

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, August 22, 2007
7:00 PM – Regular Meeting**

**Board of Directors
Community Center
19 Seacape Drive
Muir Beach, CA 94965**

TIMING OF ITEMS ON AGENDA

The Board attempts to hear all items in order as stated on the agenda, however it reserves the right to take items out of the order listed at any time during the course of the meeting.

SPECIAL NEEDS

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact 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

Maury Ostroff, Board President
Danny Hobson, Board Vice President
Steve Shaffer, Director
Peter Rudnick, Director
Bob Jacobs, Director

Leighton Hills, District Manager
Sharry Mullin, Meeting Secretary

Item 2 NATIONAL PARK SERVICE REPORT

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

Item 3 CONSENT CALENDAR

All items on the Consent Calendar are considered to be either routine or non-controversial, and will be enacted by a single action of the Board. Upon request from a Board member, staff, or member of the public, specific items may be transferred from the Consent Calendar to the Regular Agenda for separate discussion and consideration.

- A. **Approval of Minutes** – Regular meeting June 27, 2007, and special meeting May 23, 2007 as attached.
- B. **Approval of Financial Statements** – For the period ended July 31, 2007, as attached.

Item 4 FIRE DEPARTMENT REPORT

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

Item 5 DISTRICT MANAGER'S REPORT

Update on FEMA Projects – Work has commenced on the various FEMA projects. An official request for an extension has been submitted, as we will not be able to complete all projects within the original allotted timeframe.

Recommendations for Amendment to Water Leak Policy – Current policy is that if a leak is found, then the water customer is given relief for the period of the leak, and has to pay the average of their previous 12 months' billing. However, cases have come up where no leak was found, but water usage was exceptionally high. This could have been due to negligence on the part of the resident (e.g. faucet or hose left running, etc.) Recommendation is that we consider amending the water leak policy to be the average of the previous 12 months' billing, multiplied by 120%. The goal is to provide some financial penalty to ensure that people monitor their water usage and are not careless.

Item 6 RECREATIONAL ITEMS

Comments or updates from members of the audience.

Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 8 PUBLIC OPEN TIME

1. *Topics should be within the jurisdiction of the CSD (water, roads, fire & public recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *The Board and staff may only briefly respond to statements and questions (legal requirement for items not posted on an agenda).*
4. *Public comments are limited to 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.*

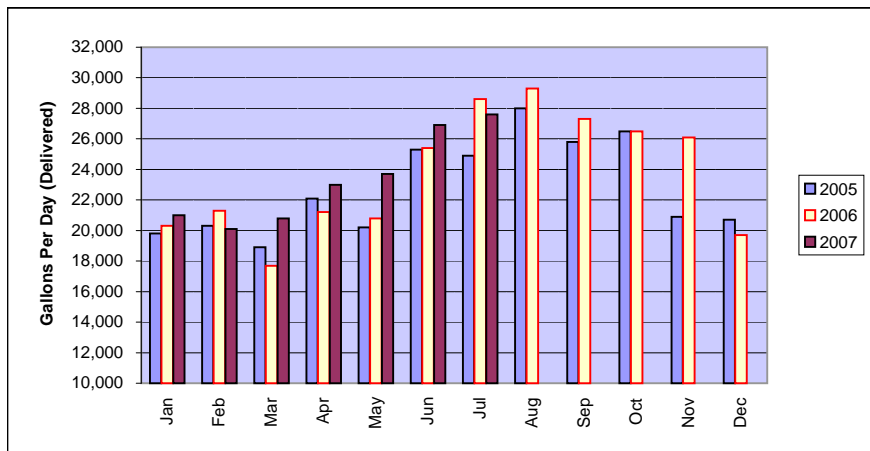
Item 9 SELECTION OF DATE FOR NEXT MEETING

4th Wed in MSeptember 9/26, 4th Wednesday in October is 10/24.

