

# Agenda for the Regular Meeting of the Board of Directors Tuesday – November 10, 2015

7:30 PM - Marinwood Community Center Classroom

\*Times listed are approximate and subject to change based on the course of a meeting

Time*	Description:	Board Action
A. 7:30 PM	<b>CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b>	
B. 7:30 PM	<b>AGENDA</b>	Adopt
C. 7:35 PM	<b>COMMUNITY MATTERS</b>	
	1. Proposal from Marinwood Community Farmers' Market to Relocate Saturday Farmers' Market from Marinwood Plaza to Marinwood Community Park	Approve
D. 8:00 PM	<b>CONSENT CALENDAR</b>	
	a. Draft Minutes of Regular Meeting of October 13, 2015	Approve
	b. Bills Paid Nos. 400-504	
E. 8:10 PM	<b>DISTRICT FISCAL MATTERS</b>	
	1. Actuarial Study: Other Post-Employment Benefits (OPEB) Valuation as of July 1, 2015 (prepared by Nicolay Consulting)	Review
	2. Resolution 2015-11: Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act	Approve
F. 8:30 PM	<b>PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <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>	
G. 8:40 PM	<b>FIRE DEPARTMENT MATTERS</b>	
	1. Side Letter Agreement to Current Memorandum of Understanding between Marinwood Community Services District and Marinwood Firefighters' Association, Local 1775, Regarding Salary-Only Reopener Negotiations	Approve
	2. Resolution 2015-12: Electing to be Subject to Section 22893 to Establish Health Vesting Requirements for Future Annuitants Under the Public Employees' Medical and Hospital Care Act With Respect to a Recognized Employee Organization	Approve
	3. Contract for Employment between Marinwood CSD and Current Fire Chief with Effective Date through December 31, 2017	Approve
	4. Fire Department - Activity Summary Report for October, 2015	Review
	5. Fire Department - Chief Report	Review
	6. Date of Next Fire Commission Meeting – December 1, 2015	
H. 9:15 PM	<b>PARK AND RECREATION MATTERS</b>	
	1. Draft Minutes of Park and Recreation Commission Meeting of October 27, 2015	Review
	2. Recreation and Maintenance Activity Reports	Review
	3. 2015 Summer Camp and Pool Season Financial Report	Review
	4. Date of Next Commission Meeting – November 24, 2015	
I. 9:40 PM	<b>NEW AND OTHER BUSINESS</b>	
	1. Requests for Future Meeting Agenda Items	
J. 9:50 PM	<b>RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST</b>	
K. 10:00 PM	<b>ADJOURN</b>	
	<b>DATE OF NEXT REGULAR BOARD MEETING – December 8, 2015 at 7:30 PM</b>	



Agricultural Community Events Farmers Markets  
PO Box 923  
San Anselmo, CA 94979  
415-999-5635  
agriculturalcommunityevents@gmail.com  
[www.communityfarmersmarkets.com](http://www.communityfarmersmarkets.com)

## **Proposal to Move Marinwood Community Farmers' Market to Marinwood Community Center**

### **Table of Contents**

- **Proposal including Map**
- **Survey including Signatures Collected**
- **Letters of Support**
  - a. **Garrett Toy - Fairfax Town Manager**
  - b. **Emily Quinton - Project Coordinator for MSEL**
- **ACEFM Rules & Regulations for vendors**



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## **Proposal to Move Marinwood Community Farmers' Market to Marinwood Community Center**

Marinwood Community Farmers Market (MCFM) has been bringing fresh fruits and vegetables to Marinwood every Saturday from 9am to 1pm since 2010. It is operated by its parent organization Agricultural Community Events Farmers' Markets (ACEFM) a federal nonprofit which focuses on promoting agriculture and agricultural related products. In addition to MCFM, ACEFM operates 12 other farmers' markets in Marin County and Sonoma County, including Fairfax Community Farmers' Market, Kenwood Community Farmers' Market and Petaluma Farmers; Market in Walnut Park which all take place in community parks. ACEFM has found that parks make great settings for farmers' markets due to the community building element.

MCFM has been is a great member of the community. MCFM has been working with Marin School of Environmental Leadership at Terra Linda High School since 2013. MCFM offers support to the school's garden group and helped the students create a viable garden which produces enough vegetables and fruit to bring to the farmers' market once a month to sell. This is a great program that helps teach high school students about business, environment and engaging the public. The money they make goes back into their garden program. Staff time and booth space are donated for the program.

MCFM joins Music in the Park in the summer and hands out fruit for free to the community to enjoy. During Music in the Park last summer community members inquired about moving the farmers' market to the community center. MCFM collected signatures to see if the community and customers would be interested in a move to Marinwood Community Center. ACEFM/MCFM then contacted community center staff to see if it would be a viable location to host the farmers' market. A petition was started at MCFM to see what kind of community support there would be to move the market. The petition is attached at the end of this proposal along with letters of support from

community members and stakeholders. The current setting at Marinwood Plaza offers ample parking and space for the farmers' market but lacks the environment where families would want to spend their day shopping for fresh food outdoors.

The farmers' market is a vibrant community of farms, food businesses and artisans. The farmers' market currently consists of the following vendors:

1. Tolay Valley Farms (veggies)
2. J&J Ramos (fruit & veggies)
3. Viveros Farm (Organic strawberries & vegetables)
4. Farmer John's Eggs (chicken eggs)
5. Bloomfield Bees Honey (honey, soap & candles)
6. Ariana's Cuisine (soups & dips)
7. Marinwood Community Bakery (bread & morning pastries)
8. Rubber Ducky Soap (skincare)
9. MSEL Garden Group (veggies) 1 x a month when veggies are available
10. Live Music - low key usually soloist with guitar

With the move to the community center the farmers market could potentially grow larger to include a coffee vendor, hot food breakfast/lunch, a few more farms, packaged foods and artisans. If approved the farmers' market looks forward to being a part of a family friendly atmosphere as well as a strong partner to the community center.

The farmers' market is able to pay rent up to \$125 a month to help with maintenance of the area. All garbage is hauled away each week by market staff and vendors. There would be no financial responsibility needed by the community center. The farmers' market employs an onsite manager to insure clean up and compliance to all rules and regulations in regards to the California Certified Farmers' Market Program. These rules can be found <https://www.cdfa.ca.gov/is/regulations.html> ACEFM's Rules and Regulations is attached at the end of this proposal.

The farmers' market currently receives approximately 100 customers per market day. Most of the customers bike and walk to the market. There are approximately 5 cars per hour in Marinwood Plaza who come for the farmers' market. Therefore there should not be a significant parking impact to the community center.

In meeting with the community center staff it was suggested that the farmers' market close on days Waterdevils are at the community center. The farmers' market is willing to make this concession since we understand the impact on the parking during swim season.

The map shows the proposed location of the farmers market on the property at the community center. This locations allows the community center to have the space it would need should they have rentals and/or events. Should the farmers' market grow it would expand east up the pathway. This is not considered a leasable or rentable area at the community center. The farmers' market vendors will not be set up on grass or turf areas to eliminate wear and tear to turf areas. Music will be set up on grass area across as shown on the map.



- Key
- Green= Current Agriculture booths
  - Blue= Current packaged food booths
  - White= Current Artisan booths
  - Purple= Music tent

If approved the proposed move to the community center if approved will be considered a trial basis. MCFM would plan to move to the community center in Spring. MCFM would relocate back to Marinwood Plaza during Waterdevils at Marinwood Community Center. After a 6 month trial period both ACEFM/MCFM and Marinwood CSD can assess and adjust the agreement between them.

8/21

# PLEASE SIGN OUR SURVEY

I would like to see the Marinwood Community farmers Market move closer to the Marinwood Community Center?

192-3150

YES

NO

COMMENTS / Email address

KATERINA KRIZKOVA		
WELL BAKER		
THURSDAY MARKET		
Ardella Nathanael		
Adam Shipley		
Cater Vella		
Bob Dorlan		
MARUSA FER		
Heather Robertson		heather.Erobertson@gmail.com
Ryan Doring		
Mark Xuyler		Great first - Thx
PKhadra		
gpk		
Rhett		
Matt Dore		
	ALEX ELKO	
Kate McDonnell		
Linda Bagnuschi Dorran		You country fit
Marybeth Kless	PASCAL KARSENTI	
Ken Jossen		

h-2  
11/10/11  
11/10/11  
11/10/11

8/21

8/24/2012

# PLEASE SIGN OUR SURVEY

I would like to see the Marinwood Community farmers Market move closer to the Marinwood Community Center?

YES	NO	EMAIL ADDRESS	COMMENTS
	X		Need more
	Kathie		produce to
			draw more people
	X C Gauth		Need fresh food,
	Kitty Desmond		
	XV. Fox		
	W. Rich		Needs support!
	X	mjclarge@yahoo.com	get a jump yes!
X	Robin Monci		kid's activities are good
	Ann Williams		abwilliams42@gmail.com
	Shai ELBAZ	415-760-1834	Good idea
	Connie Marelich		good idea
	Anise Feldman		I like it but mostly, I like having a FM at all
	Sarah Kim		SUPPORT LOCAL!
	JUSTIN KAL		KAL.JUSTINE@GMAIL.COM
X	yes	Karin Conn	Karin@comcast.net
	yes		BARBARA MATTE
	Kyra Ingram	415 686 6298	ikyra@icloud.com

Kick started for family market w/ double \$ @ Marinwood Rev.

# PLEASE SIGN OUR SURVEY

I would like to see the Marinwood Community farmers Market move closer to the Marinwood Community Center?

	YES	NO	COMMENTS
*	Mel Hamunali		✓
v			
	Robert Deering		
	M. Walsh		
	Andrew		
	Brandon Scott		
	Alexandra Weibel	<del>NO</del>	Yes
	David Scott		Yes!!
	Andrew Krone		Yes
			
	Jill		yes!
	J. R. Johnson		yes
	H. Chipman		yes
	Betsy Schmitz		
	Michael O'Rourke		
	Johnny O'Connor		
	Ed Hanson		NO
	Kim Bell		yes
	Jim Belden		yes

\* = current patron

v =

# PLEASE SIGN OUR SURVEY

I would like to see the Marinwood Community farmers Market move closer to the Marinwood Community Center?

YES	NO	COMMENTS
Yes		
Wolfgang Tuff		
Sam Yeh		
Ran Ylles		
Tim Zahnke		He no
Adolfo Garcia		
Indira Vaidya		
Maria G. Garcia		
Karina Garcia		
Angela Hinkley		✓
Barbara Tierne II		More activity at the MCC
Alan Holborn		
Niels Stavrou		
PAAS WEISENFELD		
Geoff Whiteford		
Howard		
John McCall		
Karen Talbot		
Ernst Strubing		

# PLEASE SIGN OUR SURVEY

I would like to see the Marinwood Community farmers Market move closer to the Marinwood Community Center?

