

MUIR BEACH COMMUNITY SERVICES DISTRICT

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



**Wed, October 24, 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 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 22, 2007, and special meeting September 26, 2007 as attached.
- B. **Approval of Financial Statements** – For the period ended Sept. 31, 2007, 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 FIRE DEPARTMENT REPORT

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

Item 5 PUBLIC HEARING ITEM (Special Tax in Support of the Fire Department)

Public Hearings provide neighbors and the general public the opportunity to provide testimony on certain items, such as ordinances, rather than to simply comment on regular agenda items. If an action on a hearing item is challenged in court, the challenger may be limited to raising only those issues raised in general testimony at the public hearing, or in written correspondence delivered to the Board of Directors at or prior to the public hearing.

The Muir Beach Volunteer Fire Department would like community support for a \$200 annual parcel tax for support of emergency fire services and preparedness. Because the Fire Department is a department of the CSD, any such tax is treated as a special tax levied by the the CSD – all very similar to the \$300 special tax in effect for water capital improvements and requiring 2/3rds voter approval at the next election in February 2008.

Having introduced and read the proposed ordinance (by title only) at the meeting on September 26th, 2007, the Board will take public testimony at this meeting. The Board will consider the merits of the proposed ordinance (**which calls for voter approval to become effective**) and may act on the the proposed ordinance.

Second Reading of Ordinance (by title only) and Consideration of Adoption – Ordinance 2007-2, An ordinance of the Board of Directors of the Muir Beach Community Services District amending Ordinance No. 2007-1 approving and adopting the levy of a special tax on the real property located within the District for fire protection and related purposes. The proposed ordinance is attached.

Steps: **(1)** Read Title of Ordinance; **(2)** Request presentation from Fire Department representatives; **(3)** Board President open a public hearing (allow Fire Department representatives to handle comments; questions and answers); **(4)** Board President close the public hearing to further testimony; **(5)** the Board consider the merits of the proposed ordinance including testimony received; **(6)** a Board member may make a motion to approve or reject the ordinance. **(7)** Close Public Hearing.

Item 6 DISTRICT MANAGER'S REPORT

1. Approval of Fiscal Year 2007-2008 Budget. A proposed budget for 2007-2008 is attached, which includes a Water Capital Improvements budget.

2. Presentation of LAFCO Report dated 2007. The LAFCO report titled "Muir Beach Area Service Review and Sphere of Influence Update" was received by the district. Basically, it's an overview of the history of the district and its current responsibilities. The two items of note are as follows:

"Although the Volunteer Fire Department is described as a department of MBCSD, the volunteer firemen are not employees of the District. The volunteers are not subject to the District's governance authority; other than being dependent on the District for certain administrative functions. It is not clear how the District's new financial responsibility for fire protection programs will change the governance and management relationships between the District and the Muir Beach Volunteer Fire Department board and membership."

“Staff recommends that the Commission amend the District’s coterminous sphere of influence designation to include the District’s well site. No other amendments are proposed due to a lack of advantage of organizational alternatives, the public ownership of surrounding territory and lack of demand for extension of service beyond existing district boundaries.

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

4. Recommendations for Clarification to Water Leak Policy – Based on a survey of other water districts, some suggestions to clarifying our water leak relief policy will be presented.

Item 7 RECREATIONAL ITEMS

1. Childrens Halloween Party – request for funds.
2. Day of the Dead Celebration – request for funds.
3. Muir Beach Directory booklet – request for funds.
4. Comments or updates from members of the audience.

Item 8 ITEMS REMOVED FROM THE CONSENT CALENDAR

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

Item 9 PUBLIC OPEN TIME

1. *Topics should be within the jurisdiction of the CSD (water, roads, fire & public recreation).*
2. *The topic should not be elsewhere on the agenda.*
3. *The Board and staff may only briefly respond to statements and questions (legal requirement for items not posted on an agenda).*
4. *Public comments are limited to 3 minutes per speaker, unless waived by the Board.*
5. *The period for public open time is limited to 15 minutes, unless waived by the Board.*

Item 10 SELECTION OF DATE FOR NEXT MEETING

4th Wed in November (11/21) is evening before Thanksgiving, 4th Wednesday in December (12/24) is Christmas Eve. 4th Wednesday in January 2008 is January 23rd.

Item 11 ADJOURNMENT

ORDINANCE NO. 2007-1

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
AMENDING ORDINANCE NO. 2007-1 APPROVING AND
ADOPTING THE LEVY OF A SPECIAL TAX ON THE REAL
PROPERTY LOCATED WITHIN THE DISTRICT**

The Board of Directors of the Muir Beach Community Services District does hereby resolve as follows:

WHEREAS, the Board of Directors of the Muir Beach Community Services District adopted Ordinance No. 2007-1 on June 27, 2007 after a noticed public hearing; and

WHEREAS, Ordinance No. 2007-1 referenced an election date of November 6, 2007 for the election on the proposed special tax; and

WHEREAS, the Board now wishes to hold the election for the proposed special tax on February 5, 2008 instead of November 6, 2007.

**NOW, THEREFORE, BE IT RESOLVED BY THE
BOARD OF DIRECTORS OF THE MUIR BEACH
COMMUNITY SERVICES DISTRICT AS FOLLOWS:**

SECTION 1: Amendment of Ordinance No. 2007-1.

