completed in a year. Maury will continue to monitor
9 interest in the idea.

10
11 **Item 10 ITEMS REMOVED FROM THE CONSENT CALENDAR**

12
13 No items were removed from the Consent Calendar.

14
15 **Item 11 PUBLIC OPEN TIME**

16
17 An anonymous donor has offered to donate a painting of President Barack Obama to hang in
18 the Community Center.

19
20 **Item 12 NEXT MEETING DATE**

21
22 The next public meeting date is scheduled for Wednesday, March 25, 2009.

23
24 **Item 13 ADJOURNMENT**

25
26 The meeting was adjourned at 8:47 PM.