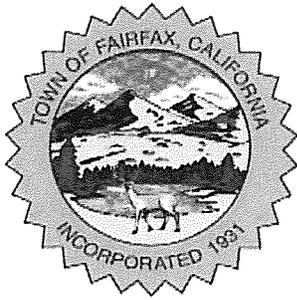
YES	NO	COMMENTS
Sheryl Kay		
	Mull	
	April 23	
Greg Gryn		
	Greg S	I live really close. But it's better 4 you - you should move. I'll still come!
Deaf Whitefish		
Fred Strauss		Good for us!
Garrett Bell		
Al W. Ball		
	andra	closer to my house
Marci Hosenby		close to home + a great gathering place
T. Kojak	OR	HAMILTON - THRIVING COMMUNITY
Jean Kilduff		
Edlean Padden		MOVE
Frank Baumann		move
Winton J. Andrews	→ NO	
J. Ash		
Brooklyn		

BUT WE NEED A THRIVING MARINWOOD PLACE - SO IF MOVE FACILITATES THAT GO!

# PLEASE SIGN OUR SURVEY

I would like to see the Marinwood Community farmers Market move closer to the Marinwood Community Center?

YES	NO	COMMENTS
AZAR Abbassi		
<del>David H. King</del>		
<del>Michael King</del>	✓	



## TOWN OF FAIRFAX

142 BOLINAS ROAD, FAIRFAX, CALIFORNIA 94930  
(415) 453 - 1584 / FAX (415) 453 - 1618

November 4, 2015

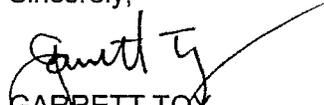
Marinwood Community Service District  
775 Miller Creek Rd.  
San Rafael, CA 94903

**RE: ACEFM Farmer's Market Proposal**

Agricultural Community Events Farmers' Markets (ACEFM) has been operating the Fairfax Community Farmers' Market in Bolinas Park since May 2013. ACEFM has been operating the Wednesday Night farmers' market during the months of May through September. The Farmers' Market has become a meeting place for the community to gather with families enjoying the food and festive atmosphere.

The Town of Fairfax has an excellent working relationship with the staff of ACEFM. ACEFM has always been responsive to the Town's and community's needs. ACEFM has complied with all the terms of their permit including cleaning the park after every market to ensure the park remains in the same condition as they found it.

Sincerely,

  
GARRETT TOY  
Town Manager



Dear Marinwood Community Center,

Please accept this letter of support for Agricultural Community Events Farmer's Markets (ACEFM) proposed market relocation to the Community Center this spring. ACEFM is an asset to our local community, working hard to promote education, student growth, sustainable agriculture, and local farmers. I have had the pleasure of working with ACEFM staff through the Marin School of Environmental Leadership (MarinSEL) at Terra Linda High School.

ACEFM is an important community partner to MarinSEL and has been involved in supporting our students since the school's inception. Kelly, Jim, and Karen have mentored and advised students working to build, grow, and maintain our organic school garden. In addition to supporting the students with planting, irrigation, composting, and harvesting, they helped our students gain their organic seller's certification and provide space for the students to sell produce as the Marinwood farmer's market. This has allowed us to create a profitable school garden that serves as an excellent educational resource for TLHS.

Beyond selling produce at the farmer's market, MarinSEL students have also been given space to promote other projects and products. ACEFM has hosted MarinSEL juniors as they work to promote their small businesses, designed and launched in our 11<sup>th</sup> grade Sustainable Enterprise Project. The farmer's market is the perfect venue for students to interact with community members, and learn customer service skills.

As the Senior Internship program coordinator for MarinSEL, I am so thankful that ACEFM has hosted five student interns over the past two school years. The ACEFM internship offers students the opportunity to gain experience in sustainable agriculture, communications and marketing, event planning, partnership engagement, project management, and provides a unique opportunity for students to connect with and give back to their local community.

We look forward to seeing ACEFM continue to thrive and grow in their new market location. Please contact me if you have further questions.

Sincerely,

Emily Quinton  
Project Coordinator  
Strategic Energy Innovations  
899 Northgate Drive, Ste 410  
San Rafael, CA 94903  
[emilyq@seiinc.org](mailto:emilyq@seiinc.org), 415-507-2242



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Agricultural Community Events Farmers Markets PO Box 923, San Anselmo, CA 94979  
agriculturalcommunityevents@gmail.com 415-999-5635

#### RULES AND REGULATIONS FOR CERTIFIED FARMERS' MARKETS STATEMENT OF

**INTENT NATURE OF THE MARKET:** The Certified Farmers' Markets (CFM) are diversified markets offering both certifiable and non-certifiable goods for sale. The CFM provides producers with the opportunity to sell their fresh, local products directly to the consumers without the intervention of a middleman. Each CFM is operated in accordance with regulations established in the California Administrative Code (Title 3, Chapter 3, Group 4, Article 6.5, Section 1392) pertaining to Direct Marketing. Each market is certified by the County Agricultural Commissioner as a direct marketing outlet for producers to sell their crops directly to consumers without meeting the usual size, standard pack and container requirements for such products. However, all produce must meet minimum quality standards. The non-certifiable goods add variety and enhance the festive ambiance of the Farmers' Market. Although the State Direct Marketing regulations require the producers of fresh fruit, nuts, vegetables, flowers, honey, eggs, nursery stock, and plants be required to be certified, the same producer-to-consumer philosophy applies for all items sold at the Market. The resale of products is prohibited. **MANAGEMENT:** Each CFM is managed, operated and controlled by the Agricultural Community Events Farmers Markets.

**(ACEFM) RULES AND REGULATIONS FOR ALL SELLERS AT THE CERTIFIED FARMERS' MARKETS.** In order to ensure the successful maintenance of the CFM as an efficient outlet for producers to sell their products directly to consumers, the ACEFM has established the following set of rules and regulations.

**I. INTENT AND IMPLEMENTATION** The purpose of this set of rules is to govern the operation, administration and management of the Certified Farmers' Market under the control of this organization. The governing body of this organization, its management and its designated agents will implement and enforce all rules and regulations pertaining to the operation of the Certified Farmers' Markets under its control in a fair and equitable manner.

**II. STATE REGULATIONS** The regulations of the California Department of Food and Agriculture pertaining to Direct Marketing (Article 6.5, Group 4, Subchapter 1, Chapter 3, Title 3 of the California Administrative Code) are hereby incorporated by reference to be part of these rules. Specifically restated are the following provisions of such regulations:

**A.** Producers of fresh fruits, nuts, vegetables, shell eggs, honey, flowers, and nursery stock must obtain a Certified Producers' Certificate prior to selling such commodities at a Certified Farmers' Market. The producer must have produced such commodities by the practice of the agricultural arts upon land, which the producer farms, owns, rents, leases or

sharecrops.

B. Fresh fruits, nuts and vegetables listed on a producer's certificate may be sold directly to consumers exempt from size, standard pack, container, and labeling requirements. All prepackaged, closed consumer containers of agricultural products shall be labeled with the name, address and zip code of the producer and a declaration of identity and net quantity of the commodity in the package. However, a package containing 6 or fewer items, which are fully visible, does not need a statement of count.

C. All agricultural products sold at the market shall comply with the regulations of the California code governing maturity and quality.

D. All agricultural products, other than exempt fresh fruits, nuts, vegetables, shell eggs, honey, flowers and nursery stock which are sold at the markets, must comply with all applicable laws pertaining to their grading and labeling.

E. All agricultural products sold at the markets are subject to the provisions of federal marketing orders, state marketing orders, state laws and regulations enforced by any state agency, or any other local health and safety laws, regulations or ordinances.

F. All agricultural products, including fresh fruits, nuts, vegetables, shell eggs, honey, flowers and nursery stock sold for the purpose of commercial resale must be in compliance with all applicable size, standard pack, containers and labeling requirements of state laws and regulations.

G. Only the producer or the producers' parents, children, grandparents and grandchildren or a relative regularly residing in the producer's household or an employee of the producer may sell the producer's products at the market. An employee is any person employed by the producer at a regular salary or wage, on either a full or part time basis. It does not include a person who is reselling or show compensation is primarily based on a commission of sales. Proof of status of an employee is an authorized agreement proving that the person selling is an employee of the Qualified Seller. An employee may not sell for more than one Qualified Seller at a time.

H. The certified producer's embossed photocopy certificate must accompany the certified agricultural products during transportation and must be conspicuously posted at the point of sale.

I. When any agricultural product is sold by weight, the type of scale used shall be approved, tested and sealed by the County Agricultural Commissioner, Sealer of Weights and Measures.

J. When a producer has been granted by the market the privilege of selling for up to two other certified producers, it must be under the following conditions: 1) The agricultural products shall be separated at the stand and clearly identifiable by the respective

certificate. 2) The producer selling for the other producers must also sell or offer for sale agricultural products, which the producer selling has produced. The producer selling must start the market day with at least 50% of the total produce from his own production. 3) Prior to sale, the producer selling has furnished a written letter from the additional producer(s) which verifies the selling producer's authority to sell their product on their behalf and have his name cross-referenced on the additional producer(s)' certificate. 4) A grower selling under a partnership; the partnership will be considered one certificate.

K. A producer shall provide, upon request by an enforcing officer or Market Manager, any certificate, documentation, information or identification that may be reasonably required to show that the conditions of the regulations are being met. If such conditions are not met and the market is assessed additional fees for follow-up inspections at the market, the grower(s) responsible for the follow-up inspections will be equally assessed the total cost of the follow-up inspection.

L. When selling at the markets the producer and the producer's agricultural products shall comply with all applicable requirements of the California Retail Food Code and the California Sherman Food, Drug and Cosmetic Law, specifically: 1) All produce and containers of produce must be kept at least 6 inches above the ground. 2) Food preparation (except trimming and sampling) is prohibited. 3) Processed foods must be processed in an approved facility, properly packaged and labeled under clean and sanitary conditions. 4) Dried fruit and shelled nuts sold in an unpacked, bulk form must be displayed with a cover and conform to dispensing methods approved by the local health department. 5) No live animals, birds or fowl may be kept or allowed within 20 feet of any area where food is stored or held safe. No dogs are allowed in the market. 6) Vendors selling non-agricultural food products are required to have a valid health permit from the local jurisdiction and are not considered part of the Certified Farmers' Market. 7) All products sold as organic must be grown, produced, or processed in accordance with California Code of Regulation, Title 3. code 1392.4 (h), which states: "Any person selling organic products or representing products as organic at a certified farmers' market shall conspicuously post at the point of sale a photocopy of his or her current State of California organic registration and, if applicable, documentation of his or her organic certification. Prior to posting organic documents, it is permissible to conceal from public view acreage and dollar amounts pertaining to annual sales. A complete photocopy of the original, unaltered, current organic document(s) shall, upon the request of an enforcement officer, be made available for review at any time during participation in a certified farmers' market. This documentation requirement does not apply to individuals who sell \$5,000.00 or less of organic produce in a given year. Registration paper work is required for all vendors at stall. 8) Smoking is not permitted in produce display and immediate sales area. 9) If the local health authority approves, distribution of samples in a manner which will insure safe,

unadulterated samples for the public, may be allowed. In such, each grower should regard the following as suggested guidelines: (a) Keep samples in clean covered containers approved by the local health agency. (b) Use toothpicks, tongs, rubber gloves or disposable utensils to distribute the samples. (c) Dispose of pits, peels, food waste and rubbish in leak-proof garbage receptacles with close fitting lids. (d) Use clean disposable plastic gloves when cutting produce for samples and provide temporary hand washing and utensil cleaning facilities. (e) Produce intended for sampling must be washed and cleaned so as to be safe for consumption. (f) Utensils and cutting surfaces must be washed and sanitized (use a chlorine solution of one teaspoon or capful of liquid bleach per gallon of water). (g) Cutting surfaces must be smooth, non-absorbent and easily cleaned. (10) If a grower or food purveyor is not in compliance with California Retail Food Code (CalCode) or the California Sherman Food, Drug and Cosmetic Law and the market is cited for non-compliance, the grower(s)/food purveyor(s) responsible for the infraction(s) will be equally assessed the total amount of the fine imposed upon the market.