Section 7 of Ordinance No. 2007-1 is hereby repealed in its entirety and replaced with the following:

SECTION 7: Effective Date. This Ordinance shall not become effective unless approved at the February 8, 2008 election by a two-thirds (2/3) majority of the voting registered voters within the District. This Order shall become effective immediately upon the voter approval.

SECTION 2: Invalidity. If any part of this ordinance is held to be invalid for any reason, such decision shall not affect the remaining portion of this Ordinance and the Board hereby declares that it would have passed the remainder of this Ordinance as if such invalid portion thereof had been deleted.

SECTION 3: Adoption and Publication. This Ordinance shall be introduced at least five (5) days prior to the Board meeting at which this Ordinance is to be adopted by the Board. The full text of this Ordinance shall also be published once within fifteen (15) days after this Ordinance's passage by the Board, and not less than thirty (30)

days prior to the day of the General Election in which the voters are to vote on it approval.

SECTION 4: Posting. The District Secretary shall post a certified copy of the full text of this Ordinance, as adopted by the Board, along with the names of the board members voting for and against the Ordinance.

PASSED, APPROVED, AND ADOPTED this _____ day of _____, 2007 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Maury Ostroff, President
Board of Directors
Muir Beach Community Services
District

ATTEST:

Sharon Mullin, District Secretary

ORDINANCE NO. 2007-2

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
MUIR BEACH COMMUNITY SERVICES DISTRICT
AMENDING ORDINANCE NO. 2007-1 APPROVING AND
ADOPTING THE LEVY OF A SPECIAL TAX ON THE REAL
PROPERTY LOCATED WITHIN THE DISTRICT**

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AYES:

NOES:

ABSENT:

ABSTAIN:

Maury Ostroff, President
Board of Directors
Muir Beach Community Services
District

ATTEST:

Sharon Mullin, District Secretary

Muir Beach Community Services District - Proposed Budget Fiscal Year July 1, 2007 - June 30, 2008

| | <u>Last Year Actuals FYE 2007</u> | <u>Proposed Budget FYE 2008</u> | Allocation | | |
|--------------------------------------|---|---|-------------------|-------------------|---------------------|
| | | | <u>Water Oper</u> | <u>Water Impr</u> | <u>Gov Services</u> |
| Revenues | | | | | |
| 1 <u>Water Operations</u> | | | | | |
| 2 Water Operations Revenues | \$ 77,481 | \$ 78,000 | \$ 78,000 | | |
| 3 Total Water Revenue | \$ 77,481 | \$ 78,000 | \$ 78,000 | \$ - | \$ - |
| 4 <u>Property Tax Income</u> | | | | | |
| 5 General Tax Income | \$ 64,371 | \$ 67,750 | | | \$ 72,000 |
| 6 ERAF Refunds | \$ 46,772 | \$ 45,000 | | | \$ 20,000 |
| 7 Total General Taxes | \$ 111,143 | \$ 112,750 | \$ - | \$ - | \$ 92,000 |
| 8 <u>Recreation</u> | | | | | |
| 9 Rentals | \$ 6,290 | \$ 8,000 | | | \$ 8,000 |
| 10 Community Classes & Functions | \$ 3,866 | \$ 3,800 | | | \$ 3,800 |
| 11 Community Directory | \$ - | \$ 1,000 | | | \$ 1,000 |
| 12 Total Recreation | \$ 10,156 | \$ 12,800 | \$ - | \$ - | \$ 12,800 |
| 13 <u>Grants</u> | | | | | |
| 14 West Marin Fire | \$ - | \$ 8,400 | | | \$ 8,400 |
| 15 Fire Association | \$ - | \$ 6,500 | | | \$ 6,500 |
| 16 Total Grants | \$ - | \$ 14,900 | \$ - | \$ - | \$ 14,900 |
| 17 Other Income | \$ 5,455 | \$ - | | | |
| 18 Interest Income | \$ 37,397 | \$ 20,000 | \$ 5,000 | \$ 10,000 | \$ 5,000 |
| 19 Total Operating Revenues | \$ 241,632 | \$ 218,450 | \$ 78,000 | \$ - | \$ 119,700 |
| 20 <u>Water Capital Improvements</u> | | | | | |
| 21 Improvement Surcharge | \$ 19,230 | \$ 19,000 | | \$ 19,000 | |
| 22 Improvement Tax | \$ 49,828 | \$ 50,000 | | \$ 50,000 | |
| 23 Non District in Lieu Fee | \$ 1,400 | \$ 1,400 | | \$ 1,400 | |
| 24 Total Water Improvements | \$ 70,458 | \$ 70,400 | \$ - | \$ 70,400 | \$ - |
| 25 FEMA Grants Earned Revenues | \$ 38,398 | \$ - | | | |
| 26 Total Revenues | \$ 350,488 | \$ 288,850 | \$ 78,000 | \$ 70,400 | \$ 119,700 |

Includes \$5,000 donation from Ellen Mettler down because we'll spend the FEMA funds

