

**Agenda for the Regular Meeting of the Board of Directors
Tuesday – January 12, 2016**

5:30 PM - Marinwood Community Center Classroom

*Open Session will begin no earlier than 7:30PM. Times listed are approximate and subject to delay.

Time*	Description:	Board Action
A. 5:30 PM	CALL TO ORDER	
B. 5:30 PM	CLOSED SESSION <i>Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Jack Hughes, Liebert Cassidy Whitmore. Represented Employees: Marinwood Professional Firefighters</i>	
C. 7:30 PM	OPEN SESSION: CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
D. 7:30 PM	AGENDA	Adopt
E. 7:35 PM	FISCAL MATTERS	
	1. Presentation of Fiscal Year 2014-2015 Audited Basic Financial Statements and Management Report – <i>Michael O'Connor, CPA of RJ Ricciardi, Inc.</i>	Accept
	2. Fiscal Year 2015-2016 Year to Date Budget-to-Actuals	Review
F. 8:15 PM	PROCEDURAL MATTERS	
	1. Review of Rosenberg's Rules of Order: <i>Adopted Parliamentary Procedures for District Board & Commission Meetings</i>	Review
G. 8:30 PM	CONSENT CALENDAR	
	a. Draft Minutes of Regular Meeting of December 8, 2015	Approve
	b. Bills Paid Nos. 579-689	
H. 8:40 PM	DISTRICT MATTERS	
	1. Clarification on Composition of Ad-Hoc Committees Approved December 8, 2015	
	2. Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities <i>Committee Member(s): Jeff Naylor, Bill Shea</i>	Review & Discuss
	3. Update from Ad-Hoc Committee to Review, Revise, Create District Policies & Procedures. <i>Committee Member(s): Izabela Perry</i>	Discuss
	4. Update on Upcoming Accounting System Transition	Review
I. 9:10 PM	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to limit comments to two minutes. Speakers may comment only on Closed Session and non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
J. 9:20 PM	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of January 5, 2016	Review
	2. Fire Department - Activity Summary Report for December, 2015	Review
	3. Fire Chief Report	Review
	4. Date of Next Fire Commission Meeting – February 2, 2016	
K. 9:40 PM	PARK AND RECREATION MATTERS	
	1. Ordinance 2011-03: Review Recommended Revision to Require Leash Restrictions on Multi-Use Trails including Marinwood Park Panhandle Trail	Approve Revision
	2. Recreation and Maintenance Activity Reports	Review
	3. Proposed Camp and Pool Rates for 2016 Season	Approve
	4. Date of Next Park & Recreation Commission Meeting – January 26, 2016	
L. 10:05 PM	NEW AND OTHER BUSINESS	
	1. Appointments of Liaison Directors to Fire and Park & Recreation Commissions	Appoint
	2. Initial Discussion regarding Current District Website and Potential Revisions	
	3. Requests for Future Meeting Agenda Items	
M. 10:25 PM	RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST	
N. 10:30 PM	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – February 9, 2016 at 7:30 PM	

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1/7/2016

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. **Report/Letter date is TENTATIVE-TBD**

MARINWOOD COMMUNITY SERVICES DISTRICT

SAN RAFAEL, CALIFORNIA

BASIC FINANCIAL STATEMENTS

JUNE 30, 2015

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INDEPENDENT AUDITORS' REPORT

Board of Directors
Marinwood Community Services District
San Rafael, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Marinwood Community Services District, as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise Marinwood Community Services District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to Marinwood Community Services District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Marinwood Community Services District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Marinwood Community Services District, as of June 30, 2015, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3-7 and page 33, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

R.J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California
January 5, 2016

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Marinwood Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2015

This section of Marinwood Community Services District's (the District's) basic financial statements presents management's overview and analysis of the financial activities of the organization for the fiscal year ended June 30, 2015. We encourage the reader to consider the information presented here in conjunction with the financial statements as a whole.

Introduction to the Basic Financial Statements

The required financial statements include the Combined Government-wide and Fund Financial statements; Statement of Net Position and Governmental Funds Balance Sheet; Statement of Activities and Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances; and the Statement of Revenues, Expenditures and Changes in Fund Balances-Budget and Actual-General Fund.

These statements are supported by notes to the financial statements. All sections must be considered together to obtain a complete understanding of the financial picture of the District.

The Basic Financial Statements

The basic financial statements comprise the Combined Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the District's financial activities and financial position.

The Government-wide Financial Statements provide a longer-term view of the District's activities as a whole, and comprise the Statement of Net Position and the Statement of Activities. The Statement of Net Position provides information about the financial position of the District as a whole, including all of its capital assets and long-term liabilities on the full accrual basis, similar to that used by corporations. The Statement of Activities provides information about all of the District's revenues and all of its expenses, also on the full accrual basis, with the emphasis on measuring net revenues or expenses of the District's programs. The Statement of Activities explains in detail the change in Net Position for the year.

All of the District's activities are grouped into Government Activities, as explained below.

The Fund Financial Statements report the District's operations in more detail than the Government-wide Financial Statements and focus primarily on the short-term activities of the District's Major Funds. The Fund Financial Statements measure only current revenues and expenditures and fund balances; they exclude capital assets, long-term debt and other long-term amounts.

Major Funds account for the major financial activities of the District and are presented individually. Major Funds are explained below.

The Government-wide Financial Statements

Government-wide Financial Statements are prepared on the accrual basis, which means they measure the flow of all economic resources of the District as a whole.

The Statement of Net Position and the Statement of Activities present information about the following:

Governmental Activities

The District's basic services are considered to be governmental activities. These services are supported by specific program revenues, state and federal grants, and general revenues from taxes and use of money.

Marinwood Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS
 June 30, 2015

Fund Financial Statements

The Fund Financial Statements provide detailed information about each of the District's most significant funds, called Major Funds. The concept of Major Funds, and the determination of which are Major Funds, was established by Governmental Accounting Standards Board (GASB) Statement No. 34 and replaces the concept of combining like funds and presenting them in total. Instead, each Major Fund is presented individually, with all Non-major Funds summarized and presented only in a single column. Major Funds present the major activities of the District for the year, and may change from year to year as a result of changes in the pattern of the District's activities.

In the District's case, there are two Major Governmental Funds – the General Fund and the Debt Service Fund.

Governmental Fund Financial Statements are prepared on the modified accrual basis, which means they measure only current financial resources and uses. Capital assets and other long-lived assets, along with long-term liabilities, are not presented in the Governmental Fund Financial Statements.

Comparisons of Budget and Actual financial information are presented for the General Fund.

Analyses of Major Funds

Governmental Funds:

General Fund revenue increased \$57,032 this fiscal year, due primarily to the increase in facility rentals and recreation class participation. In addition, the manner in which deferred revenue was calculated in previous years was changed as of June 30, 2015.

General fund expenditures were \$5,014,331, an increase of \$238,582 from the prior year.

Governmental Activities

Table 1
Governmental Net Position

	Governmental Activities	
	2015	2014
Current and other assets	\$ 1,996,532	\$ 1,524,746
Capital assets	4,033,885	4,154,942
Total assets	6,030,417	5,679,688
Current liabilities	918,169	598,093
Long-term liabilities	2,808,393	2,199,978
Total liabilities	3,726,562	2,798,071
Net position:		
Invested in capital assets, net of related debt	3,239,925	3,616,339
Restricted	129,298	133,462
Unrestricted	(3,663,588)	(868,184)
Total net position	\$ (294,365)	\$ 2,881,617

The District's governmental net position amounted to (\$294,365) as of June 30, 2015, a decrease of \$3,175,982 from 2014. This decrease is the Change in Net Position reflected in the Governmental Activities column of the Statement of Activities shown in Table 2.

Marinwood Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS
 June 30, 2015

The District's net assets as of June 30, 2015 comprised the following:

- Cash and investments of \$1,858,999. Accounts receivable of \$67,067.
- Capital assets of \$4,033,885, net of depreciation charges, which includes all the District's capital assets used in governmental activities.
- Accounts payable and other current liabilities of \$306,107, as well as unearned revenue of \$600,513.
- Long-term debt of \$2,808,394 and net pension liability of \$3,142,286.
- Net position invested in capital assets, net of related debt of \$3,239,925, representing the District's investment in capital assets used in Governmental Activities, net of amounts borrowed to finance that investment.
- Unrestricted net position is the part of net position that can be used to finance day-to-day operations without constraints established by debt covenants or other legal requirements or restrictions. The District had (\$3,663,588) of unrestricted net position as of June 30, 2015. Net position restricted for debt service was \$129,298.

The Statement of Activities presents program revenues and expenses and general revenues in detail. All of these are elements in the Changes in Governmental Net Position summarized below.

Table 2
Changes in Governmental Net Position

	Governmental Activities	
	2015	2014
<u>Expenses</u>		
Park	\$ 611,737	\$ 673,629
Recreation	1,888,134	1,793,123
Public safety	2,316,538	2,603,296
Street lighting	21,662	31,046
Measure A	53,817	-
Interest expense	27,121	32,016
Total expenses	4,919,009	5,133,110
<u>Revenues</u>		
Program revenues:		
Charges for services	2,077,535	2,233,046
Total program revenues	2,077,535	2,233,046
General revenues:		
Property taxes	3,145,383	2,853,889
Interest and other income	1,104	9,911
Total general revenues	3,146,487	2,863,800
Total revenue	5,224,022	5,096,846
Change in net position	\$ 305,013	\$ (36,264)

As Table 2 above shows, \$2,077,535, or 40% of the District's fiscal year 2015 governmental revenue, came from program revenues and \$3,146,487, or 60%, came from general revenues such as taxes and interest.

Marinwood Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS
 June 30, 2015

General revenues are not allocable to programs. General revenues are used to pay for the net cost of governmental programs.

Capital Assets

GASB Statement No. 34 requires the District to record all its capital assets, which were not recorded in prior years. At the end of fiscal year 2015, the cost of infrastructure and other capital assets recorded in the District's financial statements was as shown in Table 3 below:

Table 3
Capital Assets at Year-End

	Balance at June 30, 2015
<u>Governmental Activities</u>	
Land (not depreciated)	\$ 1,930,268
Buildings	3,642,763
Equipment	1,102,105
Other	316,305
Less: accumulated depreciation	(2,957,557)
Governmental activity capital assets, net	\$ 4,033,885

Detail on capital assets, current year additions and current year disposals can be found in Note 5.

Debt Administration

The District's long-term obligations consist of (1) a lease-finance agreement between the District and CSDA entered into on September 1, 1996 in the amount of \$1,580,000; (2) a lease-finance agreement with the Municipal Finance Corporation assigned to Westamerica Bank in the amount of \$300,000; (3) Revenue bonds dated year 1999. The CSDA lease-finance was for the remodel of the community center and firehouse, and the Westamerica bank loan was for the renovation of the changing rooms and staff area. The District made all scheduled repayments of existing debt. Each of the District's debt issues is discussed in detail in Note 4 to the financial statements. As of June 30, 2015, the District's debt comprised:

Table 4
Outstanding Debt

	June 30, 2015
Government Activity Debt:	
CSDA lease	\$ 320,000
MERA loan	109,268
Fire Truck Lease	364,692
Other Post Employment Benefits	2,014,433
Total Governmental Activity Debt	\$ 2,808,393

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the District.

The economic condition of the District as it appears on the balance sheet reflects financial stability. The District will continue to maintain a watchful eye over expenditures and remains committed to sound fiscal management practices to deliver the highest quality service to the citizens of the area.

Marinwood Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2015

Contacting the District's Financial Management

This comprehensive Annual Financial Report is intended to provide citizens, taxpayers, and creditors with a general overview of the District's finances. Questions about this Report should be directed to Marinwood Community Services District, 775 Miller Creek Road, San Rafael, CA 94903-1323.

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Marinwood Community Services District
STATEMENT OF NET POSITION
 June 30, 2015

	Governmental Activities
<u>ASSETS</u>	
Cash and investments	\$ 1,858,999
Account receivable	137,533
Non-depreciable capital assets	1,930,268
Depreciable capital assets, net	2,103,617
Total assets	6,030,417
<u>DEFERRED OUTFLOWS</u>	
Deferred outflows related to pensions	348,102
<u>LIABILITIES</u>	
Accounts payable	25,243
Accrued expenses	130,101
Compensated absences	150,763
Accrued interest	11,550
Unearned income	600,512
Non-current liabilities:	
Due within one year	144,907
Due in more than one year	2,663,486
Net pension liability	3,142,286
Total liabilities	6,868,848
<u>DEFERRED INFLOWS</u>	
Deferred Inflows related to pensions	(195,964)
<u>NET POSITION</u>	
Invested in capital assets, net of related debt	3,239,925
Restricted for:	
Debt service	129,298
Total restricted net position	129,298
Unrestricted net position	(3,663,588)
Total net position	\$ (294,365)

The accompanying notes are an integral part of these financial statements.

Marinwood Community Services District
STATEMENT OF ACTIVITIES
For the Fiscal Year Ended June 30, 2015

<u>Functions/Programs</u>	Program Revenues			Net (Expense) Revenue and Changes in Net Assets
	Expenses	Charges for Services	Capital Grants & Contributions	Governmental Activities
Governmental activities:				
Park	\$ 611,737	\$ -	\$ -	\$ (611,737)
Recreation	1,888,134	1,478,853	-	(409,281)
Public safety	2,316,538	598,682	-	(1,717,856)
Street lighting	21,662	-	-	(21,662)
Measure A	53,817	-	-	(53,817)
Interest on long-term debt	27,121	-	-	(27,121)
	<u>\$ 4,919,009</u>	<u>\$ 2,077,535</u>	<u>\$ -</u>	<u>(2,841,474)</u>
General revenues:				
Taxes:				
Property taxes				1,827,064
Other income				1,104
Special assessments				1,318,319
Total general revenues				<u>3,146,487</u>
Change in net position				<u>305,013</u>
Net position - beginning of period				2,881,617
Prior period adjustment				<u>(3,480,995)</u>
Net position - beginning of period restated				(599,378)
Net position - end of period				<u>\$ (294,365)</u>

The accompanying notes are an integral part of these financial statements.

Marinwood Community Services District
BALANCE SHEET
 GOVERNMENTAL FUNDS
 June 30, 2015

	General	Measure A Fund	Debt Service	Total Governmental Funds
<u>ASSETS</u>				
Assets:				
Cash and investments	\$ 1,697,252	\$ 32,449	\$ 129,298	\$ 1,858,999
Account receivable	137,533	-	-	137,533
Total assets	<u>\$ 1,834,785</u>	<u>\$ 32,449</u>	<u>\$ 129,298</u>	<u>\$ 1,996,532</u>
 <u>LIABILITIES AND EQUITY</u>				
Liabilities:				
Accounts payable	\$ 25,243	\$ -	\$ -	\$ 25,243
Accrued expenses	130,101	-	-	130,101
Compensated absences	150,763	-	-	150,763
Unearned income	600,513	-	-	600,513
Total liabilities	<u>906,620</u>	<u>-</u>	<u>-</u>	<u>906,620</u>
 Fund equity:				
Fund balance				
Assigned for debt service	-	-	129,298	129,298
Assigned for measure A	-	32,449	-	32,449
Assigned for capital replacement	928,165	-	-	928,165
Total fund balances	<u>928,165</u>	<u>32,449</u>	<u>129,298</u>	<u>1,089,912</u>
Total liabilities and equity	<u>\$ 1,834,785</u>	<u>\$ 32,449</u>	<u>\$ 129,298</u>	<u>\$ 1,996,532</u>

The accompanying notes are an integral part of these financial statements.

Marinwood Community Services District
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET
WITH THE GOVERNMENTAL ACTIVITIES STATEMENT OF NET POSITION
 June 30, 2015

Total Governmental Funds fund balances \$ 1,089,912

Amounts reported for Governmental Activities in the Statement of Net Position are different from those reported in the Governmental Funds above because of the following:

Capital Assets

Capital assets used in Governmental Activities are not current assets or financial resources and therefore are not reported in the Governmental Funds. 4,033,887

Long-Term Liabilities

The liabilities below are not due and payable in the current period and therefore are not reported in the Fund Financial Statements.

Long-term debt	(793,961)
Other post employment benefits	(2,014,433)
Deferred outflows	348,102
Deferred inflows	195,964
Net pension liability	(3,142,286)
Accrued interest	<u>(11,550)</u>

Net Position of Governmental Activities \$ (294,365)

The accompanying notes are an integral part of these financial statements.

Marinwood Community Services District
STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCE
 Governmental Funds
 For the Fiscal Year Ended June 30, 2015

	General	Measure A Fund	Debt Service	Total Governmental Funds
Revenue:				
Property taxes	\$ 1,748,842	\$ 78,222	\$ -	\$ 1,827,064
Special assessments	1,318,319	-	-	1,318,319
Other income	1,061	43	-	1,104
Charges for service	<u>2,077,535</u>	<u>-</u>	<u>-</u>	<u>2,077,535</u>
Total revenue	<u>5,145,757</u>	<u>78,265</u>	<u>-</u>	<u>5,224,022</u>
Expenditures:				
Park	611,737	-	-	611,737
Recreation	1,888,134	-	-	1,888,134
Public safety	2,360,506	-	-	2,360,506
Street lighting	21,662	-	-	21,662
Measure A	-	53,817	-	53,817
Debt service:				
Principal	109,335	-	-	109,335
Interest	<u>22,957</u>	<u>-</u>	<u>4,164</u>	<u>27,121</u>
Total expenditures	<u>5,014,331</u>	<u>53,817</u>	<u>4,164</u>	<u>5,072,312</u>
Excess (deficiency) of revenue over (under) expenditures	131,426	24,448	(4,164)	151,710
Fund balance, beginning of period	<u>796,739</u>	<u>8,001</u>	<u>133,462</u>	<u>938,202</u>
Fund balance, end of period	<u>\$ 928,165</u>	<u>\$ 32,449</u>	<u>\$ 129,298</u>	<u>\$ 1,089,912</u>

The accompanying notes are an integral part of these financial statements.

Marinwood Community Services District
RECONCILIATION OF THE NET CHANGE IN FUND BALANCES
TOTAL GOVERNMENTAL FUNDS
WITH THE CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES
For the Fiscal Year Ended June 30, 2015

The schedule below reconciles the Net Changes in Fund Balances reported on the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balance, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Assets of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

NET CHANGE IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$	151,710
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Amounts reported for governmental activities in the Statement of Activities are different because:

CAPITAL ASSETS TRANSACTIONS

Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is capitalized and allocated over their estimated useful lives and reported as depreciation expense:

The capital outlay expenditures are therefore added back to fund balance		27,235
Depreciation expense is deducted from the fund balance		(148,292)

LONG-TERM DEBT PROCEEDS AND PAYMENT

Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position.

Repayment of bond principal is an expenditure in the governmental funds, but in the Statement of Net Position the repayment reduces long-term liabilities:

Debt proceeds		(364,692)
Repayment of debt principle is added back to fund balance		109,335

ACCRUAL OF NON-CURRENT ITEMS

The amounts below included in the Statement of Activities do not provide (or require) the use of current financial resources and therefore are not reported as revenue or expenditures in the governmental funds (net change):

Accrued interest		-
Pension expense		882,775
Other post employment benefits		<u>(353,058)</u>

CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>305,013</u>
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The accompanying notes are an integral part of these financial statements.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE 1 - GENERAL

Marinwood Community Services District (the District) was formed on February 23, 1960, and is regulated under sections 61000 through 61891 of the California Government Code. The District is governed by an elected board of directors. The District does not exercise oversight responsibility over any other government unit, thus, its financial statements do not include any financial activity of any other agency. It is not a component unit of any other reporting entity.

The District offers a wide variety of recreational activities for persons of all ages, from pre-schoolers through senior citizens. Some of the major activities include: parks, playgrounds, swimming pools, recreation buildings, development of open space, and a wide range of recreation programs and activities. The District also provides fire protection, emergency services, and street lighting services.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying policies of the District conform to U.S. generally accepted accounting principles and are applicable to governments. The following is a summary of the significant policies:

A. Basis of Presentation

The District's basic financial statements are prepared in conformity with U.S. generally accepted accounting principles. The Governmental Accounting Standards Board (GASB) is the acknowledged standard setting body for establishing accounting and financial reporting standards followed by governmental entities in the U.S.A.

These standards require that the financial statements described below be presented.

Government-wide Statements: The Statement of Net Position and the Statement of Activities display information about the primary government (the District). These statements include the financial activities of the overall District.

These statements distinguish between the governmental and business-type activities of the District. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange transactions. Business-type activities are financed in whole or in part by fees charged to external parties. The District has no fiduciary or business-type activities.

The Statement of Activities presents a comparison between direct expenses and program revenues for each segment of the business-type activities of the District and for each function of the District's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) charges paid by the recipients of goods or services offered by the programs; (b) grants and contributions that are restricted to meeting the operational needs of a particular program; and (c) fees, grants and contributions that are restricted to financing the acquisition or construction of capital assets. Revenues that are not classified as program revenues, including all taxes, are presented as general revenues.

Fund Financial Statements: The fund financial statements provide information about the District's funds, including fiduciary funds and blended component units. Separate statements for each fund category – *governmental* and *proprietary* are presented. The emphasis of fund financial statements is on major individual governmental and enterprise funds, each of which is displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as non-major funds.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

B. Major Funds

GASB Statement No. 34 defines major funds and requires that the District's major governmental and business-type funds be identified and presented separately in the fund financial statements. All other funds, called non-major funds, are combined and reported in a single column, regardless of their fund-type.