III. ADMISSION OF A PRODUCER TO THE MARKET Admission to sell at any market shall be at the reasoned discretion of the market manager. In making any determinations in this regard, a manager should consider the following:

A. Producer's positive or negative history of compliance with state, local government and market rules and regulations.

B. Producer's history of market participation. When practical, significant weight, priority and preference should be given to member growers returning from previous seasons.

C. The competitive availability and number of sellers of producers' product present within the market. If practical, monopolies and surfeits (gluts) should be avoided.

D. Whether the present number of sellers of producer's product are adequately supplying consumer demand.

E. The number of unreserved spaces and other limitations of the market. Period of attendance time and limitations of type and quantity of product allowed may condition admission of a producer. Any producer aggrieved by the manager's decision may appeal for review by the Director of the Association as outlined in section VII. A decision by the Director shall, as to this organization, be final. IV.

ADMISSION OF PRODUCTS TO THE MARKET Unless otherwise specifically listed as an additional authorized agricultural, processed agricultural or non-agricultural product in this section, only fresh fruits, nuts, vegetables, shell eggs, honey, flowers and nursery stock listed on a producer's certificate may be sold at the markets. Admission of any agricultural or processed agricultural product to the market or nonagricultural product to an area adjacent to the market shall be at the reasoned discretion of the Market Manager. In

making any determination in this regard, the Market Manager shall consider the following:

A. Producer's history of selling such product within or adjacent to the market. When practical, significant weight and preference should be given to products sold by producer in previous seasons.

B. The present competitive availability (number of sellers) of producers product within or adjacent to the market. If practical, monopolies and surfeits (gluts) should be avoided.

C. Whether the present sellers or producer's product are adequately supplying consumer demand.

D. The type of relative quality of product intended to be offered for sale by the producer. Field run produce shall be encouraged. Culls or lowest grade only sales shall not be allowed. At the most, 10% of the produce intended for sale by the producer shall be less than number 2 grade. Admission of a product to be sold by a particular producer may be conditioned by period of sale, location of sale, variety, quality, quantity and other general or specific limitations as deemed necessary by the Market Manager. Any producer aggrieved by the manager's decision may appeal for review by the Director of the Association as outlined in section

VII. A decision by the Director shall, as to this organization, be final. Additional authorized non-processed agricultural products which may, under stated conditions, be admitted by the Market Manager for sale within the Certified Farmers' Market are: 1) Fresh herbs and spices 2) Fish raised in California controlled waters. The producer must have produced all such products by the practice of the agricultural arts upon land, which the producer farms and owns, rents, leases or sharecrops. Producers wishing to sell a non-processed agricultural product other than those listed immediately above must submit a written application for approval to the Association. Additional authorized processed agricultural products, which may, under stated conditions, be admitted by the Market Manager for sale within the Certified Farmers' Market, are: 1) Dried beans, grains, fruits, nuts and vegetables listed on producer's certificate. 2) Shelled nuts, including those, which have been roasted, salted or flavored. 3) Dried herbs and spices. 4) Fresh orange juice, fresh apple juice. 5) Flower arrangements and wreaths. All such raw products must have been produced by the producer by the practice of the agricultural arts upon land which the producer farms and owns, rents, leases or sharecrops. All processed certifiable agricultural products must have and be accompanied by a verifiable listing of the fresh product on producer's certificate of the producer selling. Seller must be able to show location and capability of processing or, if processing is done by a second party, the method used to insure that the processed product returned is the original source product submitted by the producer for processing. Receipts, volume data, and letters verifying methodology may be requested or required. Seller must show that all processing was

accomplished under safe and sanitary conditions and, if applicable, obtain, furnish and display any and all health permits necessary. Producers wishing to sell a processed agricultural product other than those listed immediately above must submit a written application for approval to the Association. Additional authorized processed non-agricultural products which may, under stated conditions, be sold in an area adjacent to the area designated as the Certified Farmers' Market but under the auspices of the market management are: 1) Ocean fish and shellfish 2) Bakery products 3) Meat products 4) Kettle corn, crepes and other approved on-site prepared foods. Individuals wishing to sell a non-agricultural product other than those listed immediately above must submit a written application for approval.

V. STALL RESERVATIONS AND ASSIGNMENT OF SELLING SPACE Stall reservations are considered commitments by farmers and food purveyors to participate in the markets on either a weekly, biweekly or space availability basis. Below is a short description of each reservation category.

WEEKLY: Growers/Food Purveyors reserve a stall for every week of the month.

BIWEEKLY: Through design of production or employment scheduling, Growers/ Food purveyors can only attend the market every other week.

SPACE AVAILABILITY If Growers/Food purveyors cannot commit to attending market on a regular basis they may call 2 days prior to the market day to inquire about space availability. Their stall space will not be reserved each week and the Association may search for a similar Grower/Food purveyor to fill their stall reservation on a more consistent weekly or biweekly basis. The producer's location, space size and other factors of assignment of selling space within a market shall be at the reasoned discretion of the Market Manager. A typical stall space is 10 feet wide by 20 feet deep. Sellers must accept the stall space assigned to them by the Market Manager. A seller's stall space in the market is not guaranteed to be in the same location every week. In making any determination of the assigned space, the Market Manager shall consider the following: A. The maintenance of positive, present and past consumer/producer relationships.

B. The maintenance of good product mix and consumer traffic flow.

C. The principles of good market and product promotion.

D. In the event a producer/seller is removed or suspended from a market(s) due to either State, County or ACEFM Rules and Regulations violation(s), the producer/seller will be placed at the bottom of the waiting list for their requested markets. Any producer aggrieved by the Manager's decision may appeal for review by the Director of the Association as outlined in section

VI. A decision by the Director shall, as to this organization, be final. VI. STANDARDS OF

CONDUCT Producers and employees representing producers must be:

- A. Knowledgeable about product, how it is used, grown or produced and communicate that clearly to the customers.
- B. Courteous, professional and presentable at all times.
- C. Able to display products in a sanitary, presentable and attractive manner.
- D. Honest and to conduct themselves at all times in a courteous and business-like manner. Participants are expected to dress (shirt, pants and footwear) and behave in an appropriate manner. Drinking, yelling, swearing, name-calling, slanderous remarks and other rude behavior will not be tolerated.
- E. Able to refer matters to a market manager when experiencing difficulty with customers.
- F. Expected to treat each other, staff, customers and officials with respect.
- G. Able to refer complaints about other participants or the Market Rules and Regulations in writing to the Market Manager. H. Aware that harmful remarks made about producers or the market are subject to legal liability for damages.

VII. SUSPENSION OR REMOVAL OF A PRODUCER FROM THE MARKET A producer may be suspended or removed from any market or markets or have selling privileges in the market conditioned, modified or limited by a Market Manager for any of the following reasons:

- A. Failure to obey and conform to state, local government or market rules and regulations.
- B. Causing or maintaining an unsafe or unsanitary condition at the market.
- C. Unreasonable or outrageous conduct considered detrimental or prejudicial to the purposes and interest of the market or the Association.
- D. Failure to attend at a previously reserved market space without adequate prior notification.
- E. The occurrence of any condition or limitation which was placed on the admission of the producer's product to any market. F. Behavior that obstructs any other vendor's commerce or ability to transact business at the market. The severity of any penalty or discipline imposed by the Market Manager shall be directly related to the gravity or repetition of the violation. A producer is responsible for the actions of the producer's representatives, employees or agents. Whenever a Market Manager decides that a violation has occurred of such seriousness that it warrants the suspension or removal of a producer from one or more markets, the Market Manager will provide the producer with a written notice to the intention to suspend or remove the producer. The notice of intent to suspend or remove the producer will state the reasons for the proposed action and offer the producer an opportunity to be heard by the Executive Director before the imposition of the suspension

or removal from the market. The Market Manager will deliver the notice of intention to the producer in person or mail it to the producer by first class or registered mail to the last known address of the producer in the ACEFM records. The notice of intention to suspend or remove a producer shall advise the producer that he or she may ask to be heard, either orally or in writing, by the Executive Director prior to the imposition of the suspension or removal. The request for a hearing must be received by the Executive Director no later than fifteen calendar days after the date of the issuance of the notice of intent to suspend or remove the producer. If the producer does not request a hearing with the Executive Director, or if the producer fails to request a hearing within fifteen calendar days of the date of issuance of the notice of intent to suspend or remove the producer, the Market Manager may take action to suspend or remove the producer from one or more markets. If the producer does request a hearing with the Executive Director and the Executive Director does receive the request for a hearing within fifteen calendar days of the date of the notice of intent to suspend or remove the producer, the Executive Director shall schedule a hearing with the producer. The purpose of the hearing will be for the Executive Director to hear and consider the producer's evidence and argument regarding the action proposed by the Market Manager. The Executive Director will notify the producer of the date, time and place of the hearing. The Executive director may elect to have the hearing conducted by a third party, an officer or Board member of the ACEFM. The Executive Director will consider the evidence and arguments submitted by the producer, the Market Manager and any other interested parties in attendance prior to or during the hearing and shall weigh this evidence and argument in making his or her decision whether or not to suspend or remove the producer. The Executive Director will notify the producer in writing of his or her decision. The Executive Director's decision shall be delivered in person or mailed by first class or registered mail to the producer. The Executive Director's decision is final and there is no further appeal of this decision available from the ACEFM.