Muir Beach Community Services District - Proposed Budget Fiscal Year July 1, 2007 - June 30, 2008

| | <u>Last Year Actuals FYE 2007</u> | <u>Proposed Budget FYE 2008</u> | Allocation | | |
|--------------------------------------|---|---|--------------------|-------------------|---------------------|
| | | | <u>Water Oper</u> | <u>Water Impr</u> | <u>Gov Services</u> |
| Expenses | | | | | |
| 27 Employee - Wages | \$ 32,574 | \$ 40,000 | \$ 33,000 | | \$ 11,000 |
| 28 Employee - Workers Comp | \$ 3,335 | \$ 5,200 | \$ 3,600 | | \$ 1,600 |
| 29 Employee - Health Ins | \$ 4,554 | \$ 5,000 | \$ 3,600 | | \$ 1,150 |
| 30 Payroll Taxes | \$ 2,492 | \$ 3,500 | \$ 2,525 | | \$ 975 |
| 31 Employee - Vehicle Allowance | \$ 1,801 | \$ 1,620 | \$ 1,620 | | |
| 32 District Manager/Administration | \$ 26,196 | \$ 30,000 | \$ 7,500 | \$ 7,500 | \$ 15,000 |
| 33 Bookkeeping & Services | \$ 19,008 | \$ 22,000 | \$ 10,000 | | \$ 12,000 |
| 34 Audit | \$ 2,145 | \$ 28,000 | \$ 12,000 | \$ 2,000 | \$ 14,000 |
| 35 Repairs & Maintenance | \$ 13,542 | \$ 15,000 | \$ 10,000 | | \$ 10,000 |
| 36 Water Supplies and Expense | \$ 2,302 | \$ 3,000 | \$ 3,000 | | |
| 37 Water Testing | \$ 2,950 | \$ 6,000 | \$ 6,000 | | |
| 38 Water Treatment | \$ 5,548 | \$ 4,000 | \$ 4,000 | | |
| 39 Insurance - Prop, Vehicle & Liab | \$ 5,824 | \$ 7,621 | \$ 2,000 | | \$ 5,621 |
| 40 Dues and Subscriptions | \$ 380 | \$ 400 | \$ 400 | | \$ - |
| 41 Licenses & Fees | \$ 3,430 | \$ 5,000 | \$ 3,000 | | \$ 2,000 |
| 42 Utilities | | | | | |
| 43 Electric | \$ 4,867 | \$ 5,000 | \$ 4,500 | | \$ 500 |
| 44 Telephone | \$ 1,759 | \$ 2,000 | \$ 500 | | \$ 1,500 |
| 45 Propane | \$ 602 | \$ 700 | | | \$ 700 |
| 46 Refuse/Trash Removal | \$ 515 | \$ 600 | | | \$ 600 |
| 47 Total Utilities | \$ 7,743 | \$ 8,300 | \$ 5,000 | \$ - | \$ 3,300 |
| 48 Community Classes & Functions | \$ 2,487 | \$ 5,000 | \$ - | | \$ 5,000 |
| 49 Legal Counsel | \$ 1,514 | \$ 1,500 | \$ 750 | | \$ 750 |
| 50 Office, Supplies & Postage | \$ 2,228 | \$ 2,500 | \$ 1,200 | | \$ 1,300 |
| 51 Misc Operating Expense | \$ 1,078 | \$ 1,000 | \$ 500 | | \$ 500 |
| 52 Total Operating Expenses | \$ 141,131 | \$ 194,641 | \$ 109,695 | \$ 9,500 | \$ 84,196 |
| 53 FEMA Expenditures | \$ 38,398 | \$ 240,155 | | | |
| 54 Total Expenditures | \$ 179,529 | \$ 434,796 | \$ 109,695 | \$ 9,500 | \$ 84,196 |
| 55 Net Operating Income | \$ 100,501 | \$ 23,809 | \$ (31,695) | \$ (9,500) | \$ 35,504 |
| 56 Revenues less Expenditures | \$ 170,959 | \$ (145,946) | <u>\$ (31,695)</u> | <u>\$ 60,900</u> | <u>\$ 35,504</u> |

Muir Beach Community Services District – Water Leak Relief Policy

Current Policy (Adopted April 2005)

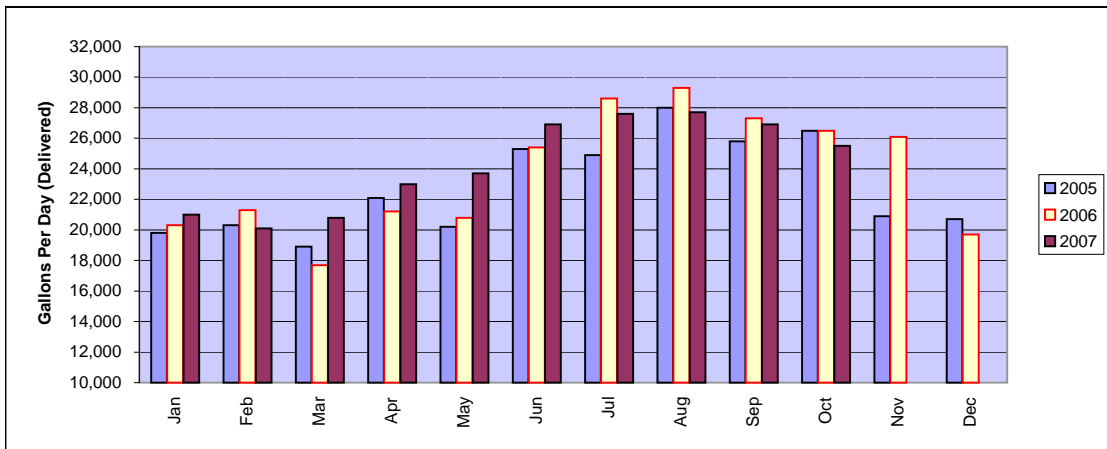
- (a) Property owner will pay the average of the previous 12 months water bills, or the average of all the water bills in the case of ownership of less than 12 months, including the surcharge.
- (b) There is no limit to the number of times relief can be sought but relief will only be granted after the leak has been verified as having been repaired.