Major funds are defined as funds that have assets, liabilities, revenues or expenditures/ expenses equal to ten percent of their fund-type total and five percent of the grand total. The General Fund is always a major fund. The District may also select other funds it believes should be presented as major funds.

The District reported the following major governmental funds in the accompanying financial statements:

General Fund: This is used for all the general revenues of the District not specifically levied or collected for other District funds and the related expenditures. The General Fund accounts for all financial resources of a governmental unit that are not accounted for in another fund.

Debt Service Fund: This fund is used to account for principal and interest costs on the general debt service of the District.

C. Basis of Accounting

Governmental funds are reported using the *current financial resources* measurement focus and the *modified accrual* basis of accounting. Under this method, revenues are recognized when "measurable" and "available". The District considers all revenues reported in the governmental funds to be available if the revenues are collected within sixty days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, and compensated absences, which are recognized as expenditures to the extent they have matured. General capital asset acquisitions are reported as *expenditures* in governmental funds. Proceeds of general long-term debt and acquisitions under capital leases are reported as *other financing sources*.

Those revenues susceptible to accrual are property taxes, certain other intergovernmental revenues, certain charges for services and interest revenue.

Non-exchange transactions, in which the District gives or receives value without directly receiving or giving equal value in exchange, include taxes, grants, entitlements, and donations. On the accrual basis, revenue from taxes is recognized in the fiscal year for which the taxes are levied or assessed. Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.

The District may fund programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The District's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

Certain indirect costs are included in program expenses reported for individual functions and activities.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

D. Budgets and Budgetary Accounting

Budgets are used to control spending. Unexpended allocations lapse at the end of each fiscal year and are not carried forward to the following period. Preliminary budgets are determined by the first day of July. A notice of this budget is published, and no less than one month thereafter, the District's Board of Directors approves the final budget. The final budget is reported by the tenth day of August.

The District's budget, as included in these financial statements, represents the budget approved by the Board of Directors. The adopted budget is made for the District as a whole. The District uses the same basis of accounting for budget and financial statement purposes. All appropriations lapse at year-end. The budget was amended during the fiscal year. Actual expenditures were over appropriations by \$56,578.

E. Property Taxes

Property Taxes are levied each November 1 on the assessed values as of the prior March 1. The County of Marin's property tax calendar is as follows:

	Secured	Unsecured
Valuation dates	March 1	March 1
Lien/levy dates	March 1	March 1
First installment due date	50% on November 1	July 1 (total due)
Delinquent as of	December 10	August 31
Second installment due date	50% on February 1	
Delinquent as of	April 10	

F. Compensated Absences

Accumulated vacation benefits are recognized as a liability of the District. The liability is included in the General Fund. At June 30, 2015, the total accrued vacation subject to redemption amounted to approximately \$150,763. Changes in compensated absences are as follows:

	Balance at June 30, 2014	Additions	Deletions	Balance at June 30, 2015
Compensated absences	\$ 130,279	\$ 20,484	\$ -	\$ 150,763

G. Unearned Revenue

Unearned revenues as of June 30, 2015 represent park and recreation fees received, but not yet earned. Unearned revenue at June 30, 2015 was \$600,513.

H. Contingent Liabilities

The District is subject to litigation arising in the normal course of business. In the opinion of the District's legal counsel there is no pending litigation that is likely to have a material adverse effect on the financial position of the District.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

I. Use of Estimates

The basic financial statements have been prepared in conformity with U.S. generally accepted accounting principles, and as such, include amounts based on informed estimates and judgments of management with consideration given to materiality. Actual results could differ from those estimates.

J. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflow of Resources, and Net Position*, and GASB Statement 65, *Items Previously Reported as Assets and Liabilities*, the District recognizes deferred outflows and inflows of resources.

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. A deferred outflow of resources is defined as a consumption of net position by the government that is applicable to a future reporting period.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by the District that is applicable to a future reporting period.

K. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Marinwood Community Services District's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

NOTE 3 - CASH AND INVESTMENTS

Cash and investments at June 30, 2015 consisted of the following:

Pooled cash at County of Marin	\$	1,635,049
Demand deposit accounts		94,652
Cash and investments with fiscal agent		<u>129,298</u>
	<u>\$</u>	<u>1,858,999</u>

Authorized Investments:

Under provision of the District's Investment Policy, and in accordance with Section 53601 of the California Government Code, the District may invest in the following types of investments:

Securities of the U.S. Government or its agencies; time certificates of deposit; County of Marin Cash and Investment Pool; and California Local Agency Investment Fund deposits. The District's investment policy is consistent with the County of Marin's investment policy.

Restricted and Designated Cash and Cash Equivalents:

The District segregates certain cash and cash equivalents that have legal or Board of Directors' designated restrictions as to their uses.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 3 - CASH AND INVESTMENTS (concluded)

	2015
For debt and services	\$ 129,298

County of Marin Investment Pool:

The District maintains specific cash deposits with the County of Marin (the County) and involuntarily participates in the external investment pool of the County. The balance deposited and invested with the County at June 30, 2015 was \$1,602,600. The County is restricted by state code in the types of investments it can make. Furthermore, the County Treasurer has a written investment policy, approved by the Board of Supervisors, which is more restrictive than state code as to terms of maturity and type of investment. Also, the County has an investment committee, which performs regulatory oversight for its pool as required by California Government Code Section 27134. The County's investment policy authorizes the County to invest in obligations of the U.S. Treasury, its agencies and instrumentalities, certificates of deposit, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, bankers' acceptances, repurchase agreements, and the State Treasurer's investment pool. At June 30, 2015, the District's cash with the County Treasurer is stated at fair value. However, the value of the pool shares in the County that may be withdrawn is determined on an amortized cost basis, which is different than the fair value of the District's position in the pool.

Custodial Credit Risk - Deposits

In the case of deposits, this is the risk that in the event of a bank failure, the District's deposits may not be returned. The California Government Code establishes guidelines for qualification and participation by banks and savings and loan associations, procedures for the administration of the collateral requirements and characteristics of eligible collateral. Under the law, the District deposits in qualified public depositories are to be totally insured. The market value of pledged securities used for collateral must equal at least 110% of the District's deposits. California law also allows financial institutions to secure the District's deposits by pledging first trust deed mortgage notes having a value of at least 150% of the District's total deposits.

NOTE 4 - LONG-TERM DEBT

The District's changes in long-term debt are as follows:

	Balance at June 30, 2014	Additions	Deletions	Balance at June 30, 2015	Current
<u>Governmental Activity</u>					
<u>Debt:</u>					
CSDA lease	\$ 420,000	\$ -	\$ 100,000	\$ 320,000	\$ 100,000
MERA loan	118,603	-	9,335	109,268	13,095
Fire Truck Lease	-	364,692		364,692	31,812
Other Post-					
Employment Benefits	1,661,375	353,058	-	2,014,433	-
Compensated absences	130,279	20,484	-	150,763	-
Total	\$ 2,330,257	\$ 738,234	\$ 109,335	\$ 2,959,156	\$ 144,907

The District's long-term obligations consist of a lease-finance agreement entered into between the District and the California Special District's Association (CSDA) Finance Corporation on September 1, 1996. Pursuant to the terms of the lease-finance agreement, the CSDA Finance Corporation funded the amount of \$1,580,000 for the purpose of re-financing the expansion of the District's facilities. The obligation is secured by the facilities.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 4 - LONG-TERM DEBT (concluded)

These funds were obtained by the issuance of certificates of participation by the CSDA Finance Corporation with interest rates presently ranging from 4.8% to 5.5%, maturing July 15, 2017. The certificates make funds available to the District as well as other special districts that belong to the CSDA Finance Corporation.

Annual debt service obligations to the CSDA Finance Corporation as of June 30, 2015 are as follows:

<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
7/15/15	\$ 100,000	\$ 8,800	\$ 108,800
1/15/16	-	6,050	6,050
7/15/16	110,000	6,050	116,050
1/15/17	-	3,025	3,025
7/15/17	<u>110,000</u>	<u>3,025</u>	<u>113,025</u>
Total	<u>\$ 320,000</u>	<u>\$ 26,950</u>	<u>\$ 346,950</u>

The Marin Emergency Radio Authority, in order to construct the emergency communications facility, has issued Revenue Bonds dated year 1999, maturing August 15, 2021, in the aggregate amount of \$18,575,000. In addition to operating costs, pursuant to the terms of the joint powers agreement (see Note 9), the District is obligated for 0.856% of this total, or \$178,484 including interest.

As of June 30, 2015 the District is obligated for the following payments:

<u>Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$ 13,095	\$ 4,783	\$ 17,878
2017	13,739	4,111	17,850
2018	14,422	3,426	17,848
2019	15,107	2,725	17,832
2020	15,835	1,989	17,824
2021	16,561	1,221	17,782
2022	<u>20,509</u>	<u>400</u>	<u>20,909</u>
Total	<u>\$ 109,268</u>	<u>\$ 18,655</u>	<u>\$ 127,923</u>

In August 2014 the District entered into a lease purchase of a fire truck. The lease is for ten years and the interest rate is 3%. The total lease obligation is for \$364,692 with annual payments made in September. The amortization schedule is as follows:

<u>Due Date</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2016	\$ 31,812	\$ 10,941	\$ 42,753
2017	32,767	9,986	42,753
2018	33,750	9,003	42,753
2019	34,762	7,991	42,753
2020	35,805	6,948	42,753
2021	36,879	5,874	42,753
2022	37,985	4,768	42,753
2023	39,125	3,628	42,753
2024	40,299	2,454	42,753
2025	<u>41,508</u>	<u>1,245</u>	<u>42,753</u>
Total	<u>\$ 364,692</u>	<u>\$ 62,838</u>	<u>\$ 427,530</u>

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE 5 - CAPITAL ASSETS

All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Contributed capital assets are valued at their estimated fair market value on the date contributed. It is the policy of the District to capitalize all land, structures and improvements in excess of \$5,000 and equipment in excess of \$700.

GASB Statement No. 34 requires that all capital assets with limited useful lives be depreciated over their estimated useful lives. Alternatively, the “modified approach” may be used for certain capital assets. Depreciation is not provided under this approach, but all expenditures on these assets are expensed, unless they are additions or improvements.

The purpose of depreciation is to spread the cost of capital assets equitably among all users over the life of these assets. The amount charged to depreciation expense each year represents that year’s pro-rata share of the cost of capital assets. Depreciation expense for the current year ended was \$(364,692).

Depreciation is provided using the straight line method, which means the cost of the asset is divided by its expected useful life in years and the result is charged to expense each year until the asset is fully depreciated. The District has assigned the useful lives listed below to capital assets:

Buildings	30-50 years
Improvements	10-20 years
Equipment	5-40 years
Infrastructure	10-50 years

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 5 - CAPITAL ASSETS (concluded)

An analysis of fixed assets at June 30, 2015, is as follows:

<u>Governmental Activities</u>	Balance 6/30/14	Increase	Decrease	Balance 6/30/15
Capital assets, not being depreciated:				
Land	\$ 1,930,268	\$ -	\$ -	\$ 1,930,268
Total capital assets, not being depreciated	<u>1,930,268</u>	<u>-</u>	<u>-</u>	<u>1,930,268</u>
Capital assets, being depreciated:				
Buildings	3,650,094	13,250	20,580	3,642,764
Equipment – Fire	764,251	-	-	764,251
Equipment – Park	134,760	-	-	134,760
Equipment – Recreation	189,149	24,945	11,002	203,092
Street lights	119,744	-	-	119,744
Hydrants	47,086	-	-	47,086
Office furniture and equipment	<u>128,853</u>	<u>20,622</u>	<u>-</u>	<u>149,475</u>
Total capital assets, being depreciated	<u>5,033,937</u>	<u>58,817</u>	<u>31,582</u>	<u>5,061,172</u>
Less accumulated depreciation for:				
Buildings	(1,897,623)	-	90,084	(1,987,707)
Equipment – Fire	(500,828)	-	37,264	(538,092)
Equipment – Park	(118,139)	-	1,881	(120,020)
Equipment – Recreation	(133,115)	-	10,844	(143,959)
Street lights	(29,525)	-	5,258	(34,783)
Hydrants	(34,560)	-	553	(35,113)
Office furniture and equipment	<u>(95,473)</u>	<u>-</u>	<u>2,408</u>	<u>(97,881)</u>
Total accumulated depreciation	<u>(2,809,263)</u>	<u>-</u>	<u>148,292</u>	<u>(2,957,555)</u>
Total capital assets being depreciated – net	<u>2,224,674</u>	<u>58,817</u>	<u>179,874</u>	<u>2,103,617</u>
Capital assets – net	<u>\$ 4,154,942</u>	<u>\$ 58,817</u>	<u>\$ 179,874</u>	<u>\$ 4,033,885</u>
<u>Depreciation allocation:</u>				
Public Safety				<u>\$ 148,292</u>

NOTE 6 - DEFINED BENEFIT PENSION PLAN

Plan Description: All qualified permanent and probationary employees are eligible to participate in the District's following cost-sharing multiple employer defined benefit pension plans (Plans):

- District Miscellaneous (Tier 1)
- District Safety (Tier 1)
- District Safety (Tier 2)

The Plans are administered by the California Public Employees' Retirement System (CalPERS).

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 6 - DEFINED BENEFIT PENSION PLAN (continued)

Benefit provisions under the Plans are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plan provisions and benefits in effect at June 30, 2015, are summarized as follows:

	<u>District Miscellaneous</u>	
	<u>Prior to</u>	<u>On or after</u>
	<u>January 1, 2013</u>	<u>January 1, 2013</u>
Hire date		
Benefit formula	2% @ 60	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 55	52 - 67
Monthly benefits, as a % of eligible compensations	2.0% to 2.7%	1.0% to 2.5%
Required employee contribution rates	7%	6.5%
Required employer contribution rates	18.391%	6.5%
	<u>District Safety</u>	
	<u>Prior to</u>	<u>On or after</u>
	<u>January 1, 2013</u>	<u>January 1, 2013</u>
Hire date		
Benefit formula	3% @ 50	2.7% @ 57
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 55	50 - 57
Monthly benefits, as a % of eligible compensations	3%	2.0% to 2.7%
Required employee contribution rates	9%	11.5%
Required employer contribution rates	34.595%	11.5%

Contributions - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 6 - DEFINED BENEFIT PENSION PLAN (continued)

For the year ended June 30, 2015, the contributions recognized as part of pension expense for each Plan were as follows:

	<u>Miscellaneous</u>
Contributions - employer	\$78,274
	<u>Safety</u>
Contributions - employer	\$269,828

As of June 30, 2015, the District reported net pension liabilities for its proportionate shares of the net pension liability of the Miscellaneous Plans as follows:

	<u>Proportionate Share of Net Pension Liability</u>
Miscellaneous	\$ 724,643
Safety	2,417,643
Total Net Pension Liability	\$ 3,142,286

The District's net pension liability for the Plans is measured as the proportionate share of the net pension liability. The net pension liability of the Plans is measured as of June 30, 2014, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2013 rolled forward to June 30, 2014 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for each Plan as of June 30, 2013 and 2014 was as follows:

<u>District Miscellaneous Plan</u>	<u>Miscellaneous</u>
Proportion - June 30, 2013	.028%
Proportion - June 30, 2014	.029%
Change - Increase (Decrease)	.001%
<u>District Safety Plan</u>	<u>Safety</u>
Proportion - June 30, 2013	.062%
Proportion - June 30, 2014	.065%
Change - Increase (Decrease)	.003%

For the year ended June 30, 2015, the District recognized pension expense of (\$981,114). At June 30, 2015, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 6 - DEFINED BENEFIT PENSION PLAN (continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	\$ 348,102	\$ -
Differences between actual and expected experience	-	-
Changes in assumptions	-	-
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	-	(38,887)
Net differences between projected and actual earnings on plan investments	-	(728,306)
Total	\$ 348,102	\$ (767,193)

\$348,102 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2016.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended June 30</u>			
2015		\$	(195,964)
2016			(195,964)
2017			(193,187)
2018			(182,078)
2019			-
Thereafter			-

Actuarial Assumptions - The total pension liabilities in the June 30, 2013 actuarial valuations were determined using the following actuarial assumptions:

	All Plans(3)
Valuation Date	June 30, 2013
Measurement Date	June 30, 2014
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.5%
Inflation	2.75%
Payroll Growth	3.0%
Projected Salary Increase	3.3% - 14.2% (1)
Investment Rate of Return	7.5% (2)
Mortality	Derived using CalPERS Membership Data for all Funds (3)
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE 6 - DEFINED BENEFIT PENSION PLAN (continued)

- (1) Depending on age, service and type of employment
- (2) Net of pension plan investment expenses, including inflation
- (3) The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to the CalPERS 2014 experience study report available on CalPERS website.
- (4) All of the District's plans for miscellaneous employed the same assumptions.

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2013 valuation were based on the results of a January 2014 actuarial experience study for the period 1997 to 2011. Further details of the Experience Study can found on the CalPERS website.

Discount Rate - The discount rate used to measure the total pension liability was 7.50% for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.50 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.50 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

According to Paragraph 30 of Statement 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.50 percent investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.65 percent. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2017-18 fiscal years. CalPERS will continue to check the materiality of the difference in calculation until such time as we have changed our methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns on all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 6 - DEFINED BENEFIT PENSION PLAN (continued)

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>New Strategic Allocation</u>	<u>Real Return Years 1-10⁽¹⁾</u>	<u>Real Return Years 11+⁽²⁾</u>
Global Equity	47.0%	5.25%	5.71%
Global Fixed Income	19.0	0.99	2.43
Inflation Sensitive	6.0	0.45	3.36
Private Equity	12.0	6.83	6.95
Real Estate	11.0	4.50	5.13
Infrastructure and Forestland	3.0	4.50	5.09
Liquidity	2.0	(0.55)	(1.05)

(1) An expected inflation of 2.5% used for this period

(2) An expected inflation of 3.0% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate - The following presents the District's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>Miscellaneous</u>	<u>Safety</u>
1% Decrease	6.5%	6.5%
Net Pension Liability	\$1,186,470	\$3,789,157
Current Discount Rate	7.50%	7.50%
Net Pension Liability	\$724,643	\$2,417,643
1% Increase	8.50%	8.50%
Net Pension Liability	\$341,370	\$1,287,574

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 6 - DEFINED BENEFIT PENSION PLAN (continued)

As of June 30, 2015
 Last 10 Years*

SCHEDULE OF THE DISTRICT'S PROPORTIONATE SHARE OF THE NET PENSION
LIABILITY

2014

<u>District Safety Plan</u>	<u>Safety Plan</u>	<u>Miscellaneous Plan</u>
Proportion of the net pension liability	0.03885%	0.01165%
Proportionate share of the net pension liability	\$2,417,643	\$724,643
Covered - employee payroll	\$959,666	\$627,013
Proportionate Share of the net pension liability as percentage of covered-employee payroll	251.93%	115.57%
Plan fiduciary net position as a percentage of the total pension liability	76.39%	79.18%

Notes to Schedule:

Benefit changes. In 2014, benefit terms were modified to base public safety employee pensions on a final three-year average salary instead of a final five-year average salary.

Changes in assumptions. In 2014, amounts reported as changes in assumptions resulted primarily from adjustments to expected retirement ages of general employees.

* Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

As of June 30, 2015
 Last 10 Years*

SCHEDULE OF CONTRIBUTIONS

2014

	<u>Safety Plan</u>	<u>Miscellaneous Plan</u>
Contractually required contribution (actuarially determined)	\$ 295,008	\$ 75,350
Contributions in relation to the actuarially determined contributions	<u>(295,008)</u>	<u>(75,350)</u>
	<u>\$ -</u>	<u>\$ -</u>
Contribution deficiency (excess)	-	-
Covered-employee payroll	\$959,666	\$627,013
Contributions as a percentage of covered-employee payroll	30.74%	12.02%

Notes to Schedule:

Valuation date:

6/30/2013

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE 6 - DEFINED BENEFIT PENSION PLAN (concluded)

Methods and assumptions used to determine contribution rates:

Single and Agent Employers Example	Entry age
Amortization method	Level percentage of payroll, closed
Remaining amortization period	15 years
Asset valuation method	5-year smoothed market
Inflation	3.50%
Salary increases	4.5%, average, including inflation of 3.0%
Investment rate of return	7.75%, net of pension plan investment expense, incl. inflation
Retirement age	57 yrs.
Mortality	RP-2000 Healthy Annuitant Mortality Table

* Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

NOTE 7 - RISK MANAGEMENT

The District manages risk of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters by participating in the public entity risk pools described below and by retaining certain risks.

Public entity risk pools are formally organized and separate entities established under the Joint Exercise of Powers Act of the State of California. As separate legal entities, those entities exercise full powers and authorities within the scope of the related joint powers agreements including the preparation of annual budgets, accountability for all funds, the power to make and execute contracts and the right to sue and be sued. Each risk pool is governed by a board consisting of representatives from member government entities. Each board controls the operations of the respective risk pool, including selection of management and approval of operating budgets, independent of any influence by member municipalities beyond their representation on that board. Obligations and liabilities of these risk pools are not the District's responsibility.