#### VIII. OTHER MARKET RULES, POLICIES AND REQUIREMENTS A. Product Limitations.

a. Only California grown produce may be sold in the market. b. Sales of out-of-season (California) produce are allowable only to the extent of their reasonable and normal storage life or proof that such produce was produced by producer in greenhouse facilities operated by such producer. c. All second certificate produce and second certificate non-certifiable ag product sales must be authorized by ACEFM prior to sales. d. Any certifiable, non-certifiable agricultural processed or non-agricultural processed products sold in the market may be placed under limitations by the Market Manager at any time.

B. Certificates. Producer certificates with two or more names listed as producer must provide acknowledged evidence of partnership or other legitimate business agreement unless the additional names are for second certificate purposes.

C. Load Sheets. Return your signed, complete, accurate, and legible load sheet with your

farm/business name printed clearly to your Market Manager no later than 1/2 hour after the closing of each market day. If you fail to turn in your signed, complete, accurate, and legible load sheet prior to this time you will receive a verbal warning. The second time (per year) you fail to turn in a load sheet you will be assessed a \$10 fine. The third time you fail to turn in a load sheet and each time thereafter you will be assessed a \$50 fine.

D. Prices. All prices must be clearly marked or posted in 2" minimum height letters/ numbers. Collusion and deceptive pricing practices are prohibited.

E. Market Hours: Arrival and Departure. The hours for any market shall be set by the ACEFM. Sellers shall arrive at least 45 minutes prior to the published opening time of the market and leave or have their set-up packed up and cleaned up, to the side of the market within one hour and 30 minutes after the published closing time of the market. Sellers may leave the market site prior to the published closing time for emergencies only and upon the approval of the Market Manager who will assess public safety and welfare at that time.

F. Set-ups, Safety and Sanitation: All display table frontage must be behind the set-up line designated by the Market Manager. No boxes or produce displays may extend into the common customer traffic aisles without the prior approval of the market manager. Producers who display produce on a side table must allow at least 24 inches of side aisle in producer's space for customer ingress and egress. Tables and other display fixtures must be sturdy, stable and not overloaded. All shades and shelters must be tied down and completely secured at the beginning of the market. Seller's vehicle use must not endanger customers or other sellers. Before transacting any sales, the grounds of the customer traffic aisle and selling area of the producer must be cleared and cleaned of any produce trimmings or droppings. Any trimming of produce must be done so trimming will fall in a box or container and not on the ground. Before leaving the market, all matter in producer's selling area, including an area extending half way into the common customer traffic area, must be completely removed and taken away with the producer. Noise, Disturbance and Intrusion: No loud noises will be allowed at any market during set-up hours. Radios are not allowed to be played during market sales hours. No loud hawking, barking or shouting to promote product is allowed, although occasional product broadcasting into the market aisle in a conversation level voice is allowed and encouraged. All product promotion must occur within the space assigned or immediately adjacent to the producer and not in any common area. Disruptive action and the throwing of anything in the market are prohibited.

G. Identification Signs: All producers must display a sign identifying their name or the name of their establishment and the city or town where their production occurs.

H. Bags and Litter: Every stall will have a trash box for public use. Sellers using plastic bags for the convenience of their customers shall insure that such bags do not litter the market under windy conditions. Sellers using T-shirt style plastic bags shall insure that the

connecting tabs are fastened securely or are removed prior to the presentation for customer use. Sellers of dry garlic and dry onions shall insure that the skins of such produce do not litter the market.

I. Qualified Sellers shall observe all fire lanes while loading and unloading.

J. Qualified Sellers shall sell/market their goods in a manner satisfactory to the Market.

K. Qualified Sellers shall sell/market their goods in a manner satisfactory to the Market Manager and in an honest, conscientious and business-like way.

L. Qualified Sellers must wear shirts and shoes while on the market premises.

IX. APPLICATION AND RESERVATION PROCESS A. To become a QUALIFIED SELLER at the ACEFM, a prospective seller must initiate and complete an Application-to-Sell packet. The completed Application-to-Sell packet includes: 1) Completed Application. 2) Copies of the grower's most recent Certified Producer Certificate(s). 3) Any appropriate copies of health permits as required. 4) Hold Harmless agreement B. Fees are paid on a weekly basis.

X. CANCELLATIONS A. Sellers are required to cancel 2 days prior to each market day to help avoid stall fee charges for late cancellations. 1) Certified producers and food purveyors who cancel less than 2 days before market day are responsible for the stall fee.

B. Sellers who fail to notify the Market Manager of more than two cancellations may lose their stall space.

## Eric Dreikosen

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**From:** Stephen Nestel <stephennestel@gmail.com>  
**Sent:** Wednesday, October 28, 2015 10:34 AM  
**To:** Eric Dreikosen; Izabela Perry; Shane Demarta; Justin Kai; Bill Shea  
**Subject:** The farmers market- Why this is a really bad idea and will cost us \$\$

First, let me say, I want the Farmers market to stay but there are other places more suitable in the community such as Silveira Ranch and maybe even on Lucas Valley Road that will offer even better access to the public.

I don't think the problems are really being thought through.

1.) It really WILL negatively impact tennis players, dog walkers and families using the park. Saturday morning is "Prime Time" for part usage.

Do you really want people to walk their dogs through the farmers market? On a Saturday, I'd guess there will be about 100 people doing that.

What about tennis special events? This will force parking into the neighborhoods. Has anyone asked the neighbors what they think of this idea?

2.) We will LOSE money from special events that we could rent this space to.. The Car Show (though not a money maker) was an excellent example how this space can be used. We could earn THOUSANDS from special events annually and would not have to risk a dime.

3.) The CSD/Commission must wean itself away from the notion that losing money is okay. We are in debt and behind on our capital improvements and repairs.

I support creative ideas for the park but I am wholly opposed to this farmers market becoming a permanent occupant of the park without public notice and a thorough vetting of risks/rewards associated with the proposal.

Stephen Nestel

P.S. Please place this message in the next Marinwood CSD board packet.

## Eric Dreikosen

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**From:** Izabela Perry <izabela.perry@gmail.com>  
**Sent:** Friday, October 30, 2015 1:07 PM  
**To:** Eric Dreikosen  
**Subject:** Fwd: The farmers market- Why this is a really bad idea and will cost us \$\$

Eric,

Although I share Stephen's concern about the location of the Farmer's Market, I would like to point out a few misrepresentations in his letter, most likely stemming from the fact that he was not present at the Commission meeting.

1. His statement about "...market becoming permanent occupant of the park without public notice..." has no merit.

First, the Commission voted on allowing the Farmer's Market in the park on a trial basis, not a permanent one. The vote was split.

Second, the potential approval of the Farmer's Market idea was prominently featured in the agenda, and the public was given notice according to the Brown Act. In fact, Stephen sent out an email voicing his opinion, which was forwarded to the commissioners. Similarly, this item will be on the Board meeting agenda and interested parties will be able to comment. Claiming that the public had no notice is simply not true.

Third, this Agenda item took one hour of discussion, and I made sure all voices were heard before the vote took place.

2. The Recreation Department under Shane's leadership generated hundreds of thousands of dollars in revenue. Expenses are covered through fees and/or sponsorship. The Commission does not have to "wean itself" off anything, as it is not in the habit of promoting money-losing propositions. However, the Commission does realize that profit generation is not the only goal of the Community Services District. "Music in the Park" is a perfect example of an event focused on creating community

goodwill, rather than just pure profit. Does Stephen suggest that these events should be cancelled?

Best regards,  
Izabela

P.S. Please include my email in the Board Packet. Thank you.

## Eric Dreikosen

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**From:** mgbanton <mgbanton@saber.net>  
**Sent:** Thursday, October 29, 2015 3:14 PM  
**To:** edreikosen@marinwood.org  
**Subject:** Junk E-Mail: New location for Marinwood Farmers' Market

An enthusiastic YES!

Marian Blanton  
155 Roundtree Blvd.  
San Rafael, CA 94903

## Eric Dreikosen

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**From:** Geoff Mack <geoffmack@gmail.com>  
**Sent:** Thursday, November 05, 2015 3:33 PM  
**To:** edreikosen@marinwood.org  
**Cc:** Brian Dettor; Kelly Smith  
**Subject:** Support for the Farmer's Market

Hello Erik,

My name is Geoff Mack and I live at 2742 Heatherstone Dr. in Marinwood. I am a former chair of P&R commission and was volunteer of the year several years back. I have been a resident of the community for 20 years and my three boys have all been proud to call themselves Waterdevils.

I am writing to let you know that I support the placement of the Farmer's Market in the Marinwood Park. I am a regular shopper at the market and I firmly believe that the placement of the market at the community center could benefit both the park and the market.

Thank you.

Geoff Mack

### **GYST Media**

*Website Design, Development, Marketing & Management*

372 Bel Marin Keys Blvd.  
San Rafael, CA 94903

<http://www.gystmedia.com>  
[geoffmack@gystmedia.com](mailto:geoffmack@gystmedia.com)  
415-260-3141

## Eric Dreikosen

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**From:** Linda Barnello <barnello@pacbell.net>  
**Sent:** Thursday, November 05, 2015 5:23 PM  
**To:** Tarey Read; Deana Dearborn; Bill Shea; Bill Hansell; Justin Kai; Jnaylor567; Izabela Perry; Troach; Shane DeMarta; Eric Dreikosen  
**Subject:** Junk E-Mail: Marinwood Plaza Farmers/Flea Market to be Moved ro Our Community Park?

### **Marinwood Plaza Farmers/Flea Market to be Moved to Our Community Park?**

This email is directed to the Marinwood CSD Board, the Commission Chairmen, Department Heads, and the District Manager.

There is a proposal to open up the Marinwood Community Park, on Saturdays, for the (currently not so successful) Farmers/Flea Market. The proposed market location is at the northern-most edge, of the southern-most park area, near the small ravine and along the Park sidewalk (a bit back from the street). The Market folks are willing to pay up to \$125 per month (to help with maintenance) for the space, which they want to potentially grow. The market will run from 9am to 1pm, with setup starting as early as 7:30am. That's about \$4.50 per hour for the rental. They say there will be an onsite manager to insure cleanup and "compliance to all rules". (What rules?)

To make things simple in this email, I am just going to list my comments and concerns for your consideration.

The location will be on a grassy area, which will get trampled every week, destroying the grass and creating mud, not allowing time for re-seeding.

There will be a threat to the sprinkler heads located in this grassy area.

The "up to \$125 per month" offered by the market (to help with maintenance) will not cover turf, mud, sprinkler head and staff costs. Will the MCSD complete a cost/benefit analysis?

If the Marinwood CSD is going to basically "give away" a portion of our Park every Saturday (for approximately six+ hours each time), will the Board consider other options that will be money-makers, less damaging to our Park by happening less often?

The location is such that it will certainly block access at times, of the narrow sidewalk, for pedestrians, dogs with their people, babies in strollers, etc.

The location is not next to the tennis courts, however, the hustle and bustle of so much added traffic, more pedestrians, more bikers, vendor trucks, and noise may certainly have a negative impact on residents using our tennis courts.