Proposed Amendments to Leak Relief Policy

- (c) Water leak or excessive use must not have occurred as a result of willful or negligent act on the part of the customer. Leaky faucets, toilets, hot water heaters, hoses left unattended or other leaks and malfunctions in appliances not eligible for leak relief. The policy is intended to provide relief for leaks that occur in buried pipes from the meter to the house only.
- (d) Final decision as to applicability of the Leak Relief policy rests with the District Manager.

Water Production Table

| End Date | Gallons Per Day | | | | | | Billings | | |
|------------|-----------------|-----------|-----------------------|-----------------|---------------------|-------|--------------------|-------|------------|
| | Pumped | Delivered | 12 Mo Avg (Delivered) | Unaccounted For | Average Residential | Month | 12 Mos Rolling Avg | | |
| Dec 16, 07 | | | | | | | | | |
| Nov 16, 07 | | | | | | | | | |
| Oct 16, 07 | 29,000 | 25,500 | 17,400 | 1,770 | 6% | 169 | \$ 7,876 | -1.1% | \$ 98,950 |
| Sep 16, 07 | 29,900 | 26,900 | 19,600 | 2,960 | 10% | 178 | \$ 9,218 | -1.2% | \$ 100,060 |
| Aug 16, 07 | 28,200 | 27,700 | 21,900 | 450 | 2% | 183 | \$ 9,565 | 0.3% | \$ 101,310 |
| Jul 16, 07 | 28,900 | 27,600 | 24,300 | 1,360 | 5% | 182 | \$ 9,109 | -0.2% | \$ 101,020 |
| Jun 16, 07 | 28,600 | 26,900 | 24,400 | 1,700 | 6% | 178 | \$ 9,374 | 0.4% | \$ 101,190 |
| May 16, 07 | 30,700 | 23,700 | 24,300 | 4,380 | 14% | 157 | \$ 8,117 | 1.0% | \$ 100,760 |
| Apr 16, 07 | 27,300 | 23,000 | 24,100 | 4,060 | 15% | 153 | \$ 8,132 | 0.4% | \$ 99,810 |
| Mar 16, 07 | 23,100 | 20,800 | 23,900 | 1,930 | 8% | 138 | \$ 6,805 | 0.9% | \$ 99,380 |
| Feb 16, 07 | 22,000 | 20,100 | 23,600 | 1,500 | 7% | 133 | \$ 7,415 | 0.0% | \$ 98,530 |
| Jan 16, 07 | 22,800 | 21,000 | 23,700 | 1,430 | 6% | 139 | \$ 7,547 | 0.3% | \$ 98,540 |
| Dec 16, 06 | 22,500 | 19,700 | 23,700 | 2,110 | 9% | 131 | \$ 6,621 | -0.4% | \$ 98,280 |
| Nov 16, 06 | 29,200 | 26,100 | 23,800 | 2,130 | 7% | 173 | \$ 9,170 | 1.9% | \$ 98,670 |
| Oct 16, 06 | 28,700 | 26,500 | 23,300 | 1,860 | 6% | 175 | \$ 8,988 | 1.5% | \$ 96,840 |
| Sep 16, 06 | 28,500 | 27,300 | 23,300 | 1,050 | 4% | 181 | \$ 10,466 | 3.0% | \$ 95,400 |
| Aug 13, 06 | 30,600 | 29,300 | 23,200 | 930 | 3% | 194 | \$ 9,280 | 1.0% | \$ 92,620 |
| Jul 16, 06 | 31,900 | 28,600 | 23,100 | 1,720 | 5% | 189 | \$ 9,277 | 2.4% | \$ 91,700 |
| Jun 16, 06 | 28,400 | 25,400 | 22,800 | 2,530 | 9% | 168 | \$ 8,943 | 1.8% | \$ 89,510 |
| May 16, 06 | 24,700 | 20,800 | 22,800 | 3,430 | 14% | 138 | \$ 7,162 | 1.5% | \$ 87,910 |
| Apr 16, 06 | 22,800 | 21,200 | 22,700 | 1,280 | 6% | 140 | \$ 7,709 | 1.5% | \$ 86,600 |
| Mar 16, 06 | 20,400 | 17,700 | 22,800 | 2,450 | 12% | 117 | \$ 5,952 | 0.8% | \$ 85,310 |
| Feb 16, 06 | 29,000 | 21,300 | 22,900 | 7,290 | 25% | 141 | \$ 7,427 | 1.7% | \$ 84,600 |
| Jan 16, 06 | 30,600 | 20,300 | 22,800 | 10,320 | 34% | 134 | \$ 7,290 | 1.7% | \$ 83,220 |
| Dec 16, 05 | 22,700 | 20,700 | 22,800 | 1,710 | 8% | 137 | \$ 7,009 | 2.0% | \$ 81,830 |
| Nov 16, 05 | 24,700 | 20,900 | 22,700 | 3,220 | 13% | 138 | \$ 7,341 | 2.6% | \$ 80,250 |
| Oct 16, 05 | 26,800 | 26,500 | 22,400 | 240 | 1% | 176 | \$ 7,543 | 0.4% | \$ 78,180 |
| Sep 16, 05 | 29,500 | 25,800 | 22,300 | 3,520 | 12% | 171 | \$ 7,683 | -1.4% | \$ 77,840 |
| Aug 16, 05 | 29,700 | 28,000 | 22,600 | 1,480 | 5% | 186 | \$ 8,364 | 0.4% | \$ 78,930 |
| Jul 16, 05 | 27,000 | 24,900 | 22,600 | 1,980 | 7% | 165 | \$ 7,083 | -1.4% | \$ 78,640 |
| Jun 16, 05 | 26,900 | 25,300 | 22,900 | 1,580 | 6% | 168 | \$ 7,352 | -1.6% | \$ 79,760 |
| May 16, 05 | 24,400 | 20,200 | 23,300 | 3,850 | 16% | 134 | \$ 5,847 | -2.8% | \$ 81,020 |
| Apr 16, 05 | 25,300 | 22,100 | 24,000 | 2,380 | 9% | 147 | \$ 6,421 | -1.2% | \$ 83,390 |
| Mar 16, 05 | 23,600 | 18,900 | 24,300 | 4,110 | 17% | 127 | \$ 5,239 | -0.5% | \$ 84,380 |
| Feb 16, 05 | 23,500 | 20,300 | 24,400 | 3,120 | 13% | 135 | \$ 6,048 | -1.6% | \$ 84,840 |
| Jan 16, 05 | 21,900 | 19,800 | 24,700 | 2,110 | 10% | 131 | \$ 5,902 | -1.2% | \$ 86,260 |