The District maintains insurance coverage for liability up to \$5,000,000, property up to \$1,000,000,000 per occurrence, automobile physical damage up to \$5,000,000 per accident, Public Officials and Employees Errors and Omissions up to \$5,000,000 per occurrence and Workers' Compensation up to \$5,000,000 per occurrence through the Special District Risk Management Authority (a public entity risk pool) and underwritten by various insurance companies.

Financial statements for the risk pool may be obtained from SDRMA, 1112 I Street, Suite 300, Sacramento, CA 95814.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
June 30, 2015

NOTE 8 - NET POSITION AND FUND BALANCE

GASB Statement No. 34 added the concept of Net Position, which is measured on the full accrual basis, to the concept of Fund Balance, which is measured on the modified accrual basis.

A. Net Position

The Statement of Net Position breaks out net position as follows:

Restricted describes the portion of Net Position that is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions that the District cannot unilaterally alter.

Unrestricted describes the portion of Net Position that is not restricted from use.

Invested in Capital Assets, net of related debt, describes the portion of Net Position that is represented by the current net book value of the District's capital assets, less the outstanding balance of any debt issued to finance these assets.

B. Fund Equity

The accompanying financial statements reflect certain changes that have been made with respect to the reporting of the components of fund balances for governmental funds. In previous years, fund balances for governmental funds were reported in accordance with previous standards that included components for reserved fund balance, unreserved fund balance, designated fund balance, and undesignated fund balance. Due to the implementation of GASB Statement No. 54, the components of the fund balances of governmental funds now reflect the component classifications described below. In the fund financial statements, governmental fund balances are reported in the following classifications:

Nonspendable fund balance includes amounts that are not in a spendable form, such as prepaid items or supplies inventories, or that are legally or contractually required to remain intact, such as principal endowments.

Restricted fund balance includes amounts that are subject to externally enforceable legal restrictions imposed by outside parties (i.e., creditors, grantors, contributors) or that are imposed by law through constitutional provisions or enabling legislation.

Committed fund balance includes amounts whose use is constrained by specific limitations that the government imposes upon itself, as determined by a formal action of the highest level of decision-making authority. The Board of Directors serves as the District's highest level of decision-making authority and has the authority to establish, modify or rescind a fund balance commitment via minutes action.

Assigned fund balance includes amounts intended to be used by the District for specific purposes, subject to change, as established either directly by the Board of Directors or by management officials to whom assignment authority has been delegated by the Board of Directors.

Unassigned fund balance is the residual classification that includes spendable amounts in the General Fund that are available for any purpose.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 8 - NET POSITION AND FUND BALANCE (concluded)

B. Fund Equity (concluded)

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned or unassigned) fund balances are available, the District's policy specifies that restricted revenues will be applied first. When expenditures are incurred for purposes for which committed, assigned or unassigned fund balances are available, the District's policy is to apply committed fund balance first, then assigned fund balance, and finally unassigned fund balance.

NOTE 9 - JOINT POWERS AGREEMENTS

The District, along with 15 other Districts, has a financial interest and a financial responsibility in the Hazardous Materials Response Unit pursuant to a joint powers agreement in order to coordinate management of hazardous material spills, establishing a formula for financing joint expenses for such management, and defining signatory agency responsibilities. Separate financial statements can be obtained by writing to the Marin County Administrator's Office, 3501 Civic Center Drive, Room 325, San Rafael, CA 94903, or by calling (415) 507-4104.

The District, along with 23 other Districts, also has a financial interest and a financial responsibility in the Marin Emergency Radio Authority pursuant to a joint powers agreement in order to issue bonds to be used to finance the acquisition, construction, and improvement of certain public capital improvements. Separate financial statements can be obtained by contacting the Marin Emergency Radio Authority, 27 Commercial Blvd., Suite C, Novato, CA 94949, or by calling (415) 883-9100.

NOTE 10 - USE OF SPECIAL TAX REVENUES

The District receives revenues from three voter-approved special taxes. These taxes were applied to the appropriate department expenditures as follows:

Departments	Special Tax Revenues	Gross Department Expenditures (Accrual Basis)
Street Lighting	\$ 24,143	\$ 21,662
Public Safety	965,408	2,360,506
Park and Recreation Department	328,769	2,499,871

Street Lighting showed a surplus, given the financing and rebates for the LED conversion. Most years, Street Lighting has shown a small surplus, and the District has kept a running total of that surplus amount as a fund from which to make capital repairs, etc. Most of the surplus was depleted a few years ago when the District replaced the underground feed to a street light.

The tax revenues and related expenditures amounts above were reported in the County of Marin (cash basis) general ledger at June 30, 2015, and were converted to the accrual basis in accordance with generally accepted accounting principles.

NOTE 11 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS

A. Plan Description

The District pays 90% of miscellaneous employees' cost and 80% of safety employees' cost for post-retirement health care benefits for its retirees and their dependents. Payments are made on a pay-as-you-go basis.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 11 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (continued)

B. Funding Policy

The required contribution rate is based on the annual required contribution (ARC), an amount that is actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize unfunded actuarial liabilities (or funding excess) of the District over a period not to exceed thirty years.

C. Annual OPEB Cost and Net OPEB Obligation

For the year ended June 30, 2015 and 2014, the District contributed only the current “pay-as-you-go” portion as indicated below.

	2015	2014
Annual required contribution	\$ 466,526	\$ 431,467
Interest on OPEB obligation	66,455	53,140
Adjustment to annual required contribution	(75,282)	(58,087)
Annual OPEB cost (expense)	457,699	426,520
Contributions made	(104,641)	(93,653)
Increase (decrease) in net OPEB obligation	353,058	332,867
Net OPEB obligation - beginning of year	1,661,375	1,328,508
Net OPEB obligation - end of year	\$ 2,014,433	\$ 1,661,375

The District’s annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation for 2015 is as follows:

Fiscal Year Ending June 30	Annual OPEB Cost	Contribution	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
2012	\$459,409	\$108,300	24%	\$ 1,020,899
2013	\$397,228	\$ 89,619	23%	\$ 1,328,508
2014	\$426,520	\$ 96,653	28%	\$ 1,661,375
2015	\$457,699	\$104,641	23%	\$ 2,014,433

D. Funding Status and Funding Progress

Actuarial valuations of an ongoing plan involve estimates of the value of reported amounts and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information, presents multiyear trend information that shows whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Marinwood Community Services District
NOTES TO FINANCIAL STATEMENTS
 June 30, 2015

NOTE 11 - POSTEMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS (concluded)

D. Funding Status and Funding Progress (concluded)

Following is a schedule of funding progress as of the most recent valuation dates:

Valuation Date	(a) Actuarial Value of Assets	(b) Actuarial Accrued Liability (AAL)	(c) Unfunded AAL (UAAL) (b)-(a)	(d) Funded Ratio (a)/(b)	(e) Covered Payroll	(f) UAAL as a % of Payroll (c)/(e)
6/30/09	\$ -0-	\$4,422,797	\$4,422,797	0%	\$1,457,754	303.4%
7/1/12	\$ -0-	\$4,736,435	\$4,736,435	0%	\$1,513,925	312.9%

E. Actuarial Methods and Assumptions

Projections of benefits are based on the types of benefits provided under the substantive plan at the time of each valuation and on the pattern of sharing of benefit costs between the employer and plan members to that point. The projection of benefits for financial reporting purposes do not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the employer and plan members in the future.

The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2012 actuarial valuation, the entry-age actuarial cost method was used. The actuarial assumptions include a 4.0% investment rate of return and a general inflation rate of 3.25%. Future medical premiums were assumed to be 7.3% during 2013, with future increases gradually trending down to an ultimate rate of 5.5% per year in 2019 and later.

NOTE 12 - PRIOR PERIOD ADJUSTMENT

The prior period adjustment of \$(3,480,995) represents the change to the July 1, 2014 net position resulting from the GASB 68 implementation and the recording of the net pension liability.

Marinwood Community Services District
STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL

General Fund

For the Fiscal Year Ended June 30, 2015

(Unaudited)

	Original Budget	Final Budget	Actual	Variance with Final Budget
Revenue:				
Property taxes	\$ 1,485,426	\$ 1,485,426	\$ 1,748,842	\$ 263,416
Special assessments	1,320,840	1,320,840	1,318,319	(2,521)
Charges for service	2,277,954	2,277,954	2,077,535	(200,419)
Interest and other	1,600	1,600	1,061	(539)
Total revenue	5,085,820	5,085,820	5,145,757	59,937
Expenditures:				
Park	604,091	604,091	611,737	(7,646)
Recreation	1,904,396	1,904,396	1,888,134	16,262
Public safety	2,295,487	2,295,487	2,360,506	(65,019)
Street lighting	19,850	19,850	21,662	(1,812)
Debt service:				
Principal	120,431	120,431	109,335	11,096
Interest	19,229	19,229	22,957	(3,728)
Total expenditures	4,963,484	4,963,484	5,014,331	(50,847)
Excess (deficiency) of revenue over (under) expenditures	\$ 122,336	\$ 122,336	131,426	\$ 9,090
Fund balance, beginning of period			796,739	
Fund balance, end of period			\$ 928,165	

DRAFT

12/22/2015

To be used only for management discussion purposes; engagement is incomplete; this draft is subject to final review and possible revision. **Report/Letter date is TENTATIVE-TBD**

MARINWOOD COMMUNITY SERVICES DISTRICT

MANAGEMENT REPORT

**For the Year Ended
JUNE 30, 2015**

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DRAFT

Board of Directors
Marinwood Community Services District
San Rafael, California

In planning and performing our audit of the basic financial statements of Marinwood Community Services District for the fiscal year ended June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of Marinwood Community Services District's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses, as defined above. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

During our audit, we noted certain matters involving internal controls and other operational matters that are presented for your consideration in this report. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are not intended to be all-inclusive, but rather represent those matters that we considered worthy of your consideration. Our comments and recommendations are submitted as constructive suggestions to assist you in strengthening controls and procedures; they are not intended to reflect on the honesty or integrity of any employee. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist Marinwood Community Services District in implementing the recommendations.

This report is intended solely for the information and use of management of Marinwood Community Services District and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

We thank Marinwood Community Services District's staff for its cooperation during our audit.

R.J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California

Marinwood Community Services District
MANAGEMENT REPORT
For the Year Ended June 30, 2015

We have audited the basic financial statements of Marinwood Community Services District for the year ended June 30, 2015. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated April 7, 2015 our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of Marinwood Community Services District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Marinwood Community Services District are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by Marinwood Community Services District during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The most sensitive estimate(s) affecting the financial statements were:

- Accrual and disclosure of compensated absences;
- Capital asset lives and depreciation expense;
- Calculation of unearned revenue;
- Pension plan and postemployment benefit actuarial computations;
- Fair value of investments and financial instruments.
- Marinwood Community Services District's portion of the 1999 Marin Emergency Radio Authority Revenue Bond

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Of the misstatements detected as a result of audit procedures and corrected by management most were material, either individually or in the aggregate, to the financial statements taken as a whole.

Marinwood Community Services District
MANAGEMENT REPORT
For the Year Ended June 30, 2015

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 21, 2015.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Marinwood Community Services District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as Marinwood Community Services District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Marinwood Community Services District
MANAGEMENT REPORT
For the Year Ended June 30, 2015

Current Year Observations

1) Bank Reconciliations

Observation:

During our audit of Marinwood Community Services District (the District), we noted the preparer and reviewer were not documented on the bank reconciliation. We also recommend a Board Member review bank statements and related reconciliations periodically.

Recommendation:

We recommended the District's bank reconciliation be signed off by the preparer and reviewer. Due to the District's small administrative staff the monthly bank statements and related reconciliations should be periodically reviewed by a Board member. This will provide oversight of the District's controls over cash.

Prior Year Observations

1) Capital Assets

Observation:

During our audit we noted the District has not recorded capital assets and compensated absences account balances on their general ledger. The current threshold for capitalizing and depreciating equipment costs is \$700.

Recommendation:

We recommended the District record the account balances noted above on their general ledger and reconcile the balances to the supporting records periodically. We also recommended the District consider raising their capitalization threshold to \$5,000.

Response:

The CSD does not maintain a general ledger separate from the County SAP system. We have not put the capital assets on the ledger, nor have we journaled annual depreciation, additions, and deletions, because we have anticipated that the County of Marin would be implementing a new financial system. The original plan was for implementation in 2015. We are now told that it may be at least another year.

The real general ledger is in the hands of the auditor, who makes the necessary annual adjustments.

Status:

This recommendation has not been implemented.

Marinwood Community Services District
MANAGEMENT REPORT
For the Year Ended June 30, 2015

2) Accounting and Administrative Manual

Observation:

During the course of our audit we noted the District does not have a complete set of written accounting and administrative procedures to follow in the absence of a key employee. In addition, the District has no formal policies for fraud prevention and detection.

Recommendation:

We recommended the District develop written accounting, administrative, and fraud prevention procedures.

Response:

The District has not implemented written administrative, accounting and fraud prevention procedures. We have worked to document our routine procedures in anticipation of hiring a new District Manager. Even at this late date, with Board interviews scheduled for next Monday, it is not clear whether the District will hire someone with accounting, facilities management, or recreation expertise. Depending on the capabilities of the new manager, the CSD may contract for routine monthly accounting.

Status:

This recommendation has not been implemented.

3) Payroll Tax Return Reconciliation

Observation:

During the course of our audit we noted the District does not reconcile salary and tax amounts on the quarterly payroll tax returns to the general ledger.

Recommendation:

We recommended the District reconcile salary and tax amounts on the quarterly payroll tax returns to the general ledger on a quarterly basis.

Status:

This recommendation has not been implemented.

Marinwood Community Services District
Fiscal Year 2015-2016 Budget to Actuals Comparison (Fund 73700)
as of December 31, 2015

Department	Budget 2015-16	Actual to 12/31/15	%
Park			
Revenue			
Taxes	339,689	191,578	56.4%
Special Taxes	337,544	185,537	55.0%
Grants	0	0	
<u>Miscellaneous</u>	<u>750</u>	<u>361</u>	48.1%
Total	677,983	377,476	55.7%
Expenditure			
Salaries and Benefits	442,959	238,897	53.9%
Services and Supplies	157,256	106,739	67.9%
Debt Service	2,015	2,016	100.0%
<u>Capital Expenditure</u>	<u>0</u>	<u>0</u>	
Total	602,230	347,652	57.7%
<i>Park Revenue minus Expenditure</i>	<i>75,753</i>	<i>29,824</i>	<i>39.4%</i>
Recreation			
Revenue			
Taxes	464,192	261,679	56.4%
User Fees	1,504,690	1,166,367	77.5%
Grants	0	0	
<u>Miscellaneous</u>	<u>26,650</u>	<u>2,063</u>	7.7%
Total	1,995,532	1,430,108	71.7%
Expenditure			
Salaries and Benefits	1,314,110	865,385	65.9%
Services and Supplies	545,763	334,949	61.4%
Debt Service	57,425	52,374	91.2%
<u>Capital Expenditure</u>	<u>25,000</u>	<u>24,950</u>	99.8%
Total	1,942,298	1,277,658	65.8%
<i>Rec Revenue minus Expenditure</i>	<i>53,234</i>	<i>152,450</i>	<i>286.4%</i>
Fire Department			
Revenue			
Taxes	733,176	413,314	56.4%
Special Taxes	988,746	545,041	55.1%
Contracts for Service	642,614	0	0.0%
Grants & Reimbursements	0	91,015	
<u>Fees, recoveries, interest</u>	<u>15,600</u>	<u>4,223</u>	27.1%
Total	2,380,136	1,053,593	44.3%
Expenditure			
Salaries and Benefits	2,025,705	1,322,047	65.3%
Services and Supplies	216,804	143,006	66.0%
Debt Service	75,569	70,518	93.3%
<u>Capital Expenditure</u>	<u>58,838</u>	<u>42,847</u>	72.8%
Total	2,376,916	1,578,418	66.4%
<i>Fire Dept. Revenue minus Expendi</i>	<i>3,220</i>	<i>-524,826</i>	<i>-16297.5%</i>
Street Light			
Revenue			
Special Taxes	23,960	13,267	55.4%
Loan and rebate		0	
<u>Interest</u>	<u>0</u>	<u>0</u>	
Total	23,960	13,267	55.4%
Expenditure			
Services and Supplies	23,960	9,471	39.5%
<u>Capital Expenditure</u>	<u>4,110</u>	<u>0</u>	
Total	28,070	9,471	33.7%
<i>Street Light Revenue minus Expen</i>	<i>-4,110</i>	<i>3,797</i>	
TOTAL REVENUE	5,077,611	2,874,444	56.6%
TOTAL EXPENDITURE	4,949,514	3,213,198	64.9%

Marinwood Community Services District
12/31/2015 Budget-to-Actuals Summary and Variance Notes

GL Number GL Description Summary Notes:

PARK DEPT:

5110210	CSD Office Hourly	<i>Under-budgeted hourly admin staff at 25 hours/week. Will exceed budget.</i>
	Extra Hire Grounds	<i>Anticipated winter-prep work plus non-work injury backfill</i>
5140115	Workers Comp Ins	<i>Estimated annual amount payment required at beginning of fiscal year</i>
5210120	Consultant Fees	<i>Budgeted actuary services rec'd & paid.</i>
5210131	Legal Expenses	<i>Measure I Legal Services and Various Legal Services (Brown Act Allegations)</i>
5210835	Water & Sewer	<i>Discovery & replacement of "malfunctioning meter" for past 5+ years</i>
5211528	Tree Services	<i>Extensive tree service and removal due to deferred maintenance & drought</i>
5220210	Replacement Equip	<i>Planned playground equipment replacement in Spring</i>
5220310	Maint. Supplies	<i>Deffered maintenance and upgrades. Might run overbudget by years-end</i>

RECREATION:

5110210	General	<i>Budgeted Fall/Winter season part-time employee</i>
	Pool Salaries	<i>Seasonal with summer pool season</i>
	Aquatics	<i>Lessons & Training Classes - Offset by additional revenue</i>
	Youth Programs	<i>Non-Summer Camps - Majority yet to be held</i>
	Adult Programs	<i>Primarily CPR classes - Offset by additional revenue</i>
5140115	Workers Comp Ins	<i>Due to increased staffing needs (offset by rev) & post-year reconciliation</i>
5210120	Consultant Fees	<i>Budgeted actuary services rec'd & paid.</i>
5210131	Legal Expenses	<i>Various Legal Services (Brown Act Allegations)</i>
5210146	Contracts	<i>Contracted classes with higher than anticipated enrolled (offset by revenue)</i>
5210125	Banking Fees	<i>Building Loan Investment Fund Fees</i>
5210810	Gas & Electricity	<i>Seasonality issue due primarily to pool operations</i>
5210835	Water & Sewer	<i>Discovery & replacement of "malfunctioning meter" for past 5+ years</i>
5211330	Membership Dues	<i>CSDA, CPRS - Paid for year</i>
5220215	Maint. - Pool	<i>Expense total will rise with launch of pool season</i>
5220310	Maint - Comm Ctr	<i>Majority of planned annual maintence work completed</i>
5220819	Aquatic Supplies	<i>Lifeguard training supplies - offset by additional revenue</i>
	Youth Prog. Exp	<i>Majority purchased for entire year & added non-planned Thanksgiving Camp</i>
	Comm. Rec Exp	<i>Special Events, only 2 remaining in year</i>
5211710	Principal, Expansion	<i>All payments made for fiscal-year</i>
5220910	Bldg/Pool Improve	<i>Pool Energy Efficiency Project (funded through PG&E rebates and financing)</i>
4710642	Miscellaneous	<i>PG&E funding for pool EE work - Expect receipt of funds soon</i>

FIRE DEPT:

5110319	FLSA Work-week	<i>Includes shift differential pay (acting engineer & captain) exceeding budget</i>
5120110	Overtime-General	<i>High due to coverage needed for multiple industrial injuries</i>
5210120	Consultatnt Fees	<i>Budgeted Actuarial Fees & non-budgeted fees associated with Fact Finding</i>
5210130	Legal Expense	<i>Various legal service (budgeted) & negotiation services (non-budgeted)</i>
5211330	Memberships	<i>Need to journal Q2 payroll deductions</i>
5220210	In-house apparatus	<i>Expecting slightly over-budget due to aging equipment</i>
5220810	Misc. Supplies	<i>Majority of budgeted supply needs have been purchased for year</i>

MARINWOOD COMMUNITY SERVICES DISTRICT
PARK DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16

Cost Center **6103011100** Adopted: *5/12/2015*

SAP	Functional	Expense	Budget	Actual	% Budget
	Area	Object	2015-16	12/31/2015	2015-16

EXPENDITURES:

EXPENDITURE: SALARIES & EMPLOYEE BENEFITS

5110110		Regular Salaries			
	101000	Administration (Dist Mgr 25%)	24,252	11,193.6	46.2%
	103000	Rec Director (30%)	29,497	14,748.5	50.0%
	102000	Park & Facilities Maintenance	163,071	72,470.9	44.4%
5120110	103000	Overtime, park	<u>500</u>		
		Total Regular Salaries	217,320	98,413.04	45.3%
5110210		Extra Hire Salaries			
	101000	CSD Office hourly	5,247	3,841.0	73.2%
	103000	Extra Hire Grounds	<u>5,760</u>	4,977.7	86.4%
		Total Extra Hire Salaries	11,007	8,818.72	80.1%
		Total salaries	228,327	107,231.76	47.0%
		Employee Benefits			
5130120	103000	Group Insurance	120,333	74,379.6	61.8%
5130510	103000	PERS	39,255	25,061.5	63.8%
5140115	103000	Workers Compensation Insurance	35,893	27,474.3	76.5%
5140130	103000	Physician services	500		
5140140	103000	Social Security/Medicare	17,467	4,749.4	27.2%
5140145	103000	Unemployment insurance	<u>1,184</u>		
		Total Benefits & Employer Expense	214,632	131,664.86	61.3%
TOTAL SALARIES & EMPL. BENEFITS			442,959	238,896.62	53.9%