The Park and Rec Director and the District Manager have already agreed that parking will be the biggest issue.

The Market folks have not provided the Market RULES, so there is no time for the public to comment with their concerns and questions, unless the public attends the Board meeting in which this "Market" topic will be discussed.

Hand washing and food sampling requirements --- What rules are used and who will be at the market making sure that sanitation rules will be followed? (I was at the Marinwood Plaza market 1x where a “nut” vendor was showing me the beautiful nuts she had for sale, by running her hands continuously thru the various large bags of nuts – not at all sanitary!

Are there any refrigeration rules and how are they monitored? Especially with pre-packaged foods.

How will the market’s trash be collected and taken away?

If the market expands to coffee and hot foods, what are the additional rules for using heating equipment?

If the market expands, how much more space will it take in our Park, who will be in charge of expansion approvals, and will the MCSD receive more than “up to \$125 per month”?

Where will water and electricity be obtained, and will the MCSD absorb the cost?

The Marinwood Park is paid for by Marinwood taxpayers. The Park should be used for recreational purposes, not for commercial ventures. (Especially a commercial venture that will cost the taxpayers more money.) The Marinwood CSD currently has community recreational events that lose money or break even. A once-in-a-while event will not break the MCSD bank, but a weekly drain on our bank account should not be added to our residents’ financial burden.

There are numerous people saying the Farmers/Flea Market should be moved to our Park. Are these the same people who do not visit the market in its current location? What is their reasoning?

Is it a politically correct thing to want a farmers market? Maybe, but of what size? And look at all the comments from the Nextdoor website where more than half of us do not patronize the small Farmers/Flea market at Marinwood Plaza?

IMO, some folks have a more grandiose idea of the Farmer/Flea Market. Remember there are only four farmer vendors attending. Will there be enough fresh healthy foods and snacks sold, providing better nutrition, that folks will want to sit on the grass and eat? You cannot eat ceramics or lotions. Is it possible that some people approving the move, have a bigger and better idea of what the market will be like, in our Park? Maybe double in size?

Have you really thought about “why” the market does not do well at the Plaza? Is it because there are only 8 – 9 “vendors”, with only four selling farm foods? Is it because the vendors are unpredictable, with a candy seller showing up one week and a crafts vendor the next and the nut vendor occasionally and the lotion vendor once in a blue moon? Who is to say that the market will be run any better than it currently is? Will there be “once in a while” vendors? Do folks not purchase at the market because prices are high?

Please remember that the Park and Rec Commission already had a very lengthy 45 minute discussion on this topic at their last meeting. The proposal failed when they voted.

This “weekly market” decision will have a lasting effect on a huge number of residents, so there should be proper research by the Board and no quick decisions made. There also should be adequate opportunity for public input and Q & A.

I would like to hear about each of our Board members’ experiences, attending the current market, how often and why they visit.

Sincerely, Linda Barnello 415-472-4947

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday October 13, 2015

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

## **Present:**

Board Members: President Tarey Read, Justin Kai, Bill Hansell, Deana Dearborn and Bill Shea.

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach and Recreation Director Shane DeMarta.

Fire Commissioners: Jeff Naylor and Ron Marinoff.

Park and Recreation Commissioners: Izabela Perry.

Others Present: Douglas Tokerud, Stephen Nestel, Linda Barnello, Ray Day and Leah Kleinman-Green.

## **Call to Order and Pledge of Allegiance**

## **Agenda**

No changes or additions.

## **Actuarial Study: Post-Employment Healthcare Vesting Schedule for Future Firefighters (Prepared by Nicolay Consulting)**

Douglas Tokerud presented the actuarial study.

## **Consent Calendar**

- a. Draft minutes of Regular meeting of September 8, 2015: Read commented she did not abstain to the bills paid 185-299.
- b. Bills paid Nos. 300-399: No additions.
- c. Agreement between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13: No additions.
- d. Agreement between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site: No additions.  
M/s Shea/ Dearborn to approve Consent Calendar. Ayes: Kai, Read, Hansell, Dearborn and Shea.  
Nays: None. Motion carried unanimously.

## **Fiscal Matters**

1. Fiscal Year 2015-2016 Year to date Budget Actuals: Hansell suggested adding footnotes to explain large variances. Dearborn questioned prior year expenses.
2. Resolution 2015-10: Requesting Temporary Transfer of Funds from Marin County Treasurer:  
M/s Kai/ Hansell to approve Resolution 2015-10 Requesting Temporary Transfer of Funds from Marin County Treasurer. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays:  
None. Motion carried unanimously.
3. 2015-2016 Budget Amendment Releasing Streetlight Maintenance Contingency Funds to provide for major maintenance of streetlight located at Miller Creek Middle School parking lot:  
M/s Shea/ Dearborn to approve 2015-2016 Budget Amendment Releasing Streetlight Maintenance Contingency Funds to provide for major maintenance of streetlight located at Miller Creek Middle School parking lot. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays:  
None. Motion carried unanimously.

## **Procedural Matters**

1. Removal of "Correspondence" Section as practiced from future agendas: Nestel commented he has concerns with removal of "correspondence" on the agenda due to a potential Brown Act violation. Hansell stated he would not be prepared to vote on this matter at this point in time; he would like to encourage more dialogue. Dearborn stated she is in favor of removing it from the agenda; it's a drain on District resources.  
M/s Kai/ Dearborn to remove "Correspondence" Section as practiced from future agendas. Ayes: Kai, Read, Dearborn and Shea. Nays: Hansell. Motion carried.

## **Correspondence**

1. S. Nestel, September 10, 2015: Citizen Remediation Efforts at Marinwood Plaza: The Board acknowledged the letter.

2. S. Nestel, October 9, 2015: Statement on Marinwood Solar Project: The Board acknowledged the letter.

### **Public Comment Open Time for Items not on the Agenda**

Barnello requested that the names of attendees of closed session be included in the minutes. Dreikosen responded the District is not required to record minutes of Closed Session and that each agenda lists the people whom are required to be listed. Barnello asked if a letter was written to LVEHOA. Dreikosen replied yes.

### **Fire Department Matters**

1. Draft Minutes of Fire Commission Meeting of October 6, 2015: Naylor would like to see a better link between the CSD website and the Fire Department website.
2. Fire Department – Activity summary report for September 2015: No additions.
3. Fire Department – Chief report: Naylor asked if a meeting with DPW had been scheduled to review the placement of signs on Lucas Valley Road warning of a Fire Station. Chief Roach responded he was in process of arranging the meeting.

### **Park and Recreation Matters**

1. Draft minutes of Park and Recreation Commission meeting of September 22, 2015: No additions.
2. Recreation and Maintenance Activity reports: Read questioned where the sand will be located for residents to fill sandbags. DeMarta replied the maintenance crew will be building a bay in the parking lot. Nestel stated the CSD should consider a charge for sandbags.

### **New and Other Business**

1. “Measures H and I” Informational Fact Sheet- Possible creation and distribution: Kai stated he requested this item be revisited covering both measures and reviewed legal parameters. Read asked if this sheet was intended to be mailed to every District household. Kai replied yes. Read inquired about the final cost. Kai replied .50/piece which includes printing and mailing to roughly 2090 homes. Hansell commented he would prefer not to spend any additional money at this point in time.  
M/s Read/ Shea to approve Measures H and I Information Fact Sheet to be produced, vetted and mailed to District households at a cost not to exceed the remainder of the \$10,000 previously approved. Ayes: Kai, Read and Shea. Nays: Hansell and Dearborn. Motion carried.

### **Recognitions and Board Member Items of Interest**

Kai would like to recognize Recreation Supervisor Fretwell and his staff on a great pool season.

Read thanked the Recreation Department for a great Fall Brew Fest.

Hansell recognized Ron Marinoff for his coordination of the CSA 13 down payment for the new engine and would like the Board and Staff to consider further recognition possibilities for Marinoff.

### **Closed Session**

Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Jack Hughes, Liebert Cassidy Whitmore. Represented employees: Marinwood Professional Firefighters: The Board entered into closed session at 11:00pm. The Board exited closed session at 11:35pm. The Board gave direction to its representatives.

### **Closed Session**

Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Eric Dreikosen, District Manager. Unrepresented employee: Marinwood Fire Chief: The Board entered into closed session at 11:36pm. The Board exited closed session at 12:01am. The Board gave direction to its representatives.

The meeting was adjourned at 12:02am.

Respectfully submitted,

Eric Dreikosen  
District Manager

**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 November 10, 2015

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
400	AFLAC	127.40	Long term disability	1100	5130120	103000	127.40
401	CalPERS	13,384.00	Unfunded liability Fire	3100	5130510	103000	13384.00
402	CalPERS	3,671.00	Unfunded liability P&R	2100	5130510	103000	2042.00
				1100	5130510	103000	1,629.00
403	Ca. Assoc of Pro Fire	195.00	Long term disability	3100	5130120	103000	195.00
404	Marinwood CSD	93,677.80	Fire Reg. Salary10-2-15	3100	5110110	103000	31,814.16
			Fire Overtime	3100	5120110	103000	19,496.50
			Shift Cap/Work week	3100	5110319	103000	1,209.15
			Admin Assist.	3100	5110210	101000	569.08
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Assist.	2100	5110210	101000	569.08
			Admin Assist.	1100	5110210	101000	284.53
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Rec Salary	2100	5110110	103000	10,513.60
			Rec Hourly	2100	5110210	103000	330.00
			Park Salary	1100	5110110	102000	6,272.00
			Bldg Attendant	2100	5110210	104000	474.00
			Pool Staff	2100	5110210	105000	6,645.66
			Aquatics/Lessons	2100	5110210	106000	645.00
			Preschool	2100	5110210	108000	9,941.13
			Youth Prog.	2100	5110210	110000	340.50
			Adult Prog	2100	5110210	111000	67.50
			Payroll billing	3100	5210230	103000	127.22
			Payroll billing	2100	5210230	103000	76.42
			Payroll billing	1100	5210230	103000	13.81
			FICA	3100	5140140	103000	3,991.56
			FICA	2100	5140140	103000	3,084.43
			CA/EDU	2100	5140145	103000	187.26
			Benefits withholding		2120066	103000	-6,705.99
405	Marin Pro Firefighters	531.00	Union Dues Oct	3100	5211330	103000	531.00
406	PERS Retirement	11,041.82	Retirement 10/2/15	3100	5130510	103000	8,256.60
				2100	5130510	103000	1,609.08
				1100	5130510	103000	1,176.14
407	Marinwood CSD	76,779.39	Fire Reg Salary 10-16-15	3100	5110110	103000	30,528.96
			Overtime	3100	5120110	103000	10,745.00
			Shift Cap/Work week	3100	5110319	103000	451.29
			4850 Pay	3100	5110110	103000	1,285.20
			Admin Asst	3100	5110210	101000	661.90
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Mngr	3100	5110210	101000	46.85
			Admin Asst	2100	5110210	101000	661.90
			Admin Asst	1100	5110210	101000	330.96
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Admin Mngr	2100	5110210	101000	23.43
			Admin Mngr	1100	5110210	101000	23.42
			Rec Dir.	2100	5110110	103000	2,647.12
			Rec Dir.	1100	5110110	102000	1,134.48
			Rec Salary	2100	5110110	103000	6,732.00
			Rec Hourly	2100	5110210	103000	663.75
			Park Salary	1100	5110110	102000	6,272.00
			Bldg Attendant	2100	5110210	104000	396.00
			Pool Staff	2100	5110210	105000	6,442.33
			Aquatics/Lessons	2100	5110210	106000	525.00
			Preschool	2100	5110210	108000	3,310.00
			Youth Prog.	2100	5110210	110000	396.25
			Comm. Rec.	2100	5110210	112000	231.00
			Payroll billing	3100	5210230	103000	126.22
			Payroll billing	2100	5210230	103000	73.82
			Payroll billing	1100	5210230	103000	16.81
			FICA	3100	5140140	103000	3,165.77