Muir Beach Community Services District

Balance Sheet

As of September 30, 2007

Accrual Basis

| | Sep 30, 07 |
|---------------------------------|------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Smith Barney | |
| SB General Fund | 473,508 |
| SB Water Cap Impr Fund | 453,356 |
| SB Fire Station Reserve Fund | 15,547 |
| SB Unallocated Interest | 21,185 |
| Smith Barney - Other | 7,969 |
| Total Smith Barney | 971,564 |
| 73800 Fund | |
| General Fund | -17,882 |
| Water Cap Impr Fund | 2,545 |
| Unallocated Interest | 15,337 |
| Total 73800 Fund | |
| Petty Cash Fund | 192 |
| Total Checking/Savings | 971,755 |
| Accounts Receivable | |
| Receivables | 26,264 |
| Due from County of Marin | 11,116 |
| Total Accounts Receivable | 37,380 |
| Other Current Assets | |
| Prepaid Expenses | |
| Calpers Prepaid | 15 |
| Total Prepaid Expenses | 15 |
| Undeposited Funds | 18,446 |
| Deposits | 340 |
| Total Other Current Assets | 18,801 |
| Total Current Assets | 1,027,937 |
| 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 |

Muir Beach Community Services District

Balance Sheet

As of September 30, 2007

Accrual Basis

| | Sep 30, 07 |
|-------------------------------------|-------------------------|
| TOTAL ASSETS | <u>1,125,000</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | 9,890 |
| Total Accounts Payable | <u>9,890</u> |
| Credit Cards | |
| Chase 5153 | 1,402 |
| Total Credit Cards | <u>1,402</u> |
| Other Current Liabilities | |
| FEMA Grant Deferred Revenue | |
| 2153; Project 5 | 25,098 |
| 2158; Project 11 | 12,214 |
| 2326; Project 6 | 41,788 |
| 2428; Project 7 | 36,331 |
| 2484; Project 9 | 1,053 |
| 2764; Project 1 | 5,734 |
| 3043; Project 4-1 | 4,732 |
| 3046; Project 3 | 14,760 |
| 3048; Project 4-2 | 23,061 |
| 3284; Project 2 | -2,600 |
| 3286; Project 13 | 4,355 |
| 3327; Project 12G | 9,027 |
| 3328; Project 12C | 27,494 |
| 3330; Project 10 | 8,204 |
| 3338; Project 8 | 4,076 |
| Administrative Allowance | 3,469 |
| FEMA reimbursable | 3,369 |
| FEMA Grant Deferred Revenue - Other | -95 |
| Total FEMA Grant Deferred Revenue | <u>222,069</u> |
| Rental Security Deposits | 2,000 |
| Water Security Deposits | 7,950 |
| West Marin Fd Deferred Revenue | 22,583 |
| Total Other Current Liabilities | <u>254,602</u> |
| Total Current Liabilities | <u>265,894</u> |
| Total Liabilities | 265,894 |
| Equity | |
| Retained Earnings | 846,746 |
| Net Income | 12,360 |
| Total Equity | <u>859,106</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>1,125,000</u></u> |