EXPENDITURE: SERVICES & SUPPLIES

5210120	103000	Consultant fees	2,125	1,805.00	84.9%
5210131	103000	Legal expenses	500	9,577.39	1915.5%
5210210	101000	Audit fees(25%)	3,300	1,262.96	38.3%
5210215	101000	Banking fees			
5210230	103000	Payroll services	600	286.32	47.7%
5210525	101000	General insurance	9,225	6,919.32	75.0%
5210530	101000	Legal Settlements			
5210725	103000	Phone & Radio	1,200	558.12	46.5%
5210810	103000	Electricity - PG&E	4,160	1,211.23	29.1%
5210815	101000	Garbage, dump	19,040	11,005.52	57.8%
5210835	103000	Water & sewer	15,000	10,051.73	67.0%
5210910	103000	Vehicle Maintenance	3,000	970.54	32.4%
5210920	103000	MERA operations - 10%	1,606	1,606.20	100.0%
5210940	103000	Maintenance - park tractor & equip	1,500	1,848.78	123.3%
5211110	103000	Janitorial contract			
5211125	103000	Park and community landscape contract	40,000	19,771.30	49.4%
5211130	103000	Creek maintenance			
5211140	103000	Park and community landscape special			
5211220	103000	Equipment Rental	4,200	2,330.69	55.5%

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 12/31/2015	% Budget 2015-16
5211320	103000	Education & training supplies			
5211325	103000	Conferences, mtgs			
5211330	103000	Membership dues	1,900	1,724.25	90.8%
5211340	103000	Training Expense - Park	2,000	1,000.00	50.0%
5211440	103000	General travel	800		
5211520	103000	Recruiting ads & legal notices			
5211528	103000	Tree Services	8,000	11,100.00	138.8%
5211532	103000	Weed and pest control	2,000	900.00	45.0%
5211545	101000	Election expense - Board	1,750		
5211610	103000	Permits, Co. auditor fees, LAFCO share	700	714.86	102.1%
5220110	103000	Office expense	1,000		
5220130	101000	Reprod. costs, copy machine 10%	650	409.80	63.0%
5220210	103000	Replacement equipment & furnishings	3,000	170.58	5.7%
5220215	103000	Small tools	800	639.87	80.0%
5220220	103000	Maintenance - open space	2,500	1,000.00	40.0%
5220310	103000	Maintenance supplies, land & buildings	20,000	16,351.83	81.8%
5220610	103000	Gasoline, fuel	3,000	1,476.83	49.2%
5220810	103000	Misc supplies, community exp			
5220819	103000	Reg supplies	200	(115.64)	-57.8%
5220825	103000	Uniforms & safety clothing	700	790.03	112.9%
5220826	103000	Food supplies	500	400.00	80.0%
5220827	103000	Household & janitorial supplies	2,000	671.46	33.6%
5220828	103000	First Aid supplies	300	300.00	100.0%
5420515		Co Pooled Investments interest			
TOTAL SERVICES & SUPPLIES			157,256	106,738.97	67.9%
EXPENDITURES: DEBT SERVICE					
5211710	103000	MERA 10% principal	1,600	1,600.87	100.1%
5211715	103000	MERA 10% interest	415	415.08	100.0%
TOTAL DEBT SERVICE			2,015	2,015.95	100.0%
EXPENDITURES: FIXED ASSETS: (Sch. C)					
5220910	103000	Cap. Outlay - Park Improvements			
5220916	103000	Equipment & tools			
TOTAL FIXED ASSETS					
Board Designated Reserve Goals:					
		<i>Capital Reserve (2.25%)</i>	15,300		
		<i>Unfunded Liabilities (3.25%)</i>	22,000		
		<i>Fund Balance Restoration (1%)</i>	6,800		
		Total:	44,100		
TOTAL CONTINGENCIES & RESERVES					
TOTAL PARK BUDGET			602,230	347,651.54	57.7%
REVENUE OTHER THAN TAXES					
		Rebates			
4410125	103000	Interest -Pooled Investments	500	101.81	

SAP	Functional Area	Expense Object	Budget	Actual	% Budget
			2015-16	12/31/2015	2015-16
4410127	103000	Interest -Pooled Investment ERAF	100		
4530516	103000	Measure A Parks & Recreation			
4530527	103000	State Grants			
4540510	103000	Fed. Park Svcs			
4511210	103000	HOPTR		259.16	
4570110	103000	Reimbursed expenses			
4710631	103000	Misc. Revenue - contract services			
4710642	103000	Misc. Revenue - Donations	150		
4810250	103000	Operating Transfers In			
TOTAL REVENUE OTHER THAN TAXES			750	360.97	48.1%

REVENUE SUMMARY

Estimated Property Tax Revenue:					
4110110	103000	Current Secured	295,737	166,955.75	56.5%
4110111		SB2557 Admin fees`	(5323.00)	(2065.47)	38.8%
4110115	103000	Unitary	1,839		
4110120	103000	Current Unsecured	5,994	5,542.97	92.5%
4110140	103000	Excess ERAF	34,366	16,997.11	49.5%
4110145	103000	PY/Reverse ERAF		1,889.35	
4110210	103000	Supplemental	6,259	1,836.99	29.3%
4110215	103000	Supplemental Assessment, Current	143	96.94	67.8%
4110225	103000	Supplemental Assessment, Redem.	453	148.62	32.8%
4110310	103000	Prior Secured			
4110510	103000	Prior Unsecured	221	175.68	79.5%
4560110	103000	In-lieu, Housing			
Total Estimated Property Tax Revenue:			339,689	191,578	
4120610	103000	Special Tax	338,744	186,204.79	55.0%
4120611	103000	Administrative fee for Special Tax	(1,200)	(667.81)	55.7%
TOTAL BUDGET FUNDING			677,983	377,475.89	55.7%
TOTAL PARK BUDGET			602,230	347,651.54	57.7%

MARINWOOD COMMUNITY SERVICES DISTRICT
RECREATION DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16

6103012100			<i>Adopted</i>	<i>5/12/15</i>	
GL	Functional Expense	Budget	Actual	% Budget	
Account	Area Object	2015-16	12/31/2015	2015-16	
EXPENDITURES:					
5110110	Regular Salaries				
	101000 Administration (Dist Mgr 25%)	24,252	12,126.40	50.0%	
	103000 Rec Director (70%)	68,825	34,412.50	50.0%	
	103000 Recreation	<u>176,737</u>	95,890.40	54.3%	
		269,814	142,429.30	52.8%	
5110210	Extra Hire Wages				
	101000 Office hourly	10,494	7,465.36	71.1%	
	103000 Overtime				
	103000 General	6,000	5,279.48	88.0%	
	104000 Building attendant & janitorial	12,900	6,285.00	48.7%	
	105000 Pool salaries	140,000	103,854.58	74.2%	
	106000 Aquatics	45,000	36,100.57	80.2%	
	107000 Summer programs	357,581	290,238.51	81.2%	
	108000 Preschool	105,000	38,399.42	36.6%	
	110000 Youth programs	28,300	2,621.75	9.3%	
	111000 Adult programs	2,000	2,060.00	103.0%	
	112000 Community events	700	588.50	84.1%	
	113000 Swim team wages	<u>50,000</u>	<u>10,082.00</u>	<u>20.2%</u>	
		757,975	502,975.17	66.4%	
	Total Wages	1,027,789	645,404.47	62.8%	
	Benefit & Employer Expenses				
5130120	103000 Group insurance	95,952	58,364.17	60.8%	
5130510	103000 PERS	43,816	33,187.44	75.7%	
5140115	103000 Workers Compensation Ins.	45,924	58,232.28	126.8%	
5140130	103000 Physician services	500		0.0%	
5140140	103000 Social Security/Medicare	79,128	55,278.27	69.9%	
5140145	103000 Unemployment Insurance	<u>21,000</u>	<u>14,918.50</u>	<u>71.0%</u>	
		286,321	219,980.66	76.8%	
510000		1,314,110	865,385.13	65.9%	
5210120	103000 Consultant fees	2,125	1,805.00	84.9%	
5210122	103000 Marketing expense	30,000	9,722.11	32.4%	
5210128	103000 Fingerprints	5,000	3,662.00	73.2%	
5210131	103000 Legal expenses	1,000	1,216.65	121.7%	
5210146	Recreation Program Contracts				
	107000 Summer program contracts	32,907	27,811.70	84.5%	
	109000 Tennis contracts	44,000	27,045.27	61.5%	
	110000 Youth Program contracts	31,215	15,149.55	48.5%	
	111000 Adult program contracts	20,450	15,962.61	78.1%	
	112000 Community Recreation contracts	0			

GL	Functional Expense		Budget	Actual	% Budget
Account	Area	Object	2015-16	12/31/2015	2015-16
5210210	101000	Audit fees	3,300	1,687.95	51.2%
5210215	103000	Banking services	800	818.50	102.3%
5210230	103000	Payroll services	3,500	2,041.83	58.3%
5210525	103000	General insurance	8,500	5,887.67	69.3%
5210530	101000	Legal settlements			
5210725	103000	Phone & Radio	3,580	993.08	27.7%
5210810	103000	Gas & Electricity - PG&E	36,400	21,887.04	60.1%
5210815	101000	Garbage, dump	5,440	2,808.72	51.6%
5210835	103000	Water & sewer	1,696	4,839.33	285.3%
5211110	104000	Janitorial contract	25,000	12,713.25	50.9%
5211115	104000	Maintenance - special bldg*	0		
5211315		Staff training			
	103000	Recreation training expense	400	709.51	177.4%
	105000	Pool training	1,200	935.22	77.9%
5211320	103000	Books, publications, reference mat'l			
5211325	103000	Conferences, mtgs	3,000	500.00	16.7%
5211330	103000	Membership dues	2,200	2,327.25	105.8%
5211440	103000	General travel	2,000	766.79	38.3%
5211520	103000	Publication & legal notices	500	740.00	148.0%
5211545	101000	Election expense	1,750		0.0%
5211610	101000	Permits, Co. Finance, LAFCO	1,700	1,419.86	83.5%
5220110	103000	Office expense	20,500	11,244.47	54.9%
5220130	101000	Copy machine 60%, + outside pr	6,200	2,458.83	39.7%
5220215	105000	Maintenance - pool misc & equip	20,000	2,449.67	12.2%
5220310	104000	Maintenance - Community Ctr	6,000	5,102.78	85.0%
5220810	105000	Pool chemicals	14,000	8,609.02	61.5%
5220819		Recreation supplies			
	103000	General recreation supply	3,000	2,071.80	69.1%
	104000	<i>Building rec supply</i>			
	105000	Pool Supplies	6,500	2,624.31	40.4%
	106000	Aquatic Supplies	6,000	4,590.45	76.5%
	107000	Summer program expense	147,700	96,542.56	65.4%
	108000	Preschool supplies	1,000	442.62	44.3%
	109000	Tennis class supplies	600	312.00	52.0%
	110000	Youth Program expense	3,200	3,763.92	117.6%
	111000	Adult program expense	2,000	128.97	6.4%
	112000	Community Recreation expense	16,400	14,536.50	88.6%
5220825	105000	Pool guard clothing	1,500	692.35	46.2%
5220826	105000	Vending machine supplies	10,000	7,839.00	78.4%
5220827	103000	Janitorial supplies	12,000	7,985.52	66.5%
5220828		First aid supply			
	105000	Pool first aid	1,000		0.0%
	107000	Summer first aid supply	500	102.89	20.6%
5420500	103000	Interest on County Pooled Invest	0		
TOTAL SERVICES & SUPPLIE			545,763	334,948.55	61.4%

GL	Functional Expense		Budget	Actual	% Budget
Account	Area	Object	2015-16	12/31/2015	2015-16
5211710	103000	Principal, expansion loan	50,000	47,974.13	95.9%
5211715	103000	Interest, expansion loan	7,425	4,400.00	59.3%
TOTAL LOAN PAYMENT			57,425	52,374.13	91.2%
5220910	103000	Building and Pool Improvements	25,000	24,950.00	99.8%
5220916	103000	Rec Equipment	0		
TOTAL FIXED ASSETS			25,000	24,950.00	99.8%
Contingency, General (fund bal. unbudgeted)					
Board Designated Reserve Goals:					
<i>Capital Reserve (2.25%)</i>					
<i>Unfunded Liabilities (3.25%)</i>					
5450150	<i>Fund Balance Restoration (1%)</i>				
Total:					
Contingency for emergencies					
TOTAL CONTINGENCIES & RESERVES			0		
TOTAL BUDGET RECREATION			1,942,298	1,277,657.81	65.8%
REVENUE					
4410125	103000	Interest - pooled investments	500		0.0%
4410127	103000	Interest - ERAF			
4410215	105000	Pool facility & group picnic rent	16,000	7,560.63	47.3%
4410225	104000	Building rental	43,000	22,576.31	52.5%
4511210	103000	HOPTR	0	354.16	
4530516	103000	Measure A Parks & Recreation			
4570110	103000	Reimbursed expenses	500	28.53	5.7%
4631912		Vending & advertising			
	105000	Vending sales	15,000	14,166.27	94.4%
	103000	Ad sales	7,000	3,954.91	56.5%
4631914	112000	Community recreation activities	20,670	10,951.94	53.0%
4631915	109000	Tennis	59,000	28,810.32	48.8%
4631917	105000	Pool revenue - Drop-in/Passes	82,000	55,434.55	67.6%
	106000	Aquatics, swim classes	105,000	109,307.95	104.1%
	113000	Swim team reimbursement	57,000	63,168.86	110.8%
4631918	105000	Pool membership	60,000	45,675.18	76.1%
4631919	111000	Adult Programs	36,385	23,833.81	65.5%
4631920	107000	Summer Programs	793,495	682,842.29	86.1%
4631922		Youth Program revenue			
	108000	Preschool	133,000	49,635.78	37.3%
	110000	Youth Programs	102,790	46,823.69	45.6%
4640329	103000	Unused credit		1,241.59	
4710615	103000	Donations	1,000		
4710642	103000	Miscellaneous	25,150	2,062.87	8.2%
TOTAL NON-TAX REVENUE			1,557,490	1,168,429.64	75.0%

GL	Functional Expense		Budget	Actual	% Budget
Account	Area	Object	2015-16	12/31/2015	2015-16

Total restricted funds & 6/30 balance budgeted

Other Revenue:

Revenue other than taxes 1,557,490

Estimated Property Tax Revenue:

4110110	103000	Current Secured	404,129	228,147.68	56.5%
4110111	103000	Tax Admin fee - contra revenue	(7,274)	(2,822.49)	38.8%
4110115	103000	Unitary	2,514		0.0%
4110120	103000	Current Unsecured	8,191	7,574.56	92.5%
4110140	103000	Excess ERAF	46,961	23,226.83	49.5%
4110145	103000	P/Y ERAF/Reverse ERAF	0	2,581.83	
4110210	103000	Supplemental	8,553	2,510.27	29.3%
4110215	103000	Supplemental , unsecured	196	132.46	67.6%
4110225	103000	Supplemental Assessment, Reder	620	87.45	14.1%
4110310		Prior Year Secured	0		
4110510	103000	Prior Unsecured	302	240.07	79.5%
4560110	103000	In-lieu, Housing	0		
			464,192	261,678.66	56.4%
TOTAL BUDGET FUNDING			2,021,682	1,430,108.30	70.7%
TOTAL RECREATION BUDGET			1,942,298	1,277,657.81	65.8%

**MARINWOOD COMMUNITY SERVICES DISTRICT
FIRE DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16**

Cost Center 6103013100 Adopted: 5/15/2015

Functional Area	Expense Object	Budget 2015-16	Actual 12/31/2015	% Budget 2015-16
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EXPENDITURES: SALARIES & EMPLOYEE BENEFITS

5110110		Regular Salaries			
	101000	Administration (Dist Mgr 50%)	48,504	25,185.60	51.9%
	103000	Sal. Fire Chief	107,432	53,716.00	50.0%
	103000	Sal. Firefighters	848,777	399,021.44	47.0%
5110313	103000	Holiday Pay	38,291	16,176.12	
5110319	103000	FLSA Work-week Adjustment	21,494	14,315.13	66.6%
5120110	103000	Overtime - General	85,000	110,138.82	129.6%
5120110	103000	Overtime - OES (Reimbursed)		142,377.20	
		Total Regular Salaries	1,149,498	760,930.31	66.2%
5110210		Extra Hire Salaries			
	101000	CSD Office hourly	10,494	7,682.03	73.2%
	103000	Cadet Program/Extra Hire	-		
		Total Extra Hire Salaries	10,494	7,682.03	73.2%
		Total salaries	1,159,991	768,612.34	66.3%
5130120	103000	Group Insurance	287,743	174,027.41	60.5%
5130510	103000	PERS	337,462	209,943.93	62.2%
5140115	103000	Workers Compensation	144,561	115,392.21	79.8%
5140130	103000	Physicians Services	4,100	2,465.03	60.1%
5140140	103000	Social Security/Medicare	88,739	50,745.14	57.2%
5140145	103000	Unemployment Insurance	3,108	860.89	27.7%
		Total Benefits & Employer Expense	865,713	553,434.61	63.9%

510000	TOTAL SALARIES & EMPLOYEE BENEFITS		2,025,705	1,322,046.95	65.3%
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EXPENDITURES: SERVICES AND SUPPLIES

5210120	103000	Consultant fees	12,050	20,019.05	166.1%
5210128	103000	Fingerprinting	300	117.80	39.3%
5210131	103000	Legal Expense	10,000	13,942.71	139.4%
5210210	101000	Audit	6,600	4,347.34	65.9%
5210215	103000	Banking fees	600		
5210230	103000	Payroll services	4,000	2,708.30	67.7%
5210525	103000	General Insurance	13,502	9,690.57	71.8%
5210530	101000	Legal settlements			
5210725	103000	Telephone, broadband, cell	8,000	4,553.73	56.9%
5210810	103000	Gas & Electricity - PG&E	9,450	6,736.37	71.3%
5210815	101000	Garbage Removal	2,720	1,444.36	53.1%
5210835	103000	Water (\$100/mo) & Sewer (40%)	1,800	890.00	49.4%
5210910	103000	Vehicle maintenance	25,000	6,918.79	27.7%
5210920	103000	MERA operation (90% of total)	14,456	14,455.80	100.0%
5210925	103000	Radio Maintenance & Equipment	3,918	2,166.02	55.3%
5211140	103000	Vegetation management	-		
5211310	103000	Special progams, awards & incentives	3,000	941.76	31.4%
5211320	103000	Educational Materials (Train/Prev/NERT)	5,000	572.63	11.5%
5211325	103000	Conferences & meeting expense	1,000		

SAP	Functional Area	Expense Object	Budget	Actual	% Budget
			2015-16	12/31/2015	2015-16
5211330	103000	Memberships, Dues (offset by payroll ded.)	2,500	6,982.50	279.3%
5211340	103000	Training / Testing (inc.EMT,CPR, FPO, TO)	8,000		
5211440	103000	Routine Travel	1,000	991.40	99.1%
5211520	103000	Publications, Legal Notices	400	675.65	168.9%
5211545	101000	Election Exp. (Board, Paramedic)	6,000		
5211610	103000	County fees, LAFCO share, Hazmat	5,960	2,929.72	49.2%
5220110	103000	Office expense	7,000	3,833.15	54.8%
5220130	101000	Reprod. costs - Xerox 30%	3,000	1,229.35	41.0%
5220210	103000	In-house apparatus & equipment maintenance	5,000	4,491.16	89.8%
5220215	103000	Hydrant Maint.	1,500	22.04	1.5%
5220220	103000	Small tools	500	740.34	148.1%
5220310	103000	Building Maintenance	9,400	4,384.85	46.6%
5220610	103000	Gasoline, fuel	9,000	3,607.20	40.1%
5220810	103000	Miscellaneous supplies	24,586	18,243.56	74.2%
5220825	103000	Uniforms & personal Supplies	7,062	2,858.55	40.5%
5220826	103000	Food, emergency supplies	1,500	1,711.53	114.1%
5220827	103000	Janitorial & Building Supplies	3,000	800.00	26.7%
TOTAL SERVICES & SUPPLIES			216,804	143,006.23	66.0%
EXPENDITURES: DEBT SERVICE					
5211710	103000	Long-term debt principal <i>MERA bond share - 14408</i> <i>Building loan - 50000</i>	64,408	62,381.96	96.9%
5211715	103000	Long-term debt interest <i>MERA bond share - 3736</i> <i>Building loan - 7425</i>	11,161	8,135.76	72.9%
TOTAL LOAN PAYMENT			75,569	70,517.72	93.3%
EXPENDITURES: FIXED ASSETS					
5220910	103000	Improvements	15,838	94.16	
5220916	103000	Other equipment - new fire engine lease	43,000	42,752.99	99.4%
TOTAL FIXED ASSETS			58,838	42,847.15	72.8%