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			FICA	2100	5140140	103000	2,613.68
			CA/EDU	2100	5140145	103000	165.28
			Benefits withholding		2120066	103000	-6,622.23
408	PERS Retirement	10,904.95	Retirement 10/16/15	3100	5130510	103000	8,103.31
				2100	5130510	103000	1,617.29
				1100	5130510	103000	1,184.35
409	Cal PERS	22.26	Retirement	3100	5130510	103000	22.26
410	PERS Health	38,084.16	Health Ins. Nov	3100	5130120	103000	20,481.52
				2100	5130120	103000	7,754.74
				1100	5130120	103000	9,847.90
411	Vision Svcs Plan	398.70	Vision Ins. Nov	3100	5130120	103000	232.58
				2100	5130120	103000	94.13
				1100	5130120	103000	71.99
412	Marinwood CSD	76,153.63	Fire Reg Salary 10-30-15	3100	5110110	103000	26,687.04
			Fire Overtime	3100	5120110	103000	15,511.73
			Shift Cap/Work week	3100	5110319	103000	1,297.34
			4850 Pay	3100	5110110	103000	4,632.48
			Admin Asst	3100	5110210	101000	512.57
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Asst	2100	5110210	101000	512.57
			Admin Asst	1100	5110210	101000	256.29
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Rec Dir.	2100	5110110	103000	2,647.12
			Rec Dir.	1100	5110110	102000	1,134.48
			Rec Salary	2100	5110110	103000	6,732.01
			Rec Hourly	2100	5110210	103000	472.50
			Park Salary	1100	5110110	102000	6,272.00
			Bldg Attendant	2100	5110210	104000	232.00
			Pool Staff	2100	5110210	105000	2,469.67
			Aquatics/Lessons	2100	5110210	106000	210.00
			Preschool	2100	5110210	108000	3,154.10
			Youth Prog.	2100	5110210	110000	285.00
			Adult Prog	2100	5110210	111000	300.00
			Comm. Rec.	2100	5110210	112000	52.50
			Payroll billing	3100	5210230	103000	120.22
			Payroll billing	2100	5210230	103000	49.52
			Payroll billing	1100	5210230	103000	14.31
			FICA	3100	5140140	103000	3,301.23
			FICA	2100	5140140	103000	1,736.70
			FICA	1100	5140140	103000	474.94
			CA/EDU	2100	5140145	103000	50.21
			Benefits withholding		2120066	103000	-6,696.10
413	AIG Life	347.76	Life Ins. Nov.	3100	5130120	103000	173.42
				2100	5130120	103000	94.30
				1100	5130120	103000	80.04
414	Delta Dental	2,572.84	Dental Ins Nov	3100	5130120	103000	1,444.30
				2100	5130120	103000	521.75
				1100	5130120	103000	606.79
415	Comcast	76.01	Cable firehouse	3100	5210725	103000	76.01
416	Comcast	134.00	Internet Oct	3100	5210725	103000	67.00
				2100	5210725	103000	67.00
417	Verizon Wireless	41.50	Phone Fire	3100	5210725	103000	41.50
418	PG&E	479.77	Gas	3100	5210810	103000	97.28
				2100	5210810	103000	382.49
419	AT&T	270.23	Phones Sept	3100	5210725	103000	160.85
				2100	5210725	103000	91.16
				1100	5210725	103000	18.22
420	PG&E	1,343.55	Streetlights Sept	4100	5210825	103000	1,343.55
421	PG&E	4,937.83	Electricity Sept	3100	5210810	103000	1,111.43
				2100	5210810	103000	3,631.83
				1100	5210810	103000	194.57
422	AT&T	70.00	Internet	1100	5210725	103000	70.00
423	PG&E	1,342.16	Streetlights Oct	4100	5210825	103000	1,342.16
424	Comcast	76.01	Cable firehouse	3100	5210725	103000	76.01
425	Liebert Cassidy Whitmore	4,167.00	Legal	3100	5210131	103000	4,167.00
426	Pitney Bowes	116.00	Postage meter	2100	5220110	103000	116.00
427	Grainger	138.48	Fire equip	3100	5220210	103000	138.48

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
428	Jubilee Jumps	148.50	Harvest Festival	2100	5220819	112000	148.50
429	Co.of Marin Tax Collect	579.79	Vehicle maint	3100	5210910	103000	417.76
				1100	5210910	103000	162.03
430	Inland Business	75.00	Copy machine suppl	2100	5220110	103000	75.00
431	Carquest Auto Parts	65.50	Vehicle maint	3100	5210910	103000	65.50
432	Western Exterminator	225.00	Pest control	3100	5220310	103000	151.50
				2100	5220310	103000	73.50
433	Marin Sanitary Service	2,265.60	Garbage Sept	3100	5210815	101000	226.56
				2100	5210815	101000	453.12
				1100	5210815	101000	1,585.92
434	John Deere Financial	80.65	Tractor maint	1100	5210940	103000	80.65
435	Staples	224.61	Office suppl	3100	5220110	103000	63.92
				2100	5220110	103000	160.69
436	Jackson's Hardware	298.60	Clothing	1100	5220825	103000	298.60
437	Leslie's Pool Supplies	983.65	Pool equip supplies	2100	5220810	105000	983.65
438	GreatAmerica Financial	217.41	Copy machine	3100	5220130	101000	65.22
				2100	5220130	101000	130.45
				1100	5220130	101000	21.74
439	Bank of NY Mellon	1,637.00	Banking fees	3100	5210215	103000	818.50
				2100	5210215	103000	818.50
440	Airgas	39.84	Co2	2100	5220810	105000	39.84
441	Project A	40.00	Email svcs	3100	5210725	103000	20.00
				2100	5210725	103000	20.00
442	John Deerem Landscapes	115.64	Grounds maint	1100	5220310	103000	115.64
443	Kelly Moore Paint	14.09	Paint	1100	5220310	103000	14.09
444	Hagel Svcs	470.16	Janitorial suppl	2100	5220827	103000	470.16
445	Ewing Irrigation	606.25	Irrigation Maint	1100	5220310	103000	606.25
446	Krav Maga	1,500.00	Krav Sept/Oct	2100	5210146	110000	1,500.00
447	Inland Business	210.03	Copy machine	3100	5220130	101000	63.00
				2100	5220130	101000	126.03
				1100	5220130	101000	21.00
448	Landesign	2,985.00	Landscape contractor	1100	5211125	103000	2,985.00
449	Cascade Fire Equip	270.00	Fire equip	3100	5220210	103000	270.00
450	Ricciardi, RJ	547.50	Auditor	3100	5210210	103000	273.75
				2100	5210210	103000	136.87
				1100	5210210	103000	136.88
451	Arborscience	450.00	Arborist	1100	5211528	103000	450.00
452	Bucks Saw Svcs	1,345.51	Equip maint	3100	5220210	103000	217.98
			Grounds maint	1100	5220310	103000	471.88
			Small tools	1100	5220215	103000	471.89
			Tractor maint	1100	5210940	103000	183.76
453	SDRMA	150.00	Insurance	2100	5210525	103000	150.00
454	Costco	508.78	Youth Prog.	2100	5220819	110000	508.78
455	United Camps	1,480.50	Deposit overnight	2100	5220819	107000	1,480.50
456	Marin Landscape	166.77	Soil	1100	5220310	103000	166.77
457	Smith's Gopher/Mole	300.00	Pest control	1100	5211532	103000	300.00
458	LGVSD	1,468.00	Sewer	3100	5210835	103000	590.00
				2100	5210835	103000	878.00
459	Marin Trophies	197.29	Plaques	3100	5211310	103000	197.29
460	Northwest Cascade	180.85	Porta potty	1100	5220310	103000	180.85
461	Able Tire & Brake	1,358.42	Vehicle maint	3100	5210910	103000	1,358.42
462	Postal Palace	29.46	FedEx	3100	5220110	103000	29.46
463	ECMS	27.31	Fire Equip	3100	5220825	103000	27.31
464	SDRMA	150.00	Insurance	2100	5210525	103000	150.00
465	Co. of Marin Tax Collect	413.10	Radio shop svcs	3100	5210925	103000	413.10
466	Diego Truck	2,285.40	Vehicle maint	3100	5210910	103000	2,285.40
467	Seaver, Karen	330.00	Preschool refund	2100	4631922	108000	330.00
468	Marin Dance Theatre	468.00	Into to dance	2100	5210146	110000	468.00
469	Marin Resource Recovery	190.00	Dump fees	1100	5210815	101000	190.00
470	Airgas	80.58	Co2	2100	5220810	105000	80.58
471	Marin Ace Hardware	250.20	Bldg maint	3100	5220310	103000	38.17
			CC Maint	2100	5220310	104000	212.03
472	Kaiser	694.00	Physician svcs	3100	5140130	103000	694.00
473	American Messaging	18.30	Text svcs	3100	5210725	103000	18.30
474	Richards Watson Gershon	3,121.00	Legal	3100	5210131	103000	1,911.00
				2100	5210131	103000	1,210.00
475	DC Electric	240.48	Streetlights Sept	4100	5210915	103000	240.48
476	Treemasters	8,240.00	Tree maint	1100	5211528	103000	8,240.00