Muir Beach Community Services District
Statement of Revenues and Expenditures

August through September 2007

Accrual Basis

| | <u>Aug 07</u> | <u>Sep 07</u> | <u>TOTAL</u> |
|--------------------------------|---------------------|---------------------|---------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Water Operations Income | 7,703 | 7,375 | 15,077 |
| Water Capital Improvement Revs | 2,013 | 1,844 | 3,857 |
| Recreational Activities Income | 587 | 1,063 | 1,650 |
| Grant Revenues | 3,902 | 15,922 | 19,825 |
| Interest Income | 4,442 | 3,527 | 7,969 |
| Total Income | <u>18,647</u> | <u>29,731</u> | <u>48,378</u> |
| Expense | | | |
| Accounting & Bookkeeping | 2,026 | 1,024 | 3,049 |
| Community Classes & Functions | 155 | 257 | 412 |
| Employee Benefits | 890 | 890 | 1,781 |
| FEMA Expenditures | 2,193 | 15,893 | 18,086 |
| Licenses & Fees | 2,591 | 0 | 2,591 |
| Misc Operating Expenses | 54 | 13 | 67 |
| Office Expense | 49 | 5 | 54 |
| Payroll Expenses | 5,642 | 2,695 | 8,336 |
| Repair & Maintenance | 70 | 11 | 81 |
| Supply | 0 | 105 | 105 |
| Travel Expense | 135 | 179 | 314 |
| Uncategorized Exp | 59 | 27 | 86 |
| Utilities | 493 | 679 | 1,172 |
| Water Enterprise | 618 | 837 | 1,456 |
| West Marin Expenditures | 1,709 | 29 | 1,739 |
| Total Expense | <u>16,684</u> | <u>22,643</u> | <u>39,327</u> |
| Net Ordinary Income | <u>1,963</u> | <u>7,088</u> | <u>9,051</u> |
| Net Income | <u><u>1,963</u></u> | <u><u>7,088</u></u> | <u><u>9,051</u></u> |

Muir Beach Community Services District
Expenditures
August 2007

| | <u>TOTAL</u> | <u>Admin</u> | <u>FEMA</u> | <u>Fire</u> | <u>Rec</u> | <u>Roads</u> | <u>Water</u> |
|-----------------------------------|-------------------------|------------------------|------------------------|------------------------|------------------------|----------------------|------------------------|
| County of Marin, EHS | 2,538.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,538.00 |
| ILS Associates | 2,192.91 | 0.00 | 2,192.91 | 0.00 | 0.00 | 0.00 | 0.00 |
| Harvey Pearlman | 2,035.00 | 0.00 | 0.00 | 0.00 | 154.00 | 88.00 | 1,793.00 |
| Mullin, Sharon | 1,944.20 | 1,325.00 | 0.00 | 0.00 | 0.00 | 0.00 | 619.20 |
| Marin County Tax Collector | 1,679.40 | 0.00 | 0.00 | 1,679.40 | 0.00 | 0.00 | 0.00 |
| Salvador Gonzalez | 1,275.00 | 0.00 | 0.00 | 0.00 | 562.50 | 592.50 | 120.00 |
| CalPers | 890.25 | 890.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Jose Alcala | 760.00 | 0.00 | 0.00 | 0.00 | 0.00 | 190.00 | 570.00 |
| Brenntag Pacific | 465.01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 465.01 |
| Juana Gonzalez | 432.00 | 0.00 | 0.00 | 0.00 | 432.00 | 0.00 | 0.00 |
| Payroll taxes | 384.58 | 384.58 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| PG&E | 337.60 | 0.00 | 0.00 | 0.00 | 25.98 | 0.00 | 311.62 |
| Lonna Richmond | 315.00 | 0.00 | 0.00 | 0.00 | 315.00 | 0.00 | 0.00 |
| State Compensation Insurance Fund | 230.02 | 0.00 | 0.00 | 0.00 | 74.06 | 63.15 | 92.81 |
| Chris Gove | 210.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 210.00 |
| Pearlman, Harvey - V | 135.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 135.00 |
| Paychex, Inc. | 130.73 | 130.73 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SBC | 121.67 | 58.64 | 0.00 | 30.07 | 0.00 | 0.00 | 32.96 |
| Wang, Emiko | 90.00 | 0.00 | 0.00 | 0.00 | 90.00 | 0.00 | 0.00 |
| Pace Supply Corp. | 83.27 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 83.27 |
| Knox, Nancy | 45.00 | 0.00 | 0.00 | 0.00 | 45.00 | 0.00 | 0.00 |
| Cingular Wireless | 35.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 35.20 |
| United Site Services, Inc. | 32.25 | 0.00 | 0.00 | 0.00 | 32.25 | 0.00 | 0.00 |
| Herb's Pool Service | 28.06 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 28.06 |
| Misc Vendor | 19.95 | 0.00 | 0.00 | 0.00 | 19.95 | 0.00 | 0.00 |
| Paytrust | 12.95 | 12.95 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | <u><u>16,423.05</u></u> | <u><u>2,802.15</u></u> | <u><u>2,192.91</u></u> | <u><u>1,709.47</u></u> | <u><u>1,750.74</u></u> | <u><u>933.65</u></u> | <u><u>7,034.13</u></u> |