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 12/31/2015	% Budget 2015-16
EXPENDITURES: CONTINGENCIES & RESERVES					
		Reserves for equipment replacement	<i>proposed</i>		
		Utility Vehicle	6,000		
		HVAC, Firehouse	8,000		
		Total:	14,000		
Board Designated Reserve Goals:					
		Capital Reserve (2.25% of Total Rev)	53,600		
		Unfunded Liabilities Reserve (3.25%)	77,400		
		Fund Balance Restoration (1%)	23,800		
		Total Board Designated Reserve:	154,800		
TOTAL CONTINGENCIES & RESERVES			-		
TOTAL BUDGET			2,376,916	1,578,418.05	66.4%
REVENUE: BUDGET FUNDING - FIRE DEPT.					
Estimated Property Tax Revenue:					
4110110	103000	Current Secured	638,309	360,352.45	56.5%
4110111	103000	Admin fee for tax collection	(11,489.00)	(4,458.04)	38.8%
4110115	103000	Unitary	3,970		
4110120	103000	Current Unsecured	12,937	11,963.79	92.5%
4110140	103000	Excess ERAF	74,174	36,686.08	49.5%
4110145	103000	P/Y ERAF /Reverse ERAF	0	4,077.93	
4110210	103000	Supplemental Assessment, Current	13,510	3,964.90	29.3%
4110215	103000	Supplemental Assessment, Unsecured	309	209.22	67.7%
4110225	103000	Supplemental Assessment, Redem.	979	138.12	14.1%
4110310	103000	Prior Year Secured	0		
4110510	103000	Prior Unsecured	477	379.18	79.5%
4560110	103000	In-lieu, Housing	0		
		Total Estimated Property Tax Revenue:	733,176	413,314	56.4%
4120610	103000	Special Tax	992,346	547,006.85	55.1%
4120611	103000	Admin fee for Special Tax collection	(3,600)	(1,965.91)	54.6%
4220115		Plan Review fees	5,000	885.00	17.7%
4410125		Interest - Pooled Investments	500		
4410127		Interest - excess ERAF			
4511210	103000	HOPTR	0	559.38	
4530527		Grants - two vegetation management projects			
4570110		Expense reimbursements - CSA13 Engine Payment			
4631145		Contracts for service	81,378		
4631740		Emergency Response Fees (billable)	10,000		
4640321		CSA 13 contract	561,236		
4640415		OES reimbursement		91,015.07	
4710615		Donations			
4710642		Miscellaneous revenue	100	2,778.50	2778.5%
TOTAL FIRE BUDGET FUNDING			2,380,136	1,053,592.52	44.3%
TOTAL FIRE BUDGET			2,376,916	1,578,418.05	66.4%

**MARINWOOD COMMUNITY SERVICES DISTRICT
STREET LIGHTING BUDGET FOR FISCAL YEAR 2015-16**

Amended: 10/13/15

Cost Center 6103014100

Adopted: 5/12/2015

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 12/31/2015	% Budget 2015-16
EXPENDITURES: SERVICES & SUPPLIES					
5220110	103000	CSD Admin overhead - (chg to office exp)			
5210237	103000	Special Tax admin			
5210825	103000	Street Light power (295 lights)	16,000	6,715.48	42.0%
5210915	103000	Street Light maint	7,710	2,554.15	33.1%
5211520	103000	Publication, legal notices			
5211610	103000	Marin General Services Authority admin fee	250	201.00	80.4%
5220916	103000	New street lights	0		
		TOTAL SERVICES AND SUPPLIES	23,960	9,470.63	39.5%
EXPENDITURES: CONTINGENCIES & RESERVES					
	103000	Contingency, Special:			
9000010		Major maintenance contingency	0		
		TOTAL CONTINGENCIES & RESERVES	0		
TOTAL BUDGET			23,960	18,941.26	79.1%

BUDGET FUNDING

Taxes					
4120610	103000	Service charge - \$15.00 per impr. par.	24,060	13,315.50	55.3%
4120611	103000	Tax collection fee - contra revenue	(100)	(48.28)	
4410125	103000	Interest - Co. Pooled Investments			
4570110	103000	Rebate from PG&E for LED retrofit			
4810135	103000	Loan Proceeds			
		6/30 fund balance budgeted	0		
TOTAL BUDGET FUNDING			23,960	13,267.22	55.4%

MARINWOOD COMMUNITY SERVICES DISTRICT
"MEASURE A" BUDGET FOR FISCAL YEAR 2015-16
FUND: 73701

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 12/31/15	% Budget 2015-16
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EXPENDITURES:

PARK - SAP Cost Center: 6103011000

5220910	103000	Capital Outlay - Park Improvements	22,000.00		
5220916	103000	Equipment & Tools - Park	15,000.00	15,999.00	106.7%

RECREATION - SAP Cost Center: 6103012000

5220910	103000	Building and Pool Improvements	25,000.00	5,000.00	20.0%
5220916	103000	Rec Equipment			

TOTAL MEASURE A BUDGET			62,000.00	20,999.00	33.9%
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REVENUE:

PARK - SAP Cost Center: 6103011000

4530516	103000	Measure A - Park	37,000.00		
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RECREATION - SAP Cost Center: 6103012000

4530516	103000	Measure A - Recreation	29,630.60	38,790.39	130.9%
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TOTAL MEASURE A FUNDING			66,630.60	38,790.39	58.2%
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Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

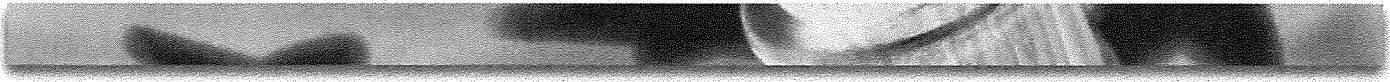


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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move ...”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

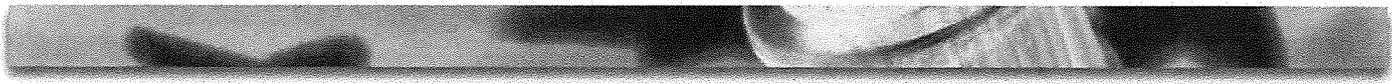
The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”



The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

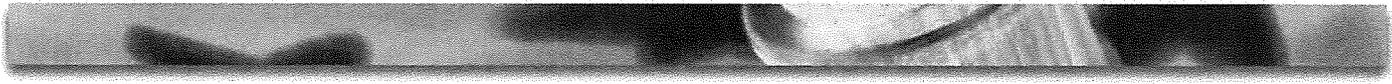
The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.



Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in



California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.



Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.

Simple Parliamentary Procedures Cheat Sheet

(Adapted from Rosenberg's *Rules of Order: Simple Parliamentary Procedures for the 21st Century*)

Meeting Basics

Establish a quorum

Call meeting to order

Move through agenda

Adjourn meeting

Motions 101

Basic Motions

- Basic motion on agenda item
- Motion to amend
- Substitute motion

Meeting Motions

- Motion to adjourn
- Motion to recess
- Motion to fix the time to adjourn
- Motion to table

Super Majority Motions

- Motion to limit debate
- Motion to close nominations
- Motion to object to the consideration of a question
- Motion to suspend the rules

A motion can be made and seconded by any member.

Agenda Item Discussions

1. **Announce Agenda Item:** Chair clearly states agenda item number and subject.
2. **Reports and Recommendations:** Relevant speaker gives report and provides recommendations.
3. **Questions and Answers:** Technical questions from members are asked and addressed.
4. **Public Comment:** Chair allows public comment and input under the terms of the Board's policy for such comment.
5. **Motions and Action Items:**
 - a. **Motions Introduced:** Chair invites motion from body, and announces name of member introducing motion.
 - b. **Seconds:** If motion is seconded, Chair announces name of seconding member.
 - c. **Motions Clarified:** Seconded motion is clarified by maker of motion, Chair, or secretary/clerk.
 - d. **Amendments and Substitutions:** Other members may propose amended or substitute motions.
 - e. **Discussion and Vote:** Members discuss motion. Chair announces that vote will occur. Members vote on the last motion on the floor (a substitute motion) first, and if that does not pass, vote on the next-to-last motion, and so on.
 - f. **Ayes and Nays:** Chair takes vote by asking for "ayes," "nays," or "abstentions." Unless super majority required, simple majority determines whether motion passes.
 - g. **Results and Actions:** Chair announces result of vote and action the body has taken. Names of dissenters should be announced as well. *Example: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring 10 days' notice for all future meetings of this governing body."*
6. **Repeat:** Begin process again with next agenda item.

Prepared by:



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Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday December 8, 2015

Time and Place: 5:30PM Marinwood Community Center classroom.

Closed Session

Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore. Represented employees: Marinwood Professional Firefighters. Closed session began at 5:30pm. Closed session ended at 7:20pm. No action was taken; the Board advised its representatives.

Present:

Board Members: Vice President Justin Kai, Bill Shea, Izabela Perry, Leah Kleinman-Green and Jeff Naylor.

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Joel White and Cesar Correa and Administrative Assistant Carolyn Sullivan.

Fire Commissioners: Ron Marinoff.

Park and Recreation Commissioners: Shane Valentine.

Others Present: Stephen Nestel, Linda Barnello, Tarey Read, Ray Day, Jon Campo, David Kunhardt and Dan Curran.

Call to Order and Pledge of Allegiance

Agenda

No changes or additions to agenda.

Introduction of Newly-Elected Board Directors

Kai welcomed the new Board members, Jeff Naylor, Leah Kleinman-Green and Izabela Perry. Dreikosen confirmed they were sworn in prior to entering closed session.

Solar Power Purchase Agreement Update

1. *Estoppel Certificate and Solar PPA Amendment including Notice to Proceed to Engineering:* Dreikosen reported the project is ready to move forward as previously approved by the Board. DeMarta and Dreikosen measured the proposed structure and it will fit without having to move the lifeguard shed as well as provide the tot pool with some shade. Kai questioned what will happen to the equipment when the contract expires. Kunhardt replied the CSD may extend the contract or decide to have the equipment removed. Naylor questioned where the power supply will be installed. Kunhardt replied the contractor will bore into the pool deck and place the equipment under the concrete. Barnello asked if this is the final decision on the project. Kai replied after this vote there will be financial ramifications if the CSD backs out of the project.

M/s Kleinman-Green/ Perry to approve the Estoppel Certificate and Solar PPA Amendment including Notice to Proceed to Engineering. Ayes: Kleinman-Green, Perry, Kai and Shea. Nays: Naylor. Motion passed.

Consent Calendar

a. *Draft Minutes of Regular Meeting of November 10, 2015:* No comments or additions.

b. *Bills paid nos. 505-578:* No comments.

M/s Shea/ Perry to approve Consent Calendar. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously. (Please note Kleinman-Green, Naylor and Perry were not Board members at the November meeting).

District Matters

Naylor commented he would like these ad-hoc committees to meet as often as they can and to report monthly to the Board. Committee's should consist of two Board members, a Commission member and a member of the public with knowledge of the issues.

1. *Form Ad-hoc Committee to Address District Unfunded Future Liabilities:*

M/s Perry/ Shea to approve the formation of Ad-Hoc Committee to Address District Unfunded Liabilities; Naylor and Shea will sit on the Committee. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously.

2. *Form Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures:*

M/s Kleinman-Green/ Shea to approve formation of Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures. Perry will sit on the Committee. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously.

3. *Appoint Board Director(s) to Work with District Manager regarding upcoming accounting system transition:*
M/s Perry/ Kleinman-Green to approve and appoint Naylor and Shea to work with District Manager regarding upcoming accounting system transition. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously.
 4. *Assign Special Initiative to Park and Recreation Commission for Report and Recommendation to the Board; Park Maintenance Shop Repair/Replacement:*
M/s Perry/ Kleinman-Green to assign Special Initiative to Park and Recreation Commission for Report and Recommendation to the Board; Park Maintenance Shop Repair/ Replacement. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously.
 5. *Assign Special Initiative to the Fire Commission for Report and Recommendation to the Board; Succession Planning for Implementation of Paramedic Positions:*
M/s Shea/ Perry to assign Special Initiative to the Fire Commission for Report and Recommendation to the Board; Succession Planning for Implementation of Paramedic Positions. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously.
- Dreikosen thanked the Board for their motions, but reminded the Board members there is limited resources due to the District's small staff.

Public Comment Open Time for Items not on the Agenda

Read welcomed the new Board members. Kai thanked Read for her service. Barnello stated all Board and Commission members need Brown Act training.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of December 1, 2015:* No further discussion.
2. *Fire Department: Activity summary report for November 2015:* Roach thanked the staff for stepping up and filling shifts over the past few months. In January the Department should be fully staffed.
3. *Fire Chief Report:* Roach stated the final inspection will occur in January for the new engine; it should be in service by February.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of November 24, 2015:* Valentine reported the Commission had completed a draft inspection of the MCSD facilities and grounds as well as draft IPM Policy.
2. *Recreation and Maintenance Activity Reports:* DeMarta reported the Recreation Department had added Thanksgiving Camp and it was a success. DeMarta noted he had applied to about ten grants over the past few weeks and hopes to hear from them soon. The pool pump room updates are almost complete; when the project is done staff will be able to monitor chlorine/chemical balances online. DeMarta reported a large tree had fallen in the creek; staff will move it this week. Additionally Sibbaluca had completed his pesticide applicator certificate.

New and Other Business

1. *Appoint Incoming Fire Commissioners:* Dreikosen stated the applicants are: Irving Schwartz, Dan Curran, Tarey Read and James Rey. Read commented her focus is the Fire Department, she is a former volunteer firefighter with FEMA training and a good depth of knowledge. Curran stated he is a former San Francisco Firefighter and an eighteen year resident of Marinwood.
M/s Naylor/Kleinman-Green to appoint Dan Curran to fulfill Naylor's term to the Fire Commission. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously.
M/s Shea/ Kleinman-Green to appoint James Rey to the Fire Commission. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously.
Motion Kleinman-Green to appoint Tarey Read to the alternate position to the Fire Commission. Motion failed for lack of second.
M/s Shea/ Naylor to appoint Irving Schwartz to the alternate position to the Fire Commission. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously.
2. *Appoint Incoming Park and Recreation Commissioners:* Valentine commented he has enjoyed working on the Commission and would like to continue. Campo stated he has worked for the San Francisco Parks Department for the past twenty years and has a wide array of park management knowledge.
M/s Shea/Perry to appoint Kimberly Call, Shane Valentine and Jon Campo to the Park and Recreation Commission. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously.
3. *Election of Board Officers for 2016: President and Vice President:*
M/s Perry/ Shea to appoint Kai to Board President for 2106. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously.
M/s Perry/ Shea to appoint Kleinman-Green to Board Vice President for 2016. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea. Nays: None. Motion carried unanimously.

4. Requests for Future Meeting Agenda Items:

Perry requested a committee for MCSD website/communications.

Barnello requested policy and responsibilities for Board members liaisons. Dreikosen replied the liaison descriptions are included in the by-laws.

Barnello stated Item "M" (Recognitions and Board Member Items of Interest) should be clarified.

Barnello stated Ordinance 2011-03 needs Board approval based on discussion and recommended revision from the Park & Recreation Commission.

Nestel stated there needs to be discussion regarding new revenue opportunities for the Recreation Department. Kai replied DeMarta is always on top of new revenue ideas. Valentine commented the Commission is always discussing revenue ideas.

Recognitions and Board Member Items of Interest

Shea welcomed the new members.

The meeting was adjourned at 10:18pm.

The date of the next Regular Board Meeting was set for January 12, 2015.

Respectfully submitted,
Carolyn Sullivan

**MARINWOOD COMMUNITY SERVICES DISTRICT
REQUEST FOR PAYMENT OF CLAIMS**

Fund 73700

Cost Centers- 4100 St Lgts
Cost Centers- 3100 Fire
Cost Centers- 2100 Recreation
Cost Centers- 1100 Park

Approved by the Board of Directors on January 12, 2016

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
579	AIG Life	347.76	Life Ins. Jan.	3100	5130120	103000	173.42
				2100	5130120	103000	94.30
				1100	5130120	103000	80.04
580	Vision Svcs Plan	420.85	Vision Ins Jan.	3100	5130120	103000	254.73
				2100	5130120	103000	94.13
				1100	5130120	103000	71.99
581	Ca Assoc of Pro Fire	214.50	Long Term Dis. Jan	3100	5130120	103000	214.50
582	Delta Dental	2,754.67	Dental Ins Jan	3100	5130120	103000	1,626.13
				2100	5130120	103000	521.75
				1100	5130120	103000	606.79
583	AFLAC	127.40	Disability Ins.	1100	5130120	103000	127.40
584	PERS Retirement	12,845.17	Retirement 12.23.15	1100	5130510	103000	1,171.50
				2100	5130510	103000	1,616.73
				3100	5130510	103000	10,056.94
585	PERS Retirement	16,831.53	Retirement 12.11.15	3100	5130510	103000	14,037.24
				2100	5130510	103000	1,619.76
				1100	5130510	103000	1,174.53
586	Marinwood CSD	78,123.68	Fire Reg Salary	3100	5110110	103000	34,175.60
				3100	5120110	103000	13,112.28
				3100	5110319	103000	1,486.19
				3100	5110110	103000	2,495.36
				3100	5110210	101000	516.61
				3100	5110110	101000	1,865.60
				2100	5110210	101000	516.61
				1100	5110210	101000	258.30
				2100	5110110	101000	932.80
				1100	5110110	101000	932.80
				2100	5110110	103000	2,647.12
				1100	5110110	103000	1,134.48
				2100	5110110	103000	6,830.40
				2100	5110210	103000	603.75
				1100	5110110	102000	6,272.00
				2100	5110210	104000	134.00
				2100	5110210	108000	6,135.50
				2100	5110210	110000	30.00
				2100	5110210	112000	47.50
				3100	5210230	103000	1,013.91
				2100	5210230	103000	394.68
				1100	5210230	103000	114.81
				3100	5140140	103000	1,733.25
2100	5140140	103000	1,727.76				
1100	5140140	103000	474.95				
3100	5140145	103000	5.20				
2100	5140145	103000	8.94				
			Benefits withholding		2120066	103000	-7,476.72
587	CalPERS	13,384.00	Liability Dec.	3100	5130510	103000	13,384.00
588	CalPERS	3,671.00	Liability Dec.	2100	5130510	103000	2,033.00
				1100	5130510	103000	1,638.00
589	PERS Health	38,800.89	Health Ins Dec	3100	5130120	103000	21,197.22
				2100	5130120	103000	7,755.19
				1100	5130120	103000	9,848.48
590	Delta Dental	2,633.45	Dental Ins. Dec.	3100	5130120	103000	1,504.91
				2100	5130120	103000	521.75
				1100	5130120	103000	606.79
591	Ca Assoc of Pro Fire	214.50	Long Term Dis. Dec	3100	5130120	103000	214.50
592	Marin Pro Firefighters	590.00	Union Dues Dec.	3100	5211330	103000	590.00
593	Vision Svcs Plan	398.70	Vision Ins. Dec.	3100	5130120	103000	232.58
				2100	5130120	103000	94.13
				1100	5130120	103000	71.99
594	AIG Life	347.76	Life Ins. Dec.	3100	5130120	103000	173.42
				2100	5130120	103000	94.30

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
				1100	5130120	103000	80.04
595	PERS Retirement	12,435.97	Retirement 11.27.15	3100	5130510	103000	9,657.76
				2100	5130510	103000	1,611.72
				1100	5130510	103000	1,166.49
596	Marinwood CSD	96,960.59	Fire Reg Salary	3100	5110110	103000	34,670.24
			Fire Overtime	3100	5120110	103000	14,509.04
			Shift Cap/Work Week	3100	5110319	103000	1,060.51
			4850 Pay	3100	5220110	103000	2,495.36
			Holiday Pay	3100	5110313	103000	15,839.40
			Admin Asst	3100	5110210	101000	550.92
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Asst	2100	5110210	101000	550.92
			Admin Asst	1100	5110210	101000	275.45
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Rec Director	2100	5110110	103000	2,647.12
			Rec Director	1100	5110110	103000	1,134.48
			Rec Salary	2100	5110110	103000	6,830.40
			Rec Hourly	2100	5110210	103000	337.50
			Park Salary	1100	5110110	102000	6,272.00
			Park hourly	1100	5110210	103000	502.50
			Bldg Attendant	2100	5110210	104000	486.00
			Summer prog	2100	5110210	107000	1,985.50
			Preschool	2100	5110210	108000	4,177.50
			Youth Prog.	2100	5110210	110000	165.00
			Adult prog	2100	5110210	111000	316.00
			Payroll billing	3100	5210230	103000	148.11
			Payroll billing	2100	5210230	103000	43.71
			Payroll billing	1100	5210230	103000	13.48
			FICA	3100	5140140	103000	3,204.99
			FICA	2100	5140140	103000	1,812.31
			FICA	1100	5140140	103000	474.95
			CA/EDU	3100	5140145	103000	121.89
			CA/EDU	2100	5140145	103000	86.83
			Benefits withholding		2120066	103000	-7,482.72
597	PERS Retirement	3,629.93	Retro adj.	3100	5130510	103000	3,629.93
598	PERS Retirement	331.55	Retro adj.	3100	5130510	103000	331.55
599	PERS Retirement	5,167.78	Retro adj.	3100	5130510	103000	5,167.78
600	PERS Health	41,943.37	Health Ins. Jan.	3100	5130120	103000	23,543.43
				2100	5130120	103000	8,072.05
				1100	5130120	103000	10,327.89
601	AT&T	70.00	Park Internet	1100	5210725	103000	70.00
602	AT&T	289.36	Phones Nov.	3100	5210725	103000	165.07
				2100	5210725	103000	86.56
				1100	5210725	103000	37.73
603	PG&E	1,337.53	Streetlights Nov.	4100	5210825	103000	1,337.53
604	PG&E	731.86	Gas Nov.	2100	5210810	103000	400.94
				3100	5210810	103000	330.92
605	PG&E	2,230.02	Electricity Nov.	3100	5210810	103000	394.36
				2100	5210810	103000	1,563.21
				1100	5210810	103000	272.45
606	Comcast	138.75	Internet Jan.	3100	5210725	103000	69.37
				2100	5210725	103000	69.38
607	Grainger	165.29	Fire Equip.	3100	5210925	103000	165.29
608	Liebert Cassidy Whitmore	1,560.00	Legal fees	3100	5210131	103000	1,560.00
609	Pitney Bowes	116.00	Meter lease	2100	5220110	103000	116.00
610	US Bank	3,732.53	Rain gear	3100	5220825	103000	463.65
			Generator Repair	3100	5220210	103000	63.02
			Food	3100	5220826	103000	194.00
			Equip.	3100	5220810	103000	78.76
			Phone E58	3100	5210725	103000	30.00
			Sandbags	3100	5220310	103000	92.48
			Gas	3100	5220610	103000	271.22
			Marketing	2100	5210122	103000	360.25
			Youth Prog.	2100	5220819	110000	601.74
			Comm Events	2100	5220819	112000	71.03
			Office supplies	2100	5220110	103000	103.44