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
477	John Deere Financial	1,584.37	Tractor maint	1100	5210940	103000	1,584.37
478	US Bank	10,086.43	Background checks	3100	5210128	103000	53.80
			Food	3100	5220826	103000	320.01
			Gas	3100	5220610	103000	658.06
			Bldg Maint	3100	5220310	103000	39.30
			Poison oak meds	3100	5220825	103000	52.00
			Map copies	3100	5220110	103000	678.26
			LED lights/SCBA's	3100	5220810	103000	2,137.07
			Vehicle maint	3100	5210910	103000	132.17
			Phone	3100	5210725	103000	30.00
			Travel expense	3100	5211440	103000	267.02
			LGT/Aquatics	2100	5220819	106000	419.82
			Office suppl	2100	5220110	103000	707.67
			CC Maint	2100	5220110	104000	2,126.62
			Youth Prog.	2100	5220819	110000	420.90
			Marketing	2100	5210122	103000	925.37
			Vending	2100	5220826	103000	140.49
			Comm. Rec.	2100	5220819	112000	525.80
			Adult Prog	2100	5220189	111000	216.32
			Grounds maint	1100	5220310	103000	139.83
			Boots	1100	5220825	103000	95.92
479	CSDA	6,089.00	Membership	3100	5211330	103000	3,044.50
				2100	5211330	103000	1,522.25
				1100	5211330	103000	1,522.25
480	United Parcel Svcs	1,297.49	Measure mailer	3100	5220110	103000	648.74
				2100	5220110	103000	648.75
481	Mehciz, Gerald	5,260.40	Tennis prog.	2100	5210146	109000	5,260.40
482	Laing, David	1,290.00	Tae Kwon Do	2100	5210146	110000	1,290.00
483	Demarta, Shane (petty cash)	150.00	Art show supplies	2100	5220819	112000	150.00
484	Bruton, Robyn (petty cash)	89.21	PNO supplies	2100	5220819	110000	89.21
485	Fretwell, Lucas (petty cash)	602.18	Comm. Rec.	2100	5220819	112000	285.55
			Pool training	2100	5211315	105000	101.17
			Vending	2100	5220826	105000	163.12
			Pool supplies	2100	5220819	105000	6.42
			Clothing	2100	5220825	105000	45.92
486	DeMarta, Shane (petty cash)	264.48	Travel expense	2100	5211440	103000	264.48
487	Sullivan, Carolyn (petty cash)	30.27	Art show supplies	2100	5220819	112000	30.27
488	Brackett, Ryan	53.03	Poison oak meds	3100	5140130	103000	53.03
489	Boya, Traci	30.00	Marketing	2100	5210122	103000	30.00
490	Clippinger, Skip	239.25	Ballroom dance	2100	5210146	111000	239.25
491	Demarta, Shane (petty cash)	52.27	Pool supplies	2100	5220110	103000	52.27
492	Sibbaluca, Victor	123.98	Boots	1100	5220825	103000	123.98
493	Bruton, Robyn (petty cash)	219.31	Comm. Rec.	2100	5220819	112000	219.31
494	Mount, Amanda	544.60	Yoga classes	2100	5210146	111000	544.60
495	Broadwater, Tara	402.08	Hip Hop classes	2100	5210146	110000	402.08
496	Pagani, Rossana	907.20	Language classes	2100	5210146	111000	907.20
497	Mehciz, Gerald	3,873.60	Tennis prog.	2100	5210146	109000	3,873.60
498	McInroy, Kebby	558.00	Sewing classes	2100	5210146	110000	558.00
499	McBride, Ann	401.10	Irish Dance	2100	5210146	110000	401.10
500	Laing, David	1,540.80	Tae Kwon Do	2100	5210146	110000	1,540.80
501	Willoughby, Melisangela	558.00	Capoeira classes	2100	5210146	110000	558.00
502	Costello, Christine	1,256.50	Zumba classes	2100	5210146	111000	1,256.50
503	Clark, Gisele	336.00	Art classes	2100	5210146	110000	336.00
504	Bruton, Robyn (petty cash)	150.38	Comm. Rec.	2100	5220819	112000	26.25
			Youth Prog.	2100	5220189	110000	85.34
			CC Maint	2100	5220310	104000	38.79
<b>TOTAL:</b>		<b>416,817.95</b>					<b>416,817.95</b>

Total by Department:		
Streetlights	4100	2,926.19
Fire Department	3100	238,967.92
Recreation Department	2100	134,494.03
Park Department	1100	60,454.13

**MARINWOOD COMMUNITY  
SERVICES DISTRICT**

Actuarial Valuation of  
Postemployment Medical Benefits  
Valuation Date: July 1, 2015



October 29, 2015

530 BUSH STREET, SUITE 500  
SAN FRANCISCO, CALIFORNIA 94108-3633  
TEL: 415-512-5300  
FAX: 415-512-5314

Mr. Eric Dreikosen  
District Manager  
Marinwood Community Services District  
775 Miller Creek Road  
San Rafael, California 94903

Dear Mr. Dreikosen:

**Re: Actuarial Valuation of Postemployment Medical Benefits**

The Marinwood Community Services District has retained Nicolay Consulting Group to complete this valuation of the Marinwood Community Services District postemployment medical program as of July 1, 2015.

The purpose of this valuation is to determine the value of the expected postretirement benefits for current and future retirees and the Actuarial Accrued Liability and Annual Required Contribution recognized under Government Accounting Standards Board Statement No. 45 (GASB 45) requirements for the fiscal years ending June 30, 2016 and 2017. The amounts reported herein are not necessarily appropriate for use for a different fiscal year without adjustment.

In preparing this report we relied on employee data and plan information provided by the District. The results of the valuation are dependent on the accuracy of the data and other information provided. These data are not audited by Nicolay Consulting Group, although they were reviewed for reasonableness. Calculations presented in this valuation do not reflect any other postemployment benefits than those described in this report.

The financial projections presented in this report are intended for internal use in evaluating the potential cost of the retiree medical program and for the plan sponsor's financial statements. Use of this report for any other purpose may not be appropriate and may result in mistaken conclusions due to failure to understand applicable assumptions, methodologies, or inapplicability of the report for that purpose. No one may make any representations or warranties based on any statements or conclusions contained in this report without the written consent of Nicolay Consulting Group.

On the basis of the data provided, this report has been prepared in accordance with generally accepted actuarial principles and methods. The assumptions for termination, retirement, mortality and health care claims morbidity rates are those used in the most recent California PERS Public Agency retirement plan valuations.



Mortality improvement was reflected based on the most recent tables published by the Society of Actuaries. Morbidity rates for age-adjusting claims rates are based on the most recent tables published by CalPERS. Certain other assumptions were selected specifically for this valuation, and in many cases, including assumed health care trend, reflect changes from that used in the prior valuation. For all other assumptions, we believe they are reasonable for the measurement of the obligation involved. It should be recognized, however, that there can be significant differences between actual experience and the assumptions. Moreover, other sets of reasonable assumptions can yield materially lesser or greater results.

GASB stipulates that if the plan is not prefunded, the discount rate should be the rate of interest Based on the understanding that the District does not plan to prefund benefits. The discount rate is assumed to be 4%. This is an estimate of the long term average return that the District expects to earn on its general funds. Any changes in funding policy may result in changes to the discount rate assumption.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: retiree group benefits program experience differing from that anticipated by the assumptions; changes in assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and changes in retiree group benefits program provisions or applicable law. Retiree group benefits models necessarily rely on the use of approximations and estimates, and are sensitive to changes in these approximations and estimates. Small variations in these approximations and estimates may lead to significant changes in actuarial measurements. Because of limited scope, we have not performed analysis of the potential range of such future differences.

Based on the foregoing, the cost results and actuarial exhibits presented in this report were determined on a consistent and objective basis in accordance with applicable Actuarial Standards of Practice and generally accepted actuarial procedures. We believe they fully and fairly disclose the actuarial position of the Plan based on the plan provisions, employee and plan cost data submitted.

The passage of healthcare reform in March 2010 ushered in a number of changes that might be expected to impact postretirement medical plans over time. We considered the possible effects of these changes for the District and summarized the results in this report.

Mr. Eric Dreikosen  
October 29, 2015  
Page 3



This report represents a statement of actuarial opinion by the undersigned actuaries, who are members of the American Academy of Actuaries (AAA) and are qualified to issue that opinion. Questions about the report should be directed to Doug Tokerud or Gary Cline at (415) 512-5300 x220 or x231, respectively.

Sincerely,

By: *Douglas R Tokerud*  
Douglas R. Tokerud, F.S.A., M.A.A.A.

By: *Gary E Cline*  
Gary E. Cline, A.S.A., M.A.A.A.

# MARINWOOD COMMUNITY SERVICES DISTRICT

Actuarial Valuation of  
Postemployment Medical Benefits  
Valuation Date: July 1, 2015

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# SECTION I

## Summary of Valuation Results

Table 1-1  
Summary of Valuation Results

	<u>7/1/2015</u>	<u>7/1/2012</u>
<b>Present Value of Future Benefits</b>		
Active	\$6,552,451	\$5,706,142
Retiree	\$2,575,502	\$1,455,296
Total	\$9,127,953	\$7,161,438
<b>Actuarial Accrued Liability</b>		
Active	\$3,902,255	\$3,281,139
Retiree	\$2,575,502	\$1,455,296
Total	\$6,477,757	\$4,736,435
<b>Actuarial Value of Assets</b>	\$0	\$0
<b>Unfunded Actuarial Accrued Liability</b>	<b>\$6,477,757</b>	<b>\$4,736,435</b>
<b>Expected Employer Share of Current Year Plan Cost (Pay-As-You-Go)</b>	<b>\$153,530</b>	<b>\$89,619</b>
<b>Annual OPEB Cost</b>	<b>\$504,597*</b>	<b>\$397,228</b>
<b>Number of Plan Participants</b>		
Retirees & Surviving Spouses	12	9
Actives	20	22
Total	32	31
<b>Discount rate</b>	<b>4.00%</b>	<b>4.00%</b>
<b>Assumed Increase in Per-Capita Claim Costs</b>		
Initial Rate		
Pre-65	8.00%	7.30%
Post-65	5.50%	7.30%
Ultimate Rate	5.00%	5.50%
Year Ultimate Rate Reached	2029	2022

\*Compares to \$490,600 projected for FY 2015/16 in Table 2-4 of our 2012 report.

The Actuarial Accrued Liability (AAL) has increased \$1,741,322 from \$4,736,435 as of July 1, 2012 to \$6,477,757 as of July 1, 2015. A breakdown of the sources of this change in liability is shown in Table 1-2.

	Amount	Percent
Benefits Earned and Interest	0.946	20%
Health Care Trend Rate changes	0.142	3%
Recognition of an Age-Related Implicit Subsidy	1.236	26%
2013, 2014, and 2015 Claims Costs	(0.326)	(7%)
Other Assumption Changes and Demographic Experience	(0.257)	(6%)
<b>Total Liability Change</b>	<b>1.741</b>	<b>36%</b>

Since healthcare costs generally increase with age and premiums do not, there exists an implicit subsidy imbedded within the premium. An implicit subsidy is the difference between the total premiums of its participants and their actual age-graded medical costs.

Effective with measurement dates on or after March 31, 2015, Actuarial Standard of Practice No.6 (ASOP 6) requires actuarial valuations to reflect the impact of aging on claims. We have revised our assumptions in this valuation to reflect this change and determined there to be an implicit subsidy of approximately \$1.2 million. This subsidy is positive (an increase in the liability), which reflects the fact that CalPERS premiums are lower than the true cost of coverage (i.e., the younger aggregate population of participants in CalPERS plans is subsidizing the older District participants).