Item 10 ADJOURNMENT

Water Production Table

End Date	Gallons Per Day					Billings	
	12 Mo Avg					12 Mos	
	Pumped	Delivered	(Delivered)	Unaccounted For	Month	Rolling Avg	
Dec 16, 07							
Nov 16, 07							
Oct 16, 07							
Sep 16, 07							
Aug 16, 07							
Jul 16, 07	28,900	27,600	24,300	1,360	5%	\$ 9,109	\$ 101,020
Jun 16, 07	28,600	26,900	24,400	1,700	6%	\$ 9,374	\$ 101,190
May 16, 07	30,700	23,700	24,300	4,380	14%	\$ 8,117	\$ 100,760
Apr 16, 07	27,300	23,000	24,100	4,060	15%	\$ 8,132	\$ 99,810
Mar 16, 07	23,100	20,800	23,900	1,930	8%	\$ 6,805	\$ 99,380
Feb 16, 07	22,000	20,100	23,600	1,500	7%	\$ 7,415	\$ 98,530
Jan 16, 07	22,800	21,000	23,700	1,430	6%	\$ 7,547	\$ 98,540
Dec 16, 06	22,500	19,700	23,700	2,110	9%	\$ 6,621	\$ 98,280
Nov 16, 06	29,200	26,100	23,800	2,130	7%	\$ 9,170	\$ 98,670
Oct 16, 06	28,700	26,500	23,300	1,860	6%	\$ 8,988	\$ 96,840
Sep 16, 06	28,500	27,300	23,300	1,050	4%	\$ 10,466	\$ 95,400
Aug 13, 06	30,600	29,300	23,200	930	3%	\$ 9,280	\$ 92,620
Jul 16, 06	31,900	28,600	23,100	1,720	5%	\$ 9,277	\$ 91,700
Jun 16, 06	28,400	25,400	22,800	2,530	9%	\$ 8,943	\$ 89,510
May 16, 06	24,700	20,800	22,800	3,430	14%	\$ 7,162	\$ 87,910
Apr 16, 06	22,800	21,200	22,700	1,280	6%	\$ 7,709	\$ 86,600
Mar 16, 06	20,400	17,700	22,800	2,450	12%	\$ 5,952	\$ 85,310
Feb 16, 06	29,000	21,300	22,900	7,290	25%	\$ 7,427	\$ 84,600
Jan 16, 06	30,600	20,300	22,800	10,320	34%	\$ 7,290	\$ 83,220
Dec 16, 05	22,700	20,700	22,800	1,710	8%	\$ 7,009	\$ 81,830
Nov 16, 05	24,700	20,900	22,700	3,220	13%	\$ 7,341	\$ 80,250
Oct 16, 05	26,800	26,500	22,400	240	1%	\$ 7,543	\$ 78,180
Sep 16, 05	29,500	25,800	22,300	3,520	12%	\$ 7,683	\$ 77,840
Aug 16, 05	29,700	28,000	22,600	1,480	5%	\$ 8,364	\$ 78,930
Jul 16, 05	27,000	24,900	22,600	1,980	7%	\$ 7,083	\$ 78,640
Jun 16, 05	26,900	25,300	22,900	1,580	6%	\$ 7,352	\$ 79,760
May 16, 05	24,400	20,200	23,300	3,850	16%	\$ 5,847	\$ 81,020
Apr 16, 05	25,300	22,100	24,000	2,380	9%	\$ 6,421	\$ 83,390
Mar 16, 05	23,600	18,900	24,300	4,110	17%	\$ 5,239	\$ 84,380
Feb 16, 05	23,500	20,300	24,400	3,120	13%	\$ 6,048	\$ 84,840
Jan 16, 05	21,900	19,800	24,700	2,110	10%	\$ 5,902	\$ 86,260



Muir Beach Community Services District
Statement of Revenues and Expenditures
June through July 2007

Accrual Basis

	<u>Jun 07</u>	<u>Jul 07</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
FEMA Grants Earned Revenues	98	1	99
Water Operations Income	7,237	13,383	20,620
Water Capital Improvement Revs	1,902	1,796	3,698
Tax Revenues	25,852	630	26,482
Recreational Activities Income	756	868	1,624
Donations	5,000	0	5,000
Interest Income	3,896	3,829	7,725
Total Income	<u>44,741</u>	<u>20,507</u>	<u>65,249</u>
Expense			
Accounting & Bookkeeping	4,483	1,095	5,578
Administration Fees	2,087	0	2,087
Community Classes & Functions	146	164	310
Employee Benefits	0	1,781	1,781
FEMA Expenditures	98	1	99
Insurance	0	5,137	5,137
Legal & Professional	827	1,746	2,573
Licenses, Memberships & Fees	0	203	203
Meals & Entertainment	0	127	127
Misc Operating Expenses	158	-1	158
Office Expense	85	12	97
Payroll Expenses	2,682	4,630	7,312
Repair & Maintenance	622	6	628
Supply	55	0	55
Travel Expense	135	135	270
Uncategorized Exp	0	109	109
Utilities	575	708	1,284
Water Enterprise	896	986	1,882
Total Expense	<u>12,850</u>	<u>16,838</u>	<u>29,688</u>
Net Ordinary Income	<u>31,891</u>	<u>3,670</u>	<u>35,561</u>
Net Income	<u><u>31,891</u></u>	<u><u>3,670</u></u>	<u><u>35,561</u></u>