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			Adult prog	2100	5220819	111000	747.83
			Fingerprinting	2100	5210128	103000	30.00
			Sandbags	1100	5220310	103000	137.52
			Membership dues	1100	5211330	103000	120.00
			Com Center Maint	2100	5220310	104000	367.59
611	Hertz Equip Maint	1,278.23	Equip rental	1100	5211220	103000	1,278.23
612	CPRS	165.00	Membership dues	2100	5211330	103000	165.00
613	Co of Marin Tax Collect	1,486.25	Co. Counsel Qtr 1	1100	5210131	103000	338.26
				2100	5210131	103000	338.26
				3100	5210131	103000	809.73
614	GreatAmerica Financial	463.23	Copy Machine	3100	5220130	103000	138.96
				2100	5220130	103000	277.95
				1100	5220130	103000	46.32
615	Hagel Services	637.67	Janitorial supplies	3100	5220827	103000	200.00
				2100	5220827	103000	437.67
616	Liebert Cassidy Whitmore	1,787.00	Legal fees	3100	5210131	103000	1,465.25
				2100	5210131	103000	160.88
				1100	5210131	103000	160.87
617	Krav Maga Xtreme	600.00	Youth Prog.	2100	5210146	110000	600.00
618	US Bank	6,520.75	Clothing	3100	5220825	103000	69.86
			Phone	3100	5210725	103000	35.75
			Food	3100	5220826	103000	190.07
			Background checks	3100	5211520	103000	43.85
			Gas	3100	5220610	103000	257.23
			Station Supplies	3100	5220825	103000	66.78
			Phone	3100	5210725	103000	34.87
			IAFC Membership	3100	5211330	103000	256.00
			Comm Events	2100	5220819	112000	2,697.00
			General Recreation	2100	5220819	103000	103.07
			Office supplies	2100	5220110	103000	176.74
			Youth Prog.	2100	5220819	110000	292.56
			Adult prog	2100	5220819	111000	336.00
			Aquatics	2100	5220819	106000	204.51
			Grounds Maint	1100	5220310	103000	1,494.94
			Vehicle Maint	1100	5210910	103000	180.52
			Pesticide App.	1100	5211330	103000	81.00
619	RJ Ricciardi	1,103.25	Auditor	3100	5210210	103000	551.62
				2100	5210210	103000	275.81
				1100	5210210	103000	275.82
620	Alice Inc.	150.00	Web maint	2100	5220110	103000	150.00
621	DC Electric	1,094.50	Miller Creek Streetlight	4100	5210915	103000	1,094.50
622	Smiths Gopher and Mole	300.00	Pest control	2100	5211532	103000	300.00
623	Comcast	138.75	Internet Dec.	3100	5210725	103000	69.37
				2100	5210725	103000	69.38
624	Comcast	76.19	Cable Firehouse	3100	5210725	103000	76.19
625	Nextel	432.20	Cell phones	3100	5210725	103000	432.20
626	Ewing Irrigation	37.90	Irrigation Maint	1100	5220310	103000	37.90
627	Marin Dance Theatre	716.77	Intro to Dance	2100	5210146	110000	716.77
628	Northwest Cascade	180.85	Porta Potty	1100	5220310	103000	180.85
629	Jobs Available	45.00	Office supplies	2100	5220110	103000	45.00
630	Emergency Equip. Manag.	542.20	Firefighter clothing	3100	5220810	103000	542.20
631	Marin Sanitary Service	2,265.60	Garbage Nov.	3100	5210815	103000	226.56
				2100	5210815	103000	453.12
				1100	5210815	103000	1,585.92
632	Allstar Fire Equip	900.77	SCBA's	3100	5220810	103000	900.77
633	Staples	111.00	Office supplies	2100	5220110	103000	111.00
634	Grainger	73.41	Batteries	3100	5220210	103000	73.41
635	Pet Waste Eliminator	162.99	Pet bags	1100	5220310	103000	162.99
636	Western Exterminator	225.00	Pest control	3100	5220310	103000	112.50
				2100	5220310	104000	112.50
637	Costco	492.11	Youth Prog.	2100	5220819	110000	57.94
			Office supplies	2100	5220110	103000	103.74
			Comm events	2100	5220819	112000	330.43
638	Jacksons Hardware	93.95	Shop supplies	1100	5220310	103000	29.49
			Pool supplies	2100	5220215	105000	64.46
639	Richards Watson Gershon	330.00	Park Tax legal	1100	5210131	103000	330.00
640	Marin Ace Hardware	170.26	Firehouse supplies	3100	5220310	103000	170.26

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
641	All Star Rents	105.04	Saw rental	1100	5211220	103000	105.04
642	Kaiser	260.00	Physician svcs	3100	5140130	103000	260.00
643	Treemasters	1,600.00	Tree removal	1100	5211528	103000	1,600.00
644	Emergency Medical Prod.	4.02	Fire Equip.	3100	5220810	103000	4.02
645	Carquest Auto Parts	94.16	Vehicle Maint	3100	5220310	103000	94.16
646	Verizon Wireless	102.34	Cell phones Nov.	3100	5210725	103000	102.34
647	Nextel	216.53	Cell phones Nov.	3100	5210725	103000	216.53
648	American Messaging	93.93	Text messaging	3100	5210725	103000	93.93
649	Hook Fast	90.08	Fire Equip.	3100	5220825	103000	90.08
650	DC Electric	240.48	Streetlights Nov.	4100	5210915	103000	240.48
651	Burton's Fire Inc.	68.98	Fire Equip.	3100	5220825	103000	68.98
652	Co. of Marin Sheriff	963.50	Mobile data Jul-Dec	3100	5210925	103000	963.50
653	Marin Trpohies/Treasures	272.50	Plaques	3100	5211310	103000	272.50
654	QP Enterprises	950.00	Pool bldg. painting	2100	5220910	103000	950.00
655	Kessler, JP	40.40	Rain gear	1100	5220825	103000	40.40
656	York	1,169.64	Overpayment Smith	3100	5110110	103000	1,169.64
657	Gockel, Gary	9,980.00	Pool upgrades	2100	5220910	103000	9,980.00
658	Dragonfly Designs	25.00	Jewelry camps	2100	5220819	107000	25.00
659	Dj Jerry	237.50	DJ camp deposit	2100	5220819	107000	237.50
660	Clippinger, Skip	361.50	Ballroom dance	2100	5210146	103000	361.50
661	Dj Jerry	125.00	DJ camp deposit	2100	5220819	103000	125.00
662	Schifter, Stacey	240.00	Refund holiday camp	2100	4631922	110000	240.00
663	Fox, Pamala	375.00	Marin Mommies ad	2100	5210122	103000	375.00
664	Freitas, Raul	60.00	Internet maint	2100	5220110	103000	60.00
665	Sibbaluca, Victor	245.71	CC Maint	2100	5220819	103000	245.71
666	Papanikolaou, John	792.20	Insurance Reimb	3100	5130120	103000	792.20
667	Smith, Brian	423.00	Insurance Reimb	3100	5130120	103000	423.00
668	Selvitella, Brandon	792.20	Insurance Reimb	3100	5130120	103000	792.20
669	White, Joel	792.00	Insurance Reimb	3100	5130120	103000	792.00
670	Anderson, Ross	514.93	Insurance Reimb	3100	5130120	103000	514.93
671	Brackett, Ryan	792.20	Insurance Reimb	3100	5130120	103000	792.20
672	Correa, Cesar	792.20	Insurance Reimb	3100	5130120	103000	792.20
673	Smith, Jeff	423.00	Insurance Reimb	3100	5130120	103000	423.00
674	Heine, Stephen	423.00	Insurance Reimb	3100	5130120	103000	423.00
675	Broadwater, Tara	557.20	Hip hop dance class	2100	5210146	110000	557.20
676	Pagani, Rossana	1,437.35	Language classes	2100	5210146	111000	1,437.35
677	McInroy, Kebby	294.00	Art classes	2100	5210146	110000	294.00
678	Fretwell, Lucas	370.18	Pool equip reimb.	2100	5220819	105000	370.18
679	Selvitella, Brandon	30.00	Wreaths for engine	3100	5220810	103000	30.00
680	Papanikolaou, John	254.99	Boots	3100	5220825	103000	254.99
681	Bruton, Robyn	498.60	Holiday camp	2100	5220819	110000	498.60
682	McBride, Ann	151.90	Irish dance classes	2100	5210146	110000	151.90
683	Mount, Amanda	396.76	Yoga	2100	5210146	110000	396.76
684	Costello, Christine	1,771.50	Zumba	2100	5210146	111000	1,771.50
685	Mehciz, Gerald	24.00	Tennis	2100	5210146	109000	24.00
686	Bruton, Robyn	390.02	Holiday camp	2100	5220819	110000	383.03
			Office supplies	2100	5220110	103000	6.99
687	Willoughby, Melisangela	549.00	Capoeira classes	2100	5210146	110000	549.00
688	Sim, Hyo Soap	750.00	Tae Kwon Do	2100	5210146	110000	750.00
689	Inland Business	278.67	Copy machine Nov.	3100	5220130	101000	83.60
				2100	5220130	101000	167.20
				1100	5220130	101000	27.87
TOTAL:		396,547.43					396,547.43

Total by Department:			
Streetlights	4100		2,672.51
Fire Department	3100		256,910.67
Recreation Department	2100		97,564.64
Park Department	1100		54,359.05

Memo

To: Eric Dreikosen, District Manager
From: Jeff Naylor, Bill Shea
Date: January 6, 2016
Re: Marinwood CSD Unfunded Future Liabilities Status Report

The committee assigned to address this issue is comprised of Jeff Naylor and Bill Shea, current MCSD board members. There are no other committee members assigned or anticipated.

Since the board meeting we have held the following meetings and offer the following status.

- December 17, 2015 6PM at the Community Center, Bill Shea and Jeff Naylor
 - Confirm final composition of the committee
 - Tentatively define a 5 year horizon and eventually a 20 year horizon for analysis.
 - Bill will focus on Other Post-Employment Benefits (OPEB) for which we have a current actuarial report.
 - Jeff will focus on Pension liability for which current California Public Employees Retirement System (CalPERS) projections are currently overdue.
 - Identify all variables to consider which can change actuarial assumptions and forecasts including changes in wages and benefits, staffing changes and CalPers discount rate changes (investment results) as well as other potential extraordinary events.
 - We discussed potential candidates to interview as we clarify the extent of the liability.
 - Next meeting tentatively set for Wednesday, January 23, 2015.
- December 23, 2015, 6PM at the Community Center, Bill Shea, Jeff Naylor, Eric Dreikosen
 - Initial discussion of details on each unfunded liability (UFL) item. Only one of five employee pension classifications is available on the CalPERS website. (Miscellaneous 2@60).
 - Discussed potential changes and timing with bottom line impact. Including CalPERS ROI rate assumptions (from 7.5 to 6.5% which will increase our UFL)
 - Jeff will review GASB 68 which deals with accounting and funding requirements for pension liabilities. Marinwood is currently making required additional payments.

- Bill has compiled and is reviewing information on OPEB.
 - The District adopted GASB45 in 2009- we have 24 years to amortize the liability which is currently unaddressed.
 - The Annual Required Contribution (ARC) is required to keep the current liability from growing.
 - We discussed setting up an independent reserve for the OPEB liability.
- We discussed anticipated changes with significant impact to the District's net income.
 - An example is the retirement of the building loan for the Community Center which will reduce annual expenses by \$110K..
- Jeff has reached out to the Citizens for Sustainable Pension Plans and has set up a tentative meeting with Dick Tait of that group for December 28th
- December 28, 2015 Mill Valley Tennis Club, 12:00PM Dick Tait, Bill Shea and Jeff Naylor
 - Jeff and Dick shared publically available information prior to the meeting.
 - SB400 which was proposed by the PERS board and adopted by the State legislature in 1999 without substantial due diligence. It is broadly known that the insufficient understanding of the proposals prior to adoption have been a major contributor to the current pension crisis the state and its public entities face.
 - Jeff sent Dick a copy of the publically available OPEB Actuarial Report
 - Dick mentioned some changes made by other entities for us to consider.
- January 6, 2016 6PM Community Center, Bill Shea and Jeff Naylor
 - The last three 6/30/14 CalPERS pension actuarial reports arrived on January 4th.
 - Jeff is reviewing the Tier 1 Safety and Miscellaneous Classic employees which comprise the majority of our staff and pension liability.
 - All 4 PEPRA employees were hired after that date and were not subjects of reports..
 - Bill continues to review the OPEB actuarial report (healthcare).
 - We agreed to confine our original analysis to a 5 year forecast of impact.
 - Both sets of documents contain data which can be used as a guideline but is subject to significant fluctuation depending on a number of factors.
 - We hope to have understood all caveats to the numbers presented in the reports and be in a position to list their impact on the District's financial condition by the next Board meeting. We will continue to reach out to others for advice to include in our analysis.

Accounting Software Replacement/Migration Meeting

MINUTES

JANUARY 8, 2016

10:00PT

NOVATO FIRE DISTRICT OFFICE

MEETING CALLED BY	Eric Dreikosen
TYPE OF MEETING	Review Quickbooks(QB) as a Standalone Accounting Solution for Marinwood
FACILITATOR	Dan Hom, Novato Fire Protection District
NOTE TAKER	Jeff Naylor
TIMEKEEPER	N/A
ATTENDEES	Eric Dreikosen, Carolyn Sullivan, Bill Shea, Jeff Naylor, and Dan Hom (NFPD)

Business Requirement- As the District faces an accounting system migration by July 2016 determine the feasibility of migrating to our own system while maintaining the County as our Bank.

Agenda topics- Walkthrough of Quickbooks used by NFPD.

90 MINUTES

DEMONSTRATION OF QUICKBOOKS

DAN

DISCUSSION	Dan showed the team a number of useful reports and capabilities within Quickbooks. For example the capability of identifying a P&L line item with a variance and drilling down into the details to identify the cause. Separation of budget and budget adjustments, Checkwriting capability of Quickbook capabilities - Dan	
	Dan answered a number of questions about how Quickbooks defines accounts, cost centers and projects and demonstrated useful features/reports available within the system and enhanced Excel spreadsheets used to augment the reports within QB. He confirmed that there was still import and export dependence on Excel for some of their work but gave the impression with control of our own chart of accounts it would likely be significantly reduced to what is performed today. Several years of data all in a relatively small file. With some exporting to Excel there appears to be reasonable trend reporting capability.	
CONCLUSIONS	We need to define a set of reports and Management information for various audiences (Board, Dept Heads, Public)	
	It looks like there is ample vendor file support including 1099 processing. Building a vendor file in house would be a manual process at start up. The system allows flexible account number assignments and supports creation of alphanumeric cost centers (classes) and project or program classes as well.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

30 MINUTES

PROS AND CONS AND TIMELINE

ALL

DISCUSSION	There was initial discussion of both the value of going it alone and the loss of responsibilities currently performed by the County. In addition, we need to make a decision on the choice in a very short timeframe.	
	Increased control over our chart of accounts, less work providing data to auditors, enhanced and streamlined reporting capabilities, some advantages with local check printing (immediacy, no need to pick checks up at County) The last accounting migration was very difficult and time consuming. Dan offered some support/advice if we go down this path.	
	There are also responsibilities currently carried out by the County which Marinwood would have to absorb. Security/custody of disbursements, costs associated with check distribution (stock, infrastructure, postage) NFPD has two FTE devoted to accounting.	
	In this initial discussion/first glance at this it seemed like the tradeoffs would be for less data entry, clerical work and more analytical, data manipulation and oversight responsibility.	
CONCLUSIONS	Either direction is going to be a significant effort. Over time the District may be better off going in an independent direction as have several other Marin County entities. We would still use the County as our bank for funding reasons and would still have certain transactions which would need to flow through them.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Define desktop procedures for current setup with County system and those forecast if we go it alone.	Team	

Define an initial set of report requirements.		
Determine a timeline by which we reach a "Go-NoGo" decision on migration strategy. Carolyn mentioned that based on the MARS to SAP conversion she felt that the County meeting a 7/1/16 GO LIVE date was questionable.	Team	

15 MINUTES

INFRASTRUCTURE REQUIREMENTS/COSTS

JEFF

DISCUSSION	We discussed NFPD's set up which is Windows 7 and 10 on a Microsoft Networking scheme. We mentioned that we are currently standalone workstations with more than a single version of Windows in our office.	
	The software itself is nominal and is a one-time cost. There is no requirement to do an annual upgrade as there is no intention to perform payroll accounting from within the system.	
	Incremental costs to be considered include infrastructure (computer/server, router, printer, backup service) and consultation. It is very unlikely staff will be able to support ongoing business and migration particularly to our own new software without outside help. It is still questionable whether some of that help could be volunteered as opposed to hired.	
CONCLUSIONS	We need to consider the incremental costs of going it alone which could include a modest network server, check printer costs, network setup/configuration in addition to consideration of availability and security requirements for the network, software and physical issues as well.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Dan stated that if this was a serious consideration we should plan on purchasing the software and start migrating data, refining reports and processes/procedures as soon as possible.	All	
Regroup and discuss next steps, leverage relationships, start planning.	All	

TO: MARINWOOD FIRE COMMISSION
FROM: THOMAS ROACH, FIRE CHIEF

January 5, 2016 Fire Commission Meeting Minutes

DRAFT

Commissioners:

Present: Jim Rey, Russ Albano, Irv Shwartz, Dan Curran, Ron Marinoff

Others in attendance:

Fire Chief Tom Roach, District Manager Eric Dreikosen, Board Members Bill Shea and Jeff Naylor, Linda Barnello, Acting Captain Brandon Selvitella, Engineer Otis Smith

1. Approval of Agenda-Call to order 730 pm. Chief Roach called the meeting to order since a Commission Chair had not be elected yet.
 - **M/S Marinoff/Rey to approve submitted agenda. All in favor.**
2. Elect a Commission Chair
 - Chief Roach explained that since Commission Chair Jeff Naylor had been elected to the Board a new Chair needed to be elected. Chief explained that Jim Rey had offered to fill the position. Nominations were opened and Russ Albano nominated Jim Rey. Irv Schwartz seconded the nomination. No other nominations were made. Chief called the question for all those in favor of Jim Rey being the Commission Chair for 2016 say aye. Unanimous, all in favor. AT that point Chief Roach turned the meeting over to the new Commission Chair Jim Rey.
3. Public Comment on Non agenda items.
 - There were none.
4. Approval of December 2015 Minutes
 - There was a correction as to what the spelling of Nixle-Chief had spelled it Nixie, the change was noted and Chief explained to new commissioners that is was an internet based notification system available through Comm Center. Russ Albano explained to Linda Barnello why the Commission reviews the response report to such detail. Reasons being to help note repeat address and to use commission experience to help Chief address issues that may come up operationally. Chief will add a column to the response report for address that are the same for calls in the course of a month. There was not enough Commissioners present from the December meeting and the January Meeting to approve the December minutes so they were tabled until next month.
5. December Activity Schedule and Response Report.
 - The December Activity Schedule was reviewed. There were no questions.
 - The December Response Report was reviewed. Discussion followed as to why address were again not included. Commission Chair Jim Rey explained that it would violate confidentiality and Hippa laws so they would continue to be left off. It ws discussed that the Commission can't see if there are any residents excessively using the 911 system. Chief said he would add a column to denote repeat addresses in the months to come. It was also discussed as to why there were no times on the response report for Dec 27 and Dec 28. Chief explained that one Captain became very ill in the middle of the night on Dec 28 and had to be relieved at 2 am so he was unable to complete his reports before he left. He had not been back to work yet but would complete the times when he returned to duty.
6. Chief Report
 - Chief gave an update on the fire engine status and explained that three personnel were back at the KME plant in currently for the final inspection.