Initial trend rates in the in the July 1, 2012 valuation were a blend of the pre- and post-65 trend rates. For the July 1, 2015 valuation we adopted stand-alone initial pre- and post-65 trend rates. The initial pre-65 trend rates increased from 7.3% to 8.0% and the initial post-65 trend rates decreased from 7.3% to 5.5% as a result of this change. The ultimate trend rate decreased from 5.5% in 2012 to 5.0% in 2015 for both pre and post 65.

“Other Assumption Changes” refers to updates in the termination, retirement, and mortality rates to reflect most recent tables published by CalPERS (and, in the case of projected mortality improvement, the Society of Actuaries). “Other Demographic Experience” refers to actual demographic experience (e.g., termination, retirement, death, disability, marriage, plan participation, etc.) being different than assumed.

## SECTION II

### Development of ARC and GASB 45 Disclosures

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Table 2-1 presents the Present Value of Future Benefits (i.e., liability based on all future service) and the Actuarial Accrued Liability (i.e., liability based on past service only) broken down by participant status and benefit type.

The implicit subsidy is the obligation associated with the difference between premiums and the assumed true per capita healthcare costs for District participants.

Table 2-1			
Present Value of Future Postemployment Medical Benefits			
As of July 1, 2015			
Entry Age Normal Actuarial Cost Method			
Discount Rate: 4.0%			
	Marinwood CSD Contribution	Implicit Subsidy	Total
<b>Present Value of Future Benefits</b>			
Active	\$5,195,339	\$1,357,112	\$6,552,451
Retiree	<u>\$2,132,951</u>	<u>\$442,551</u>	<u>\$2,575,502</u>
Total	\$7,328,290	\$1,799,663	\$9,127,953
<b>Actuarial Accrued Liability (AAL)</b>			
Active	\$3,109,195	\$793,060	\$3,902,255
Retiree	<u>\$2,132,951</u>	<u>\$442,551</u>	<u>\$2,575,502</u>
Total	\$5,242,146	\$1,235,611	\$6,477,757

This valuation was completed using the Entry Age Normal Actuarial Cost method and assumes a closed 30-year amortization (started in 2009) of the Unfunded Actuarial Accrued Liability using the level percentage of payroll amortization method.

## Projected Health Benefit Costs

Table 2-2 contains a ten-year projection of the District pay-as-you-go cost to provide postemployment medical benefits.

	<u>District Premiums</u>	<u>Implicit Subsidy</u>	<u>Total</u>
2015/16	112,825	40,705	\$153,530
2016/17	124,710	48,201	\$172,911
2017/18	139,448	54,228	\$193,676
2018/19	140,964	43,291	\$184,255
2019/20	148,944	38,775	\$187,719
2020/21	165,439	46,251	\$211,690
2021/22	168,768	40,817	\$209,585
2022/23	186,363	51,896	\$238,259
2023/24	192,688	46,595	\$239,283
2024/25	210,171	57,755	\$267,926

## Health Benefit Costs Under GASB 45

The Annual Required Contribution (ARC) consists of the Normal Cost plus the current period amortization of the Unfunded Actuarial Accrued Liability.

Normal Cost is the portion of the actuarial present value of future benefits that is allocated to a particular year. Another interpretation is that the Normal Cost is the present value of future benefits that are "earned" by employees for service rendered during the current year. This valuation is based on the Entry Age Normal actuarial cost method and an attribution period that runs from date of hire until the expected retirement date.

Employers are allowed to amortize the Unfunded Actuarial Accrued Liability (UAAL) over a period not to exceed 30 years. The following Tables are based on amortization of the UAAL over a closed 30-year period using the level percentage of payroll amortization method. The District adopted GASB 45 in the 2009/10 fiscal year. The remaining amortization period is 24 years.

	<u>2015</u>	<u>2012</u>
Discount rate	4.0%	4.0%
Actuarial Accrued Liability	\$6,477,757	\$4,736,435
Actuarial Value of Assets	<u>\$ 0</u>	<u>\$ 0</u>
Unfunded Actuarial Accrued Liability	\$6,477,757	\$4,736,435
Remaining Amortization Period	24 years	27 years
Level percent of pay Amortization Factor (based on a 4.0% discount rate and a 3.25% annual increase in payroll)	21.261	23.668
Annual Level Percentage of Pay Amort. of Unfunded AAL	\$304,684	\$200,122
Normal Cost (based on the Entry Age Normal Method)	<u>\$214,085</u>	<u>\$199,405</u>
Annual Required Contribution	\$518,769	\$399,527
Interest on Net OPEB Obligation	\$80,577	\$40,836
Adjustment to ARC	<u>\$94,750</u>	<u>\$43,135</u>
Annual OPEB Cost	\$504,597	\$397,228

Table 2-4 presents a two-year projection under the assumption **that the District continues pay-as-you-go funding during the 2-year period**, the discount rate remains 4.0% and the Normal Cost component of the ARC increases by 5.0% per year throughout the three year period.

Table 2-4 Marinwood CSD Two-year Projection of Annual OPEB Cost and Net OPEB Obligation Based on a 4.0% discount rate the Entry Age Normal Actuarial Cost Method and assuming pay-as-you-go funding		
	<u>2015/16</u>	<u>2016/17</u>
Actuarial Accrued Liability (AAL)	\$6,477,757	\$6,794,382
Actuarial Value of Assets at beginning of year	<u>\$0</u>	<u>\$0</u>
Unfunded Actuarial Accrued Liability (UAAL)	\$6,477,757	\$6,794,382
Remaining Amortization Period	24	23
Normal Cost	\$214,085	\$224,789
Amortization of UAAL	<u>\$304,684</u>	<u>\$332,301</u>
Annual Required Contribution (ARC)	\$518,769	\$557,090
Annual Required Contribution (ARC)	\$518,769	\$557,090
Interest on net OPEB Obligation	\$80,577	\$94,620
Adjustment to ARC	<u>(\$94,750)</u>	<u>(\$115,692)</u>
Annual OPEB Cost	\$504,597	\$536,017
Pay-as-you-go Cost	<u>(\$153,530)</u>	<u>(\$172,911)</u>
Increase in net OPEB Obligation	\$351,067	\$363,106
Net OPEB Obligation - Beginning of Year	\$2,014,432	\$2,365,499
Net OPEB Obligation - End of Year	\$2,365,499	\$2,728,605
Projected pay-as-you-go Cost	\$153,530	\$172,911

A substantial change in GASB accounting rules has just been published which is scheduled to become effective for Fiscal Year 2017/18 and beyond. We have not attempted to quantify the change in actuarial liabilities that may result.

The Net OPEB Obligation of \$2,014,432 as of July 1, 2015 is based on estimated pay-go funding contributions of \$89,619, \$93,653, and \$104,641 for fiscal years ending in 2013, 2014, and 2015, respectively.

## SECTION III

### Plan Description and Demographic Summary

#### Eligibility Requirements and Plan Description

District employees who retire at age 50 or older with 5 or more years of service are eligible for lifetime medical benefits. Benefits are also provided to spouses and surviving spouses of eligible retirees and dependent children of participating retirees. Retirees may enroll in any available CalPERS medical plan. There are no dental, vision or other similar benefits for retirees.

The District contributes up to 90% of the CalPERS Bay Area "pre-age 65" Kaiser premium rates for the applicable family status, and 80% for fire employees. Retirees pay any premiums exceeding that limit.

Benefits are provided to employees who retire due to disability. Benefits are not provided to employees who terminate prior to eligibility for retirement. Retirees that waive coverage will not be eligible to re-enroll into the plan at any time in the future.

A surviving spouse of an employee who has met the minimum age and service eligibility requirements may participate in the plan if they have not remarried. Dependent children must be enrolled at the date of retirement to be eligible for plan benefits.

The District participates in the CalPERS medical program. The 2015 and 2016 calendar year retiree premium rates are shown in Table 3-1.

Plan	Pre-Medicare Rates					
	2015			2016		
	EE	Couple	Family	EE	Couple	Family
Blue Shield Net Value	\$870.60	\$1,741.20	\$2,263.56	\$1,033.86	\$2,067.72	\$2,688.04
Kaiser	\$714.45	\$1,428.90	\$1,857.57	\$746.47	\$1,492.94	\$1,940.82
PERS Choice	\$700.84	\$1,401.68	\$1,822.18	\$798.36	\$1,596.72	\$2,075.74
PERSCare	\$775.08	\$1,550.16	\$2,015.21	\$889.27	\$1,778.54	\$2,312.10

  
Plan	Post-Medicare Rates					
2015			2016			
EE	Couple	Family	EE	Couple	Family	
Kaiser out-of-state	\$390.47	\$780.94	\$1,171.41	\$297.23	\$594.46	\$891.69
Kaiser	\$295.51	\$591.02	\$886.53	\$297.23	\$594.46	\$891.69
Kaiser So. Cal.	\$295.51	\$591.02	\$886.53	\$297.23	\$594.46	\$891.69
PERSChoice out-of-state	\$339.47	\$678.94	\$1,018.41	\$366.38	\$732.76	\$1,099.14

## Demographic Data

Tables 3-2 and 3-3 contain summaries of the demographic information provided by the District. These employees and retirees were included in the valuation.

Table 3-2

### Full-Time Active Employees Age and Service Table

as of July 1, 2015

Age	Years of Service						Total
	<u>&lt;5</u>	<u>5-9</u>	<u>10-14</u>	<u>15-19</u>	<u>20-24</u>	<u>25+</u>	
Under 25	0	0	0	0	0	0	0
25 - 29	2	0	0	0	0	0	2
30 - 34	1	2	0	0	0	0	3
35 - 39	0	1	3	1	0	0	5
40 - 44	1	0	2	0	0	0	3
45 - 49	0	0	0	0	3	1	4
50 - 54	0	0	0	0	0	0	0
55 - 59	0	0	0	1	0	1	2
60 - 64	0	0	0	0	0	1	1
65 - 69	0	0	0	0	0	0	0
70 and Older	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total</b>	<b>4</b>	<b>3</b>	<b>5</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>20*</b>

\* Includes 11 Fire employees and 9 non-Fire employees

Table 3-3

### Participating Retirees Age Table

as of July 1, 2015

Age	Fire	Non-Fire	Total
Younger than 50	0	0	0
50-54	1	0	1
55-59	0	1	1
60-64	2	1	3
65-69	1	2	3
70-74	0	0	0
75-79	1	0	1
80+	<u>0</u>	<u>3</u>	<u>3</u>
<b>Total</b>	<b>5</b>	<b>7</b>	<b>12</b>

## SECTION IV

### Actuarial Method and Assumptions

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In order to project the District's liabilities into the future, a number of economic, demographic, and baseline