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

Accrual Basis

	<u>Jul '06 - Jun 07</u>	<u>Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense			
Income			
FEMA Grants Earned Revenues	38,398		
Water Operations Income	77,481	72,000	108%
Water Capital Improvement Revs	20,630	18,000	115%
Tax Revenues	160,970	134,600	120%
Recreational Activities Income	10,156	14,800	69%
Donations	5,000		
Grant Revenues	0	14,907	0%
Interest Income	37,397	18,000	208%
Other Income	455		
Total Income	<u>350,487</u>	<u>272,307</u>	<u>129%</u>
Expense			
Accounting & Bookkeeping	19,008	19,800	96%
Administration Fees	26,196	26,250	100%
Community Classes & Functions	2,487	2,200	113%
Dues & Subscriptions	380		
Employee Benefits	4,554	4,750	96%
FEMA Expenditures	38,398		
Insurance	5,824	7,621	76%
Interest Expense	6		
Legal & Professional	3,659	9,500	39%
Licenses, Memberships & Fees	3,430	5,100	67%
Misc Operating Expenses	1,078	61	1,764%
Office Expense	971	1,000	97%
Payroll Expenses	38,400	52,566	73%
Repair & Maintenance	11,314	15,000	75%
Supply	1,257		
Travel Expense	1,644	1,620	101%
Uncategorized Exp	2,228		
Utilities	7,744	7,240	107%
Water Enterprise	10,800	10,000	108%
Total Expense	<u>179,377</u>	<u>162,708</u>	<u>110%</u>
Net Ordinary Income	<u>171,110</u>	<u>109,599</u>	<u>156%</u>
Net Income	<u><u>171,110</u></u>	<u><u>109,599</u></u>	<u><u>156%</u></u>

Muir Beach Community Services District

Balance Sheet

As of July 31, 2007

Accrual Basis

	Jul 31, 07
ASSETS	
Current Assets	
Checking/Savings	
Smith Barney	
SB General Fund	488,854
SB Water Cap Impr Fund	449,399
SB Fire Station Reserve Fund	15,547
SB Unallocated Interest	21,185
Total Smith Barney	974,985
73800 Fund	
General Fund	-2,304
Water Cap Impr Fund	2,545
Unallocated Interest	15,337
Total 73800 Fund	15,578
Petty Cash Fund	177
Total Checking/Savings	990,740
Accounts Receivable	
Receivables	27,785
Due from County of Marin	11,116
Total Accounts Receivable	38,901
Other Current Assets	
Prepaid Expenses	
Calpers Prepaid	19
Total Prepaid Expenses	19
Undeposited Funds	1,064
Deposits	340
Total Other Current Assets	1,423
Total Current Assets	1,031,063
Fixed Assets	
Building	16,518
Furniture & Fixtures	3,000
Machinery & Equipment	34,979
Roads & Easements	
CC Steps	376
Easement Lighting	5,103
Total Roads & Easements	5,479
Water System Improvements	
Water Lines	6,209
Water Aeration Equipment	804
Water Tank Controls	5,237
Water Equipment	932
Water Well	21,620
Total Water System Improvements	34,802
Total Fixed Assets	94,778
Other Assets	
Due From Hills	2,286
Total Other Assets	2,286
TOTAL ASSETS	1,128,127