- Chief went over the list of goals he had for the department for 2016 and asked that if the Commission had additional goals for either the department or the Commission itself to please let him know.
 - Chief reviewed the staffing of the department currently and moving forward into 2016.
7. Succession Planning for the implementation of Paramedic Positions
 - Board Member Jeff Naylor prepared and distributed and went over a document he had prepared discussing the implementation of paramedics in the Marinwood FD. The document is included in the Board Packet. He asked that the Commission review monthly the status and update on the paramedic positions and that possibly a sub committee be made up to assist the Chief on the project. Jim Rey offered to help.
 8. Future Agenda Items
 - Future agenda items-none
 9. Adjourn

Chief Tom Roach

To: Tom Roach

From: Jeff Naylor

Date: January 4, 2016

Fire Commission- Plan to fully staff paramedic position

An Abbreviated Recent History on Marinwood Fire Department Revenue

In 1994 Marinwood entered into an agreement with San Rafael which paid the District a fee to cover the Northern part of their city and allowed them to close up the Joseph Court station. I am a little unclear on this but I believe this essentially relieved San Rafael of a \$1.7 million dollar annual expense for a payment of less than \$300K per year.

In 2008 citing their own financial difficulties San Rafael withdrew from the JPA, eliminating the annual fee which had grown to approximately \$320K in financial support for covering the northern part of their city. From 2008 through 2011 San Rafael paid a lesser dollar amount for the same coverage and in 2011 completely stopped paying Marinwood for coverage in north east San Rafael. An abbreviated agreement between San Rafael and Marinwood was signed between 2012 and 2014 that allowed for an exchange of resources. Until 2014, other than the automatic aid agreement and the continuance of certain services such as dispatch, training and to a real extent providing fuel, the relationship between Marinwood and San Rafael was scaled back.

In 2008 a public meeting was held at which Marinwood citizens clearly voiced their desire to maintain a Fire and Emergency Services department independent from San Rafael.

In 2011 our citizens voted to incur an increased square footage charge to make up for the lost funds. Marinwood at this time was not the first responder in Northern San Rafael including across 101 to Smith Ranch Road. The community demographic continues to age and the District may be less optimistic of future votes to increase taxes on homeowners.

Marinwood taxpayers are billed for and pay what is currently an \$85 annual paramedic service surcharge per improved property. As our community has not had a properly staffed and supplied paramedic on our engines those fees were simply to pay San Rafael for paramedic service. Any paramedic response is still dispatched from San Rafael with the accompanying delay in response time and unfamiliarity with our community. Within the last couple of years a ballot initiative to increase this fee was rejected by Marinwood voters due to the fact that we still do not have our own local paramedic service.

In April of 2014 the District entered into a Shared Services agreement with San Rafael to cover the same area for which it used to be compensated without any financial consideration. The primary, and some feel the only, benefit of that agreement to Marinwood citizens was the promise to support placing fully certified and supplied paramedic staff on Marinwood engines. There should be no mistake in overlooking that this offer is fundamentally in San Rafael's interests as it continues to cede first responder responsibility for the northern part of their city. Its taxpayers in those locations pay for and expect a timely paramedic response which Marinwood is still unable to provide. The as yet unrealized paramedic support from San Rafael includes paying the differential between the base salary for the

firefighter and the paramedic pay, supplying the equipment, supplies and oversight for up to three fully certified and active paramedics. A critical requirement for the CSD and the responsibility of the Board to provide this service is to reach an agreement with the employee group on the paramedic position and now that we have a certified paramedic put him in service as soon as possible.

Business Opportunity-Request for Fire Commission Input/Recommendation to the Board:

It is the responsibility of the CSD Board and its negotiating team to finalize the details which will allow us to fully and officially deploy a paramedic on our engines.

The CSD Board requests the Fire Commission to focus on and keep the Board advised as to our readiness and future ability to provide this critical service to our community as information becomes available or events transpire. The objective is to anticipate when we can reach a fully staffed paramedic function and to clarify when it may make sense for Marinwood and San Rafael to utilize the shared service agreement to provide continuity of that service in our community.

- Ensure that both Marinwood and San Rafael with the Chief as our contact point anticipate and prepare for hiring a fully qualified paramedic on each of our shifts.
- Without creating the impression that the District is pressuring any of its long term and highly valued staff to retire or depart, to the extent possible determine when additional opportunities to hire a qualified paramedic may arise.
- Understand if any current staff would be interested in pursuing paramedic certification and when that would start and be complete. Also, define the terms under which what support if any the District would offer to any such candidate.
- Determine if the agreement with San Rafael is confined to only 3 personnel or would support the differential of a 4th (relief firefighter paramedic) and what would happen if and when that 4th paramedic would serve as an active member of a shift.
- Determine and recommend to the Board whether or not once the first fully qualified paramedic is active, if there are any circumstances without incurring a substantial cost increase to the District that the District could employ the Shared Service agreement to add a qualified paramedic to a shift which has yet to have a paramedic available. This option would likely be viable only when the District has less than its usual complement of firefighters.
- What happens when a paramedic is the relief firefighter and we are fully staffed?

Current Fire Department Revenue Taxpayer/Covered Area Composition

This information is provided primarily as context for incoming commission members.

Of the 1% property tax collected per improved property based on assessed value, the Marinwood CSD receives 20% of that amount. That revenue is allocated between the Fire, Park, Recreation and Streetlight functions of the CSD. In addition, our taxpayers have approved an increase in the per square footage special tax which is currently \$0.3015 per square foot which appears on property tax statements as "Marinwood CSD Fire". There are also charges for unimproved parcels.

The remaining revenue comes from fees for providing fire and emergency services to other areas. The most significant is the fee from CSA13 (Upper Lucas Valley). This fee is calculated by creating the ratio of square footage in CSA 13 to the total of all square footage in Marinwood and CSA13. (This factor varies slightly each year but approximates 26% of the fire budget) and the County School/Juvenile Hall properties which are based on the Upper Lucas Valley values.

Marinwood does not and will not receive sales tax revenue.

In the past 20 years, significant proposed developments which could add property tax and square footage revenues to the CSD, other than Lucas Valley Estates, have failed to materialize for a number of reasons.

Our recreation department has been increasingly productive in generating revenues which have improved the District's financial condition. However, we are far behind in paying for or reserving post retirement liabilities. If we correctly reflect these liabilities on our financial statements we will be operating at a significant annual loss.

January 7, 2015

To: Marinwood Board of Directors
From: Chief Tom Roach
Re: Activity Summary for December 2015

FULL TIME PAID STAFFING

Eleven (11) full time paid personnel and One (1) Temporary Firefighter including:
Fire Chief Tom Roach

“A” shift- Captain Heine, Engineer Smith, Firefighter Brackett

“B” shift- Captain Bagala, Engineer Papanikolaou, Firefighter Selvitella, Temporary Firefighter Brad Davenort

“C” shift- Captain White, Engineer Correa, Probationary Firefighter Sean Day

Two firefighter’s off on industrial disability leave. Temporary firefighter Brad Davenport is on shift beginning this January.

VOLUNTEER STAFFING

21 Current Volunteers including:

One Volunteer Battalion Chief

2 Volunteer Firefighter/AO’s

8 Volunteer Firefighters qualified as “responders” (includes AO’s & Captains)

13 Volunteer Firefighter qualified as a “non responder”

EMERGENCY CALLS

Below are emergency calls for 2015. Below that are the calls for 2013 and 2014. 2013 there was no shared services agreement so the engine very rarely responded to east of the freeway. In 2014 the shared services agreement was signed in April so the engine once again began responding east of highway 101. For the entire year of 2015 the engine responded east of highway 101.

	2015 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	178	65	42	10	1	na	296
CSA 13	54	24	7	0	0	na	85
New JPA (east of 101)	330	60	52	10	3	na	455
Old JPA (mont marin)	51	25	4	1	0	na	81
SR Mutual Aid	40	9	15	8	2	7	81
MC JPA	38	10	7	1	0	na	56
Novato Matrix	5	5	3	11	1	49	74
Others (list)							
Total number	696	198	130	41	7	56	1128

2013 Response Report

	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	227	73	31	17	0	na	348
CSA 13	67	20	6	1	0	na	94
New JPA (east of 101)	15	7	2	7	0	na	31
Old JPA (mont marin)	91	17	15	2	0	na	125
SR Mutual Aid	20	4	7	20	0	26	77
MC JPA	18	0	7	3	0	na	28
MC Mutual Aid	0	0	0	0	0	na	0
Novato Matrix	2	2	7	26	2	64	103
Others (list)							
Total number	440	123	75	76	2	90	806

2014 Response Report

	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	215	67	44	9	1	na	336
CSA 13	64	20	7	1	0	na	92
New JPA (east of 101)	263	63	55	9	0	na	390
Old JPA (mont marin)	49	19	7	8	0	na	83
SR Mutual Aid	44	8	15	22	1	16	106
MC JPA	29	5	4	0	0	na	38
MC Mutual Aid	0	0	0	0	0	0	0
Novato Matrix	6	4	0	24	4	52	90
Others (list)							
Total number	670	186	132	73	6	68	1135

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed three final inspections of new solar systems in Marinwood.
- A Fire Commission meeting was held in December.
- I completed one home inspections in Marinwood during December
- Treemasters completed some creek work to help with the winter rains in December.
- I attended the monthly Prescription Drug Abuse meeting in December.
- The on duty staff and I went through some new records management training in December.
- The on duty engine company did a public education detail for a preschool in December.
- Two paid personnel went through a training for active shooter response in December.
- The Santa Detail was held in December.
- A volunteer firefighter and I did a ride to school detail in December.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during December.
- Sean Day completed the new volunteer academy in December.

- All three shifts participated in a multi company drill/training through the Central Marin Training Consortium in December. And Marinwood Captains were given the assignment to teach Commercial Fire Attack in January for CMTC. Captain White and Captain Heine have prepared lesson plans and drills to be held in January.
- Three volunteer drills were held in December. Commercial Firefighter, EMS, and interview techniques were the topics.
- The on duty engine company assisted with hose lay training for the new hire academy in December.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during November.
- All gas-powered equipment was checked weekly during the months.
- All vehicle batteries were serviced and charged on a weekly basis during the months.
- The bumper repair for Engine 58 was being fabricated at Burtons Fire in Oakdale and will be replaced in January. Insurance is paying for the repair and will be billing the at fault driver.
- The gas powered vehicles the District own all have to be smog checked. Paperwork was submitted to the DMV in December.

January 7, 2016

To: Marinwood Board of Directors
From: Chief Roach

Re: New Engine Update, Election of Commission Chair, Staffing, Goals for 2016, Succession Planning for Paramedic Program

New Engine Update

Fire Department Personnel are going back to the KME plant on January 5-8 for the final inspection of the new engine. Captain Heine, Engineer Cesar Correa, and Engineer John Papanikolaou are the three department members going. Depending on the outcome of the inspection depends on when the engine will leave for California. Hopefully if the engine is built as designed the engine will leave for California early the following week. It is expected to take 6-8 days for the engine to travel to Ontario California where the final details will be done to the engine. This has the engine arriving in southern California sometime during MLK week for some final details and radio installations. Hopefully the engine will arrive in Marinwood late the following week. Again these dates can change depending on if additional work needs to be done after the inspection in Pennsylvania or in Ontario.

Commission Chair

Jim Rey has been elected Commission Chair for 2016.

Staffing

The department staffing level has definitely been low during the end of 2015. Ross's departure along with two industrial disability injuries, combined with the temporary hires running out of hours and Sean Day attending the new hire academy all contributed. With that being said, department personnel have all helped tremendously by picking up open shifts to fill the void. The shortage will be helped by Sean Day completing the academy in mid-December and going on shift. Also, beginning January 1 one temporary hire will be utilized again for up to 1000 hours. Also, one of the industrial disability injuries will return by mid March. Currently the department is operating with 9 employees, three per shift. This includes 8 full time hires and one temporary employee.

Goals for 2016

- *A partial list of some Department Goals for 2016-
- *A Captains Test and Assessment Center
- *An Engineer Test and Assessment Center
- *AFG Grant for new SCBA compliment
- *SAFER Grant for staffing of the Relief Firefighter Position
- *Balanced Fire Department budget for 2015/16
- *Replace half of the SCBA Compliment with new SCOTT SCBA's
- *Vegetation Management SRA Grant for Blackstone Project
- *Community Project Grant through Marin County Supervisors for Lions Club Disaster Preparedness Grant
- *Implement the Paramedic ALS Engine Company

- *Additional Paramedic hire
- *EMT Recertification for all paid personnel
- *Continue to develop volunteer program
- *Place new engine in service
- *The Commission will help the Chief implement and prepare for the implementation of paramedic positions in the fire department.

Succession Planning for implementation of Paramedic Positions

Jeff Naylor led a discussion of the implementation of paramedics in the Marinwood FD at the Fire Commission meeting. Included in the Board packet is the handout that was distributed at the Commission Meeting. Jeff has asked that the Fire Commission be involved and possibly set up a sub-committee to help the chief implement and prepare for the paramedic positions in the department. Jim Rey has offered to assist.



MARINWOOD COMMUNITY SERVICES DISTRICT

ORDINANCE 2011- 03

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT REGULATING
CONDUCT IN PARKS, PROVIDING FOR ENFORCEMENT, AND
PRESCRIBING PENALTIES FOR VIOLATION OF ITS PROVISIONS**

BE IT ORDAINED by the Board of Directors of the Marinwood Community Services District as follows:

SECTION 1. Definitions: For purposes of this chapter, the following terms, phrases, words, and their derivatives shall have the meaning given herein.

- (a) "District" shall mean the Marinwood Community Services District.
- (b) "Open Space" refers lands owned and maintained by the District in a natural, undeveloped state, and open to the public,
- (c) "Park" is a park, open space, reservation, playground, recreation center, or any other area in the District owned or used by the District, such as pedestrian walkways, and devoted to active or passive recreation.
- (d) "Park and Recreation Commission" is that Commission created by the Marinwood Community Services District.
- (e) "Person" – prohibitions in this Ordinance shall not apply to employees of the District in the course of their maintenance and community recreation duties.
- (f) "Structure" – Any feature of natural or man-made materials other than those solely created by nature.
- (g) "Trails" - a path or track on land owned or leased by the District, the public or subject to an easement of the District or public and used for hiking, riding, or bicycling.
- (h) "Vehicle" - any wheeled conveyance, whether motor powered, animal drawn, or self-propelled. The term shall include any trailer in tow of any size, kind or description; provided, however, that vehicle shall not be construed to mean baby carriages or strollers, or vehicles in the service of the District or other in-service emergency vehicles.

SECTION 2. Prohibited Conduct: No person in a park, without express permission of the District, shall:

- (a) Willfully mark, deface, disfigure, injure, tamper with, or displace or remove any playground equipment, building, bridges, tables, benches, fireplaces, railing, paving material, waterlines, or other public utilities, or parts or appurtenances thereof, signs, notices or placards, whether temporary or permanent, monuments, stakes, posts or other boundary markers, or other structures of equipment, facilities, or park property or appurtenances whatsoever, either real or personal.
- (b) Remove any tanbark, sand, whether submerged or not, or rock, soil, stones, trees, shrubs or plants, downed timber or other wood or materials, or make any excavation by tool, equipment, blasting or other means or agency.
- (c) Collect any plants, animals or minerals from the natural environment, except where authorized as an integral part of the land management program or for scientific study, damage, cut, carve, transplant or remove a tree or plant, or injure the bark, or pick any flowers or seeds of any tree or plant. Nor shall any person attach any rope, wire or other contrivance to any tree or plant. A person

shall not dig in or otherwise disturb grass areas, or in any other way injure or impair the natural beauty or usefulness of any area.

(d) Plant grass, shrubs, flowers, trees, and other plants except with written permission of the District Manager or Park Maintenance Manager.

(e) Hunt, molest, harm, frighten, kill, trap, chase, tease, shoot, or throw missiles at any animal, reptile, or bird, nor shall he remove or have in his possession the young of any wild animal, or the eggs or nest or young of any reptile or bird. Exception to the foregoing is made in that snakes known to be deadly may be killed if they pose an immediate threat.

(f) Use, carry, or possess weapons or firearms of any description, or air rifles, spring guns, bow and arrows, slings, bullwhips, or any other forms of weapons potentially harmful to wild life and dangerous to human safety, or any instrument that can be loaded with or fire blank or paintball cartridges, or pellets, and any kind of trapping device. Shooting into the park areas from beyond park boundaries is forbidden.

(g) Throw, discharge or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, bay or other body of water in or adjacent to any park or any tributaries, stream, storm sewer or any drain flowing into such waters, any substance, matter, or thing, liquid or solid, which will or may result in the pollution of said waters, or impair the natural drainage of said waters.

(h) Dump or leave any bottles, broken glass, ashes, cigarettes, paper, boxes, cans, dirt, rubbish, waste, garbage, or refuse or other trash. No such refuse or trash will be placed in any waters in or contiguous to any park or left anywhere on the grounds thereof but shall be placed in the proper receptacles where these are provided. No residential or commercial refuse or trash will be placed in any trash receptacles on District property, or receptacles owned or maintained by the District. Where receptacles are not so provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.

(i) Build, set or maintain any open fire in any park. For purposes of this section, open fires shall mean not only open fires built of wood or other inflammable material on the ground, but also fires built in any and all braziers, portable or otherwise, used for or intended to be used for cooking, lighting, or heating purposes, except in the permanent barbecue enclosures or other designated areas and then only after receiving permission of the Marinwood Fire Department and Marinwood Recreation Director.

(j) Disturb or aid in disturbing the peace of others by violent, tumultuous, offensive, or obstreperous conduct or language.

(k) Conduct commercial activities:

(i) Expose or offer for sale any articles or things, nor shall said person station or place any stand, cart or vehicle for the transportation, sale or display of any such article or thing, announce, advertise or call the public attention in any way to any article or service for sale or hire. Exception is hereby made as to any regularly licensed concessionaire acting by and under the authority and regulation of the District.

(ii) Photograph or film or record for commercial purposes, except under permit issued by the District.

(iii) Provide any service for pay, except under permit issued by the District.

(l) Bring or have in one's possession, or set off or otherwise cause to explode or discharge or burn, any firecrackers, torpedo, rocket or other fireworks or explosive or inflammable material, or discharge them or throw them into any such area from land or highway adjacent thereto. The foregoing prohibition shall be inapplicable to fireworks displays controlled by the District and or employees of the District acting within the scope of their employment.

(m) Appropriate, excavate, injure, destroy or remove any historic or pre-historic ruin or monument, or any object of antiquity.

(n) Drink or be in possession of alcoholic beverages, except at Marinwood CSD-sponsored events.

SECTION 3. Animal Regulations: No person in a District Park, without express permission of the District, shall:

(a) Allow a domestic animal to run at large in any park. All domestic animals in parks shall be restrained at all times on leashes not to exceed six feet in length and adequate to control the animal in accordance with the requirements of this section, and no more than three can be under the control of a single individual.

(i) An exception is made for Marinwood CSD open space lands, where dogs and other domestic animals are allowed off-leash when within the view of, and under the direct and immediate voice control of a responsible person. Up to three dogs per individual are allowed without leashes on designated fire protection roads, but the responsible person must possess leashes not to exceed six feet in length for each dog or animal so that they shall be prepared to restrain their animals, if necessary.

(b) Allow any dog or other domestic animal to enter designated environmentally sensitive or restricted areas of District lands;

(c) Allow any dog or other domestic animal to interfere with, bother or disturb others using District lands;

(d) Allow any dog or other domestic animal to hunt, pursue or harass other animals or wildlife;

(e) Bring or keep a noisy, vicious or dangerous dog or other animal;

(f) Bring or keep a dog four months of age or more without proof that the dog has a valid rabies inoculation and a valid license;

(g) Fail to promptly remove from District lands any dog or other domestic animal after being ordered by District personnel or law enforcement officers to do so;

(h) Allow excrement from dogs under their control to remain on District land or trails;

(i) Tie or hitch an animal to a tree or plant;

(j) Ride or lead a horse except on designated bridle trails and fire roads or in areas otherwise permitted. Where permitted, horses shall be thoroughly broken and properly restrained and ridden with due care, and shall not be allowed to graze or go unattached, nor shall they be hitched to any rock, tree or shrub.

SECTION 4. Vehicular Regulations: No person in a District Park, without express permission of the District, shall:

(a) Ride or drive a vehicle within the confines of said District Park or property without the express written consent of the District, except for authorized emergency or maintenance purposes.

Exception is made for:

(i) Persons using paved parking areas and other specified areas.

(ii) Persons performing construction or maintenance work under District direction.

(iii) Persons having recorded easement rights to cross Marinwood CSD property within such recorded easement.

(iv) Persons who have obtained permission of the Fire Chief or Recreation Director or Park and Open Space Manager to operate a vehicle on any existing driveway or roadway in the pursuit of a District-approved activity.

(v) Persons riding a non-motorized bicycle on paved pathways, designated bike trails, or open space fire protection roads not signed against such use, provided that bicycles not be operated at speeds in excess of 15 miles per hour, or in excess of 5 miles per hour when passing others or in blind turns, or in any manner which may endanger the safety of others or compromise the protection of facilities and environmental resources.

SECTION 5. Group Activities: Group activities and use of parks - including camping and organized group picnics and other park activities appropriate to the park area for which a permit is required - are allowed subject to the conformity with regulations adopted by the District. A permit is required for organized group activities and use of parks, including camping and picnics and other park activities appropriate to the park area.