Muir Beach Community Services District
Expenditures
August 2007

| | | |
|---|------------------|-------------------------|
| Paid from FEMA Grants | 2,192.91 | |
| Paid from the Water Capital Improvements Fund | 0.00 | |
| Paid from West Marin Funds | 1709.47 | |
| Paid from General Funds | <u>12,520.67</u> | |
| Total expenditures per above | | 16,423.05 |
| | | |
| Paid from the Rental Security Deposit Trust | | |
| Nomad Dance Company | <u>250.00</u> | |
| Total paid from the Rental Security Deposit Trust | | 250.00 |
| | | |
| Paid from the Water Security Deposit Trust | | |
| None | <u>0.00</u> | |
| Total paid from the Water Security Deposit Trust | | 0.00 |
| | | |
| Total checks issues | | <u><u>16,673.05</u></u> |

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2007.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Maury Ostroff, Board President

Leighton Hills, District Manager

Muir Beach Community Services District
Expenditures
September 2007

| | <u>TOTAL</u> | <u>Admin</u> | <u>FEMA</u> | <u>Fire</u> | <u>Rec</u> | <u>Roads</u> | <u>Water</u> |
|---------------------------------------|-------------------------|------------------------|-------------------------|---------------------|------------------------|--------------------|------------------------|
| Mill Valley Lumber | 6,039.35 | 0.00 | 6,039.35 | 0.00 | 0.00 | 0.00 | 0.00 |
| Streb, Tom | 2,250.00 | 0.00 | 2,250.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| ILS Associates, Inc. | 2,207.91 | 0.00 | 2,207.91 | 0.00 | 0.00 | 0.00 | 0.00 |
| Harvey Pearlman | 1,887.61 | 0.00 | 402.61 | 0.00 | 176.00 | 0.00 | 1,309.00 |
| Fose Tree Service | 1,650.00 | 0.00 | 1,650.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Felix, Mark | 1,250.00 | 0.00 | 1,250.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Salvador Gonzalez | 964.35 | 0.00 | 694.35 | 0.00 | 210.00 | 0.00 | 60.00 |
| CalPers | 890.25 | 890.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Mullin, Sharon | 804.92 | 665.00 | 0.00 | 0.00 | 0.00 | 0.00 | 139.92 |
| Brenntag Pacific | 585.01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 585.01 |
| PG&E | 523.58 | 0.00 | 0.00 | 0.00 | 33.91 | 0.00 | 489.67 |
| ABC Consultants, Inc. | 431.23 | 0.00 | 431.23 | 0.00 | 0.00 | 0.00 | 0.00 |
| Juana Gonzalez | 288.00 | 0.00 | 0.00 | 0.00 | 288.00 | 0.00 | 0.00 |
| Paychex, Inc. | 223.67 | 223.67 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Marin County Public Health Laboratory | 210.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 210.00 |
| Lonna Richmond | 210.00 | 0.00 | 0.00 | 0.00 | 210.00 | 0.00 | 0.00 |
| State Compensation Insurance Fund | 204.78 | 0.00 | 0.00 | 0.00 | 66.76 | 8.66 | 129.36 |
| Wang, Emiko | 202.08 | 0.00 | 0.00 | 0.00 | 202.08 | 0.00 | 0.00 |
| Payroll taxes | 176.95 | 176.95 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Pearlman, Harvey - V | 135.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 135.00 |
| SBC | 120.98 | 58.63 | 0.00 | 29.39 | 0.00 | 0.00 | 32.96 |
| Jose Alcala | 60.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 60.00 |
| Cingular Wireless | 35.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 35.20 |
| Knox, Nancy | 35.00 | 0.00 | 0.00 | 0.00 | 35.00 | 0.00 | 0.00 |
| Misc Vendor | 20.25 | 0.00 | 0.00 | 0.00 | 20.25 | 0.00 | 0.00 |
| Paytrust | 12.95 | 12.95 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Valley Security & Tool | 4.20 | 4.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | <u><u>21,423.27</u></u> | <u><u>2,031.65</u></u> | <u><u>14,925.45</u></u> | <u><u>29.39</u></u> | <u><u>1,242.00</u></u> | <u><u>8.66</u></u> | <u><u>3,186.12</u></u> |

Muir Beach Community Services District
Expenditures
September 2007

| | | |
|---|-----------------|-------------------------|
| Paid from FEMA Grants | 14,925.45 | |
| Paid from the Water Capital Improvements Fund | 0.00 | |
| Paid from West Marin Funds | 29.39 | |
| Paid from General Funds | <u>6,468.43</u> | |
| Total expenditures per above | | 21,423.27 |
| | | |
| Paid from the Rental Security Deposit Trust | | |
| Michael Mahn | <u>250.00</u> | |
| Total paid from the Rental Security Deposit Trust | | 250.00 |
| | | |
| Paid from the Water Security Deposit Trust | | |
| None | <u>0.00</u> | |
| Total paid from the Water Security Deposit Trust | | 0.00 |
| | | |
| Total checks issues | | <u><u>21,673.27</u></u> |

The above bills were approved for payment by the Muir Beach Community Services District Board of Directors on the _____ day of _____, 2007.