Muir Beach Community Services District

Balance Sheet

As of July 31, 2007

Accrual Basis

	<u>Jul 31, 07</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	3,379
Total Accounts Payable	<u>3,379</u>
Credit Cards	
Chase 5153	109
Total Credit Cards	<u>109</u>
Other Current Liabilities	
FEMA Grant Deferred Revenue	
Project 1	7,831
Project 2	1,002
Project 3	34,313
Project 4-1	5,749
Project 4-2	25,677
Project 5	27,945
Project 6	51,429
Project 7	43,036
Project 8	4,538
Project 9	1,172
Project 10	9,135
Project 11	13,600
Project 12C	28,712
Project 12G	11,952
Project 13	4,849
Administrative Allowance	3,862
FEMA reimbursable	3,751
FEMA Grant Deferred Revenue - Other	<u>-38,399</u>
Total FEMA Grant Deferred Revenue	240,154
Rental Security Deposits	2,000
Water Security Deposits	7,850
West Marin Funds on Deposit	<u>24,322</u>
Total Other Current Liabilities	<u>274,327</u>
Total Current Liabilities	<u>277,815</u>
Total Liabilities	277,815
Equity	
Retained Earnings	846,642
Net Income	<u>3,670</u>
Total Equity	<u>850,312</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,128,127</u></u>

1
2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 **Minutes of the Board of Directors' meeting held on**
4 **Wednesday, June 27, 2007**
5
6

7 **OFFICIAL MINUTES ONLY UPON APPROVAL**
8

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

13 **Item 1 CALL TO ORDER**
14

15 President Ostroff called the regular meeting of the Muir Beach Community Services District
16 Board of Directors to order at 7:16 PM on Wednesday, June 27, 2007.
17

18 **Roll Call**
19

20 DIRECTORS PRESENT: Rudnick, Ostroff, Jacobs, Hobson

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

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

25 No National Park Service representatives were in attendance.
26

27 **Item 3 CONSENT CALENDAR**
28

29 A. **Approval of Minutes** – Regular meeting April 25, 2007.
30

31 B. **Approval of Financial Statements** – April 30 and May 31, 2007.
32

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

34 Moved: Hobson, seconded by Rudnick

35 Vote: AYES: Unanimous
36

37 **Item 4 FIRE DEPARTMENT REPORT**
38

39 The Board announced that today is Fire Chief John Sward's birthday. Happy Birthday John!
40

41 Fire Chief John Sward reported: The Fire Department is in serious negotiations with the
42 GGNRA regarding the Golden Gate Dairy property. John is hopeful that there will be a
43 positive outcome.
44

45 MBVFD is to begin drilling with Southern Marin Fire. Southern Marin responds to Muir
46 Beach for all medical calls. Although Southern Marin's response time is very good, the
47 station is several miles away, so Muir Beach Fire can usually arrive at calls 5 to 10 minutes
48 sooner.

1 A new paging system is being implemented requiring MBVFD to replace all of their pagers.
2 A grant for 20 pagers has been submitted. The cost is \$12,000. If the grant is denied, the FD
3 may only purchase half of what it needs.
4

5 The FD will eventually need a new fire truck. New pumpers cost between \$400,000 and
6 \$500,000. A 5-seat truck costs around \$150,000. The current reserve that the Fire
7 Association holds will only partially cover the purchase of a new truck or fire barn.
8

9 **Item 5 PUBLIC HEARING ITEM (Special Tax in Support of the Fire Dept.)**

10
11 The Muir Beach Volunteer Fire Department would like community support for a \$200 annual
12 parcel tax for support of emergency fire services and preparedness. Because the Fire
13 Department is a department of the CSD, any such tax is treated as a special tax levied by the
14 CSD – very similar to the \$300 special tax in effect for water capital improvements and
15 requiring 2/3 voter approval in the November election.
16

17 Having introduced and read the proposed ordinance (by title only) at the meeting on May 23,
18 2007, the Board will take public testimony at this meeting.
19

20 The Board has received 3 letters from residents – one in strong support of the ordinance and
21 two in strong opposition. The two in opposition were from Karla Anderstatter and Walter
22 Postle. The letter in support was from Ellen Mettler.
23

24 President Ostroff gave the second reading of the ordinance (by title only): “Ordinance 2007-
25 1, An ordinance of the Board of Directors of the Muir Beach Community Services District
26 approving and adopting the levy of a special tax on the real property located within the
27 District for fire protection and related purposes.”
28

29 Muir Beach Volunteer Firemans Association President Michael Kaufman gave a short
30 presentation noting that the MBVFD has been in operation for over 30 years. Two thirds of
31 the money needed to operate the Fire Department comes from grants. Grant monies are
32 getting harder to obtain. Operational and equipment requirements are increasing which
33 translates to costs increasing. Michael gave a slide presentation to illustrate where
34 information on the proposed ordinance could be viewed on the MBVFD website.
35