SECTION 6. Structures: No person shall erect or place any temporary or permanent obstruction, structure, monument, facility, equipment, physical improvement or encroachment on District lands other than those expressly permitted. Any such structure added without permission may be demolished by the

District and its contents impounded. Inflated bounce houses and other such recreational equipment may not be erected on District lands without express permission, and then only in designated areas.

SECTION 7. Closed Areas: No person shall enter any area posted closed due to work in progress by employees of the District or employees of an entity contracting with the District, or a dangerous condition, or due to potential fire danger.

SECTION 8. Admission Charges: Admission charges may be levied by the District in such amounts as may be deemed proper in order to gain entrance into any park or District facility.

SECTION 9. Permits: Permits required to be obtained from the District shall be issued only in conformity with the regulations adopted by the District and shall be issued only if in conformity with the standards adopted by said District.

SECTION 10. Notice and Appeal: Any person which is aggrieved by a decision relative to the issuance of a permit has a right to submit a written request for appeal within seven days. Decision of District staff shall be appealed to the respective Commission and heard at the next regular Commission meeting. Appeals from actions of the Park and Recreation Commission or Fire Commission shall be heard by the District Board of Directors at their next regular meeting.

SECTION 11. Permittee's Duties: A permittee shall be bound by all park rules and regulations and all applicable ordinances fully as though the same were inserted in said permits.

SECTION 12. Liability of Permittee: The person or persons to whom a permit is issued shall be liable for any loss, damage or injuries sustained by any person whatever by reason of the negligence of the person or persons to whom such permit shall have been issued.

SECTION 13. Permit fees: Fees may be adopted for such permits in accordance with the rules and regulations of the District.

SECTION 14. Revocation of Permits: The District shall have the authority to revoke a permit upon a finding of violation of any rule or ordinance or upon good cause shown.

SECTION 15. Enforcement: Directors, officers, and employees of the District, and any member of a duly constituted law enforcement agency of the County of Marin or the State of California, shall have the authority to eject from any park any person acting in violation of this ordinance and shall have the authority to seize and confiscate any property, thing or device in the park, and used in violation of this ordinance.

SECTION 16. Severability: The provisions of this ordinance are severable and if any provision, sentence, clause, section or part thereof is held illegal, invalid or unconstitutional or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of the ordinance of their application to other persons and circumstances.

SECTION 17. Penalty: Any person violating any of the provisions of this Chapter shall be deemed guilty of an infraction, and upon conviction thereof shall be punished by a fine not exceeding Five Hundred Dollars (\$500.00). (Government Code Section 61064(a)(b)).

SECTION 18. Civil Penalties: Anyone violating the provisions of this ordinance and not criminally prosecuted for same shall pay a civil penalty of \$50.00 (fifty dollars) to the Marinwood Community Services District, irrespective of any other liabilities or duties that may exist. So long as any penalty or reimbursement is due to District, the person so owing shall not be permitted to use any facilities owned by the Marinwood Community Services District. The penalty set forth in this section shall be assessed by, and may be reduced or waived by, formal action of the Marinwood Community Services District Board of Directors.

SECTION 19.. Park Hours: Except as otherwise provided by rules and regulations adopted by the District, District's Parks shall be opened to the public from 6:00 a.m. to 11:00 p.m. daily. Individuals shall

not loiter in the Parks between one-half hour after sunset and 7:00 a.m. Use of the Parks between 11:00 p.m. and 6:00 a.m. shall be restricted as provided in the rules and regulations adopted by the District.

SECTION 20. This ordinance supersedes and replaces the provisions of Ordinance No. 3

SECTION 21. Effective Date: This ordinance shall be and is hereby declared to be in full force and effect as of December 1, 2011.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Marinwood Community Services District on the 8th day of November 8, 2011 by the following vote:

AYES: Dandridge, Anderson, Green, Hansell, Read

NOES:

ABSENT:

Leah E. Green, President
Board of Directors
Marinwood Community Services District

ATTEST:

Carolyn Sullivan
Secretary to the Board of Directors

Sec. 2(p) as amended 5/25/77.
Sec. 18 as amended 9/22/81.
Revised 11/8/2011

Marinwood Community Services District

Minutes of Regular Board of Directors Meeting

Tuesday November 8, 2011

Time and Place: 7:30PM Marinwood Community Center classroom.

Present:

Board Members: President Cyane Dandridge, Bill Hansell, Tarey Read and Bruce Anderson and Leah Green.

Staff: District Manager Thomas Horne, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Joel White and Brian Smith, Administrative Assistant Carolyn Sullivan.

Fire Commissioners: Jeff Naylor.

Park and Recreation Commissioners: Thomas Kunkel and Michael Dudasko.

Others present: Dick Cotton, Jan Cotton, Ron Gradinger, Roy Nisja, Ray Day, and Paul Kolowski.

Call to Order and Pledge of Allegiance

Agenda

Horne noted there were two items to be added to Item H, Correspondence.

Comments from Public on Non Agenda Item

Ron Gradinger representative of the Marinwood Farmers Market stated that they had placed an advertising poster on the Marinwood entrance sign at the corner of Marinwood Ave. He would like to know who forcibly removed it and why it was taken. Horne responded it was brought to his attention by Stephen Nestel, but staff did not remove the sign. Ron stated the poster was generously donated and is very disappointed to see it taken. Anderson stated we encourage the community to come forward with information to find out if the poster can be recovered.

Consent Calendar

1. Minutes of Regular meeting of October 11, 2011:
2. Claims 351-432:

M/s Read/Anderson to approve consent calendar. Ayes: Anderson, Hansell and Read. Abstaining: Green. Absent: Dandridge.



Ordinance 2011-03 Regulating Activity in Marinwood CSD Parks and Open Space

1. Public Hearing- the Board will hear public comment regarding proposed Ordinance 2011-03. Speakers are asked to limit their comments to three minutes: Hearing began at 7:43pm. One community member questioned if the updated Ordinance will allow dogs to run off leash. He shared that he and his family experienced an encounter on a local trail with two dog walkers and five dogs, and felt that the dogs in question should have been leashed. Anderson asked if we are in any way lowering restrictions for dog owners. Horne stated no, this Ordinance brings us in accordance with the Marin County Open Space District Ordinance, and County wide dog ordinance. Once Ordinance 2011-03 is approved County Animal Control will have the means to enforce the ordinance. Read commented that we also increased the monetary penalty as well. Anderson asked if we will be increasing signage. Harrelson responded yes. Ray Day, a community member and dog owner is saddened to see new restrictions, and there will always be a small percentage of irresponsible dog owners who will ruin it for others. Roy Nisja stated he owns three dogs and asked if we had reports of any serious attacks or bites in the past. Horne responded we have received complaints, but no attacks. Anderson responded from personal experience he knows of one young girl extremely frightened by a dog that approached her off leash. Hansell stated as a dog owner he is sensitive to this issue, it is just good practice to walk your dog properly on leash in our parks, and feels this ordinance is a good balance for dog owners. [Paul Kolowski asked if the panhandle area of the park will remain leash free. Horne stated yes, that area is ok for dogs to walk off leash because it is dedicated open space.] Public Hearing ended at 8:00.

2. Ordinance 2011-03 adoption- the Board may adopt Ordinance 2011-03, or postpone action pending changes.

M/s Read/ Anderson to adopt Ordinance 2011-03 Regulating Activity in Marinwood CSD Parks and Open Space.
Motion carried unanimously.

Fire Department Matters

1. Report of Fire Commission meeting of November 1, 2011: No additions.
2. Fire Chiefs Report: Hansell commented there was no mention of Scott Kenley's report. Roach commented it was in last month's report. Hansell recapped the report saying it was the third independent review of our fire service, and the recommendations in the report are, "The District should take the necessary steps to qualify for the next available election, a ballot measure to increase the District's Special Fire Tax." Additionally, "The District should schedule several community workshops to educate the community...". Read commented it was the best report we've received.

Recognitions

Roach noted that it was the five year anniversary of the passing of Rob Paoli, and added that Sarah Paoli made a nice donation to the Marinwood Firefighters Association.

Eric Dreikosen

From: Linda Barnello <barnello@pacbell.net>
Sent: Monday, October 12, 2015 4:31 AM
To: Shane DeMarta; Eric Dreikosen; Tarey Read
Subject: Marinwood Ordinance 2011-03 Regarding Off Leash Dogs

This letter is being sent to the Marinwood District Manager Eric Dreikosen, the Marinwood CSD Board President Tarey Read, and the Marinwood Parks and Recreation Director Shane DeMarta. I am not sure whose authority OFF LEASH DOGS is handled by, but possibly all three areas.

I believe there is an ambiguity/ommission in Marinwood's Ordinance 2011-03 relating to off leash dogs and where they are allowed. I also believe that the "Marinwood Park Rules" signs at the beginning and ending of the Panhandle are accurate (NOT PERMITTED – DOGS OFF LEASH), and should not be revised or moved (in the reverse direction).

I have done extensive research since one of my dogs, who was walking with me on a leash, was recently attacked by an off-leash dog that was racing with its owner who was riding a bicycle. They came up from behind me, without my knowledge. This occurred along a narrow part of the Panhandle, which is defined as a "multi use trail", for hikers, bicyclists, and equestrians. There was \$984 worth of Veterinary bills, due to the rips and tears to my dog's ear.

Not only did the bicyclist **not follow** County of Marin Municipal Code 13.24.040 - Multipurpose Recreational Trails – which states that "Any person operating a bicycle on a multipurpose recreational trail shall yield the right-of-way to pedestrians and horses", he also did not follow Code 02.05.010 – Dogs and other animals – which states "On maintained and designated **fire protection roads**, three dogs off leash per individual are allowed. In all other areas, dogs and other domestic animals must be fastened to and restrained by a chain or leash not exceeding six feet in length."

In my opinion, this last sentence (above) was accidentally omitted when Marinwood Ordinance 2011-03 was created. I am referring to the SECTION 3. Animal Regulations, paragraph (a) (1)

I have also found a Marin Independent Journal article from 3/20/09, titled "Marinwood may tighten rules on walking dogs in open space". It quotes District Manager Tom Horne as saying "We want to adopt rules and an ordinance that's enforceable that the animal control will sign off on and that parallel and duplicates the county open space to make things easier with everyone." This clearly shows that Marinwood wanted to have dog rules that were the same as the Marin County dog rules.

Below I have included parts of my research, including "Where Dogs are allowed in Marin and the Rules" from a Marin IJ newspaper article, Marin County Open Space District Preserves Dog Rules from the Marin County website, Marin County Parks regulations governing dogs from the Marin County website, and a website article regarding the Lucas Valley Open Space Preserve which includes dog rules.

I would like the appropriate parties to review this documentation as needed, and then revise Marinwood's Ordinance 2011-03 accordingly for open space dog rules. Please email me a response, including a possible time frame when this ambiguity/ommission will be addressed.

Sincerely, Linda Barnello 415-472-4947

The following is from a 3/12/11 Marin Independent Journal article, "Where Dogs are allowed in Marin and the Rules", written by the Marin Humane Society.

County dog control ordinance

The Marin County dog control ordinance (8.04.175) mandates that dogs be under the control of a responsible person at all times.

A controlled dog responds positively to his guardian's commands, and does not harass wildlife, livestock, trail hikers and bikers, and other dogs or domestic animals. This control law must be followed when walking dogs around town in Belvedere, Kentfield, Novato and San Anselmo.

Leash laws

The cities of Corte Madera, Fairfax, Larkspur, Mill Valley, San Rafael, Sausalito and Tiburon require dog owners to adhere to the county leash law when walking dogs around town. This law states that dogs must be on leash if off of their owner's property.

Unless otherwise stated (i.e. designated dog park), every city with the exception of Belvedere mandates that dogs be kept on leash in parks and on paths. In this case Belvedere follows the county control ordinance.

Marin County parks

Dogs are not permitted at McNears Beach, Paradise Beach, and Stafford Lake parks (except service animals). Dogs are permitted at other Marin County parks when restrained by a leash (leash must not exceed six feet in length). Dogs must not enter playground or play areas, marshes, tide pools, ponds, or other sensitive wildlife areas.

County Open Space District

Marin County Open Space District regulations governing dogs are intended to protect native species that depend on these remaining tracts of undeveloped land and to ensure that all visitors have a safe and enjoyable experience.

Unless otherwise signed, dogs are permitted on MCOSD lands when restrained by a leash (leash must not exceed six feet in length). Dogs are allowed off-leash on fire protection roads only when under the direct and immediate control of a responsible person.

Watch for posted signs about additional restrictions for sensitive wildlife areas and preserves.

The following is from the Marin County website regarding Marin County Open Space District Preserves.

Marin County Open Space District preserves are set aside to provide habitat for native wildlife. Wild animals become accustomed to the presence of people and dogs encountered on roads and trails, but when unleashed dogs explore adjacent areas, wild creatures perceive them as predators and react with fear or flight. MCOSD regulations governing dogs are intended to protect native species that depend on these remaining tracts of undeveloped land and to ensure that all visitors have a safe and enjoyable experience. Be respectful of others, be in control of your dog(s) at all times, and always clean up and pack out.

When visiting MCOSD Preserves with Your Dog

- Unless signed otherwise by MCOSD, dogs are permitted on MCOSD lands when restrained by a leash.
- Leashes must not exceed six feet in length.
- Dogs are allowed off-leash on fire protection roads only when under the direct and immediate control of a responsible person.

- Dogs may not run free in marshes, meadows, ponds, hillsides, or on trails.
- Sensitive wildlife areas and preserves may have additional restrictions, as signed by MCOSD (**dogs are not permitted at Santa Margarita Island Preserve, except service animals**).
- A maximum of three dogs per person are permitted per visit on MCOSD lands.
- Commercial dog walkers require a special permit – visit [permits](#) for more information.
- Dog owners and individuals accompanying dogs on MCOSD lands are required to clean up and remove dog waste.
- All individuals bringing a dog or multiple dogs on MCOSD lands must possess a leash no longer than six feet in length, for each dog.
- Dogs may not be left unattended in vehicles at any time.
- Violation of the MCOSD code is subject to citation and fine.

Excerpt from the MCOSD Code

Section 2.05.010 - Dogs and other animals. Dogs and other domestic animals are allowed on District lands when under the direct and immediate control of a responsible person. Up to three dogs per individual are allowed, with exceptions beyond that number granted only through issuance by the District General Manager of a Special or Commercial Use Permit. **On maintained and designated fire protection roads three dogs off-leash per individual are allowed. In all other areas, dogs and other domestic animals must be fastened to and restrained by a chain or leash not exceeding six feet in length.** No person shall do any of the following on District lands:

- a. allow any dog or other domestic animal to enter environmentally sensitive or restricted areas of District lands;
- b. allow any dog or other domestic animal to interfere with, bother or disturb others using District lands;
- c. allow any dog or other domestic animal to hunt, pursue or harass other animals or wildlife;
- d. bring or keep a noisy, vicious or dangerous dog or other animal;
- e. bring or keep a dog four months of age or more without proof that the dog has a valid rabies inoculation and a valid license;
- f. fail to promptly remove from District lands any dog or other domestic animal after being ordered by District personnel to do so;
- g. allow excrement from dogs under their control to remain on District land;
- h. bring dogs or other domestic animals onto District lands without possessing a chain or leash not exceeding six feet in length for each dog or animal so that they shall be prepared to restrain their animals, if necessary.

Visit [Rules and Regulations](#) to view the entire Marin County Open Space District Code.

The following is from the Marin County website regarding Marin County Parks regulations governing dogs.

The Marin County Parks regulations governing dogs are intended to protect park resources and park visitors.

Your efforts as responsible dog owners are necessary for resource protection and to ensure that other visitors have a safe and enjoyable experience. Be respectful of others, be in control of your dog(s) at all times, and always clean up and pack out. **Dogs are not permitted at McNears Beach, Paradise Beach, and Stafford Lake parks, except service animals.**

When Visiting Marin County Parks or Facilities with Your Dog:

- Dogs are permitted at Marin County [parks and facilities when restrained by a leash](#) (dogs are not permitted at McNears Beach Park, Paradise Beach Park, and Stafford Lake Park).
- Leashes must not exceed six feet in length.
- Dogs must not enter playground or play areas (enclosed or unenclosed), marshes, tide pools, ponds, or other sensitive wildlife areas.
- Dog owners and individuals accompanying dogs at Marin County parks and facilities are required to clean up and remove dog waste.
- All individuals bringing a dog or multiple dogs to Marin County parks and facilities must possess a leash no longer than six feet in length, for each dog.

- Dogs may not be left unattended in vehicles at any time.
- Service dogs and animals are permitted at all Marin County parks and facilities.
- Violation of the Marin County Parks code is subject to citation and fine.

Excerpt from the Marin County Code

Section 10.06.010 - Dogs and other animals. Other than service animals that assist persons with disabilities, dogs and other domestic animals are not allowed within parks, except in areas designated otherwise. Where permitted, dogs and other domestic animals must be fastened to and restrained by a chain or leash not exceeding six feet in length except in areas exclusively used for dog parks. Dogs and other domestic animals must be under the direct and immediate control of a responsible person. No person shall do any of the following within parks:

- A. Allow any dog or other domestic animal to enter environmentally sensitive or restricted areas;
- B. Allow any dog or other domestic animal to interfere with, bother or disturb others;
- C. Allow any dog or other domestic animal to hunt, pursue or harass other animals or wildlife;**
- D. Bring or keep a noisy, vicious or dangerous dog or other animal;
- E. Tie or hitch any dog or domestic animal to a tree or plant;
- F. Bring or keep a dog four months of age or more without proof that the dog has a valid rabies inoculation or a valid license;
- G. Leave a dog or other animal in an unattended vehicle without adequate ventilation, or in such manner as to subject the animal to extreme temperatures that adversely affect the animal's health or welfare;
- H. Fail to promptly remove from parks any dog or other domestic animal after being ordered by authorized department personnel to do so.

Lucas Valley Open Space Preserve (from www.bahiker.com/northbayhikes/lucasvalley) Trailhead details:

Side of street parking at the edge of a residential neighborhood. No entrance or parking fees. No maps or restrooms on site. There's a water fountain across the street near the tennis courts. No services in the immediate area, but there's a mini mart back towards US 101 on Lucas Valley Road. There is no designated handicapped parking, and trails are not well suited to wheelchairs. During commute hours, you can take Golden Gate Transit bus #41 or 44 to Lucas Valley Road and Westgate. From there it's an easy walk to the preserve.

Rules:

Trails are multi-use. Dogs are permitted on leash on trails; off leash under voice command on fire roads. Dog owners must have a leash for each dog.

Park & Recreation Report – December 2016
Shane DeMarta, Recreation Director

Recreation Activities

Winter Events:

Winterfest: Our annual winter/holiday celebration (Winterfest) was a huge success, we had approx. 130 children in attendance and everyone had a great time.

Raise a Glass:

Camp:

Holiday Camp: We had record attendance at this year's Holiday Camp; net revenue was approx. \$14,000. The next camp we have scheduled is Mid-Winter Camp which will be held the week of Feb 15th.

Summer Planning: Staff has been hard at work planning the camp and aquatic season. We have created a new structure for camps that will improve supervisorial efficiencies and overall camp quality. In addition, we are working on a new system for evaluating our swim lesson program.

Camp/Pool Rates:

- Camp Rates: I've attached a camp rates comparison of other local camps. We are recommending a 3% increase in camp prices this summer. Currently, are camp prices are in the "upper middle" tier of comparable camps.
- Pool Rates: Attached is a rates comparison of local pools. We are recommending keeping the pool rates the same as 2015. Our current rates are competitive with Terra Linda/Hamilton (are biggest competitor).

Misc:

Grants: I've sent in applications for an additional 5 grants in December.

Afterschool Care: We are currently laying the groundwork for a school after care program here at the Community Center beginning next fall. If the program were to be successful it would bring in approx. \$30,000 in additional net revenue (after all expenditures).

Park Activities

General Maintenance:

- Mow turf weekly
- Empty garbage's and dog receptacles twice weekly
- Clean Building each morning
- Check/clean all three parks
- Blow sidewalks and tennis courts

Projects completed December:

- Pool efficiency project is complete
- First stage of picnic area excavation

Projects for January:

- Continue work on pool picnic area
- Storm response work

2016 Camp Rate Comparisons

Agency	Resident	Non resident	Drop-In	Price Per Hr.	Increase
Marinwood	\$188	\$220	\$46	\$6.26R/\$7.33NR	3% increase
Mill Valley	\$222	\$222	\$52	\$6.83	4% increase
Novato	\$183	\$183	n/a	\$6.10	2% increase
San Rafael	\$187	\$205	n/a	\$6.23R/\$6.83/NR	3% increase
Strawberry	289*	\$289	\$50	\$8.25	*incl. swm less. 3% increase

2016 Pool Rate Comparisons

Agency	Drop-in (r)	Drop-In (nr)	Membership	Increase
Marinwood	(child)\$6.00 (adult)\$7.00	(child)\$7.00 (adult)\$8.00	\$327R/\$409NR*	0%
Terra Linda	(child)\$5.00 (adult)\$7.00	(child)\$7.00 (adult)\$9.00	\$350R/\$369NR* **	0%
Strawberry	n/a	n/a	\$785R/\$985NR* ***	0%

* Based on Family Membership (up to 4 people)

** TL offers 10% of early bird membership

*** Strawberry's membership is for an annual pass

r = resident, nr = non-resident