MUIR BEACH COMMUNITY SERVICES DISTRICT

Maury Ostroff, Board President

Leighton Hills, District Manager

1
2 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
3 **Minutes of the Board of Directors' meeting held on**
4 **Wednesday, August 22, 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 7:20 PM on Wednesday, August 22, 2007.
17

18 **Roll Call**
19

20 DIRECTORS PRESENT: Rudnick, Ostroff, Jacobs, Hobson, Shaffer
21 OFFICERS PRESENT: District Manager Hills, Secretary-Treasurer Mullin
22

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

25 Carolyn Shoulders from the National Park Service gave a general update on the restoration
26 projects at Big Lagoon and Banducci Ranch. The EIS for the Big Lagoon project, issued in
27 December 2006, elicited 26 public comments relating to transportation, parking, sea level
28 rise and the bridge/causeway. They are preparing responses and have made some
29 amendments. The final EIS will be issued in November to be followed by a month long
30 period for public comment. They will then apply for the permits from the various regulatory
31 agencies. Design preparation will be the focus of 2008. The work, possibly to begin in
32 2009, will only be done during the dry season. Rotating the parking lot is being considered,
33 which will retain current capacity. The rotated parking lot will have a different entrance to
34 discourage visitors from going forward into the residential areas.
35

36 Saaid Fakhrazadeh from the Department of Public Works reported on the causeway portion
37 of the project. The altitude will be around 250' which he said is not much higher than that of
38 Highway 1. Many of the comments made by the public were to express concerns about the
39 causeways width. The width now being considered is a maximum of 32', with a divider for
40 cars and 6' allocated to a pedestrian and bicycle path that meets ADA requirements. The
41 width will be reduced further if possible. The County does not have any funding at this point
42 in time and is looking for grant opportunities to be able to begin the planning process.

1 Carolyn also gave an update on the project at Banducci Ranch to restore habitat and flood
2 plain processes. Work on a part of the channel that is highly disconnected from its flood
3 plain will begin in September. An Environmental Assessment has been prepared but there
4 isn't the money to address all of the actions. More work will be done as funding is received.
5 It will take about a month to complete. Regulatory agencies are requiring that the work be
6 completed before October 15.

7
8 **Item 3 CONSENT CALENDAR**
9

10 A. **Approval of Minutes** – Regular meeting June 27, 2007, and special meeting May
11 23, 2007.

12
13 B. **Approval of Financial Statements** – July 31, 2007.

14
15 MOTION: To adopt the Consent Calendar, which includes Item A and B above.

16 Moved: Shaffer, seconded by Rudnick

17 Vote: AYES: Unanimous
18

19 **Item 4 FIRE DEPARTMENT REPORT**
20

21 Fire Chief John Sward is still in negotiations regarding the fire barn although the process is
22 slow.

23
24 **Item 5 DISTRICT MANAGER'S REPORT**
25

26 District Manager Leighton Hills announced that after serving the District for many years as a
27 Board member and District Manager, he needs more time for personal endeavors. He will
28 continue to retain the position of District Manager but other Board members will help with
29 the workload.

30
31 The FEMA projects have received a one-year extension. Work is currently being done on the
32 bridge. Other projects to be started in a couple of weeks include improvements to the
33 drainage from Ahab down Cove Lane to little beach, working on the culverts and swales
34 along Sunset Way, getting the back-up well back into production and removal of unsafe
35 trees.

36
37 **Item 6 RECREATIONAL ITEMS**
38

39 Due to an increase in the number of children in the community, Harvey would like to have an
40 event at the picnic grounds at the end of September to bring parents and children together.
41 Harvey will organize and publicize the event and is asking for up to \$500 to pay for the cost
42 of food and activities.

43
44 **Item 7 ITEMS REMOVED FROM THE CONSENT CALENDAR**
45

46 No items were removed from the Consent Calendar.

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Item 8 PUBLIC OPEN TIME

Several residents offered ideas as to how the community could honor resident and consummate volunteer Ellen Mettler who passed away in early August. An agenda item was requested to discuss whether the monies that Ellen donated to the CSD for the purpose of improving access and parking at the Community Center could be used to rebuild the bottom stairway in the same manner that John Sward built the upper stairway.

Item 9 NEXT MEETING DATE

The next meeting date is scheduled for Wednesday, October 24, 2007.

Item 10 ADJOURNMENT

The meeting was adjourned at 8:34 PM.

1 **MUIR BEACH COMMUNITY SERVICES DISTRICT**
2 **Minutes of the Special Board of Directors' meeting held on**
3 **Wednesday, September 26, 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 7:01 PM on Wednesday, September 26, 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 February 2008 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: Jacobs, seconded by Hobson

35 Vote: AYES: Unanimous

36
37 President Ostroff introduced and read the ordinance (by title only): “Ordinance 2007-2, An
38 ordinance of the Board of Directors of the Muir Beach Community Services District
39 amending Ordinance 2007-1 approving and adopting the levy of a special tax on the real
40 property located within the District for fire protection and related purposes.”

41
42 The meeting date for the public hearing on the ordinance is scheduled for Wednesday,
43 October 24, 2007.

44
45 **Item 3 ADJOURNMENT**

46
47 The special item meeting was adjourned at 7:04 PM.