36 Maury then opened a public hearing on the topic where the following views/points were
37 aired:
38

39 The fire abatement program should be published on the website.
40

41 The Fire Department should go house to house to let residents know what needs to be done.
42

43 The monies taken in will be reserved specifically for the uses published in the ordinance.
44

45 The tax amounts to 54 cents a day. The fire crew is comprised of neighbors, friends,
46 husbands and sons. On New Years Eve of 2004, while most residents were comfortably in
47 their homes celebrating, the Fire Department sandbagged the Pelican Inn for 14 hours.
48

1 The passage of this ordinance in no way undermines any other community project.
2 Muir Beach is the only community in West Marin that does not have a tax basis for their Fire
3 Department. Passage of this ordinance will provide a \$30,000 tax basis. The next smallest
4 tax basis is over \$130,000.

5
6 The required level of training and commitment by members of the Fire Department has been
7 increasing. They must take part in this training in order to be able to continue as a volunteer
8 fire department.

9
10 The Community Services District receives a very small percentage of the property taxes that
11 are paid on Muir Beach property. None of that is allocated to support of the fire department.

12
13 The CSD will oversee the monies collected. All of the expenditures will be included in the
14 monthly packet that is made available to the Board and the public.

15
16 Expenditures will be recommended by the Fire Department but will be approved by the CSD
17 and subject to public comment. The budget for these expenditures will be drawn up by the
18 Fire Department and approved by the CSD.

19
20 Marin County Fire intended to attend this meeting to register their support but were called to
21 a fire in San Rafael.

22
23 Maury called the public hearing to a close. The Board considered the merits and held the
24 following vote:

25
26 MOTION: To approve Ordinance 2007-1 as written.

27 Moved: Jacobs, seconded by Hobson

28 Vote: AYES: Unanimous
29

30
31 **Item 6 RECREATIONAL ITEMS**

32
33 No items were discussed.

34
35 **Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR**

36
37 No items were removed from the Consent Calendar.

38
39 **Item 8 PUBLIC OPEN TIME**

40
41 Kathy Sward: The Community Center landscaping planted by the Muir Beach Garden Club
42 is doing beautifully. They just installed a drip irrigation system.

43
44 Gerry Pearlman recommended planting some fire resistant plants.

1 Lisa Post was in the audience writing for The Pilot, the new West Marin newspaper. She can
2 be contacted at lgpost@hotmail.com. The paper was started by two men who worked for the
3 Pt. Reyes Light before it was sold. The Pilot is available at the Pelican Inn or by
4 subscription.
5

6 **Item 9 NEXT MEETING DATE**
7

8 The next meeting date is scheduled for Wednesday, August 22, 2007.
9

10 **Item 10 ADJOURNMENT**
11

12 The meeting was adjourned at 8:35 PM.

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Special Board of Directors' meeting held on**
3 **Wednesday, May 23, 2007**

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 Ostroff called the special meeting of the Muir Beach Community Services District
15 Board of Directors to order at 7:10 PM on Wednesday, May 23, 2007.

16
17 **Roll Call**

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

21
22 **Item 2 PUBLIC HEARING ITEM**

23
24 The Volunteer Fire Department is proposing a \$200 annual parcel tax to help fund fire
25 department responsibilities for Muir Beach. It is proposed that an ordinance be adopted by
26 the Muir Beach CSD (the legal entity for the fire department), that would then be submitted
27 to the voters in November for approval or rejection of the proposed special tax.

28
29 After consideration and public comment the following motion was made:

30
31 MOTION: To adopt the “Resolution of the Board of Directors of the Muir Beach
32 Community Services District Proposing a Special Tax for Fire Protection and
33 Related Purposes” as written.

34 Moved: Shaffer, seconded by Hobson

35 Vote: AYES: Unanimous

36
37 President Ostroff introduced and read the ordinance (by title only): “Ordinance 2007-1, An
38 ordinance of the Board of Directors of the Muir Beach Community Services District
39 approving and adopting the levy of a special tax on the real property located within the
40 District for fire protection and related purposes.”

41
42 The meeting date for the public hearing on the ordinance is scheduled for Wednesday, June
43 23, 2007.

44
45 **Item 3 ADJOURNMENT**

46
47 The special item meeting was adjourned at 7:22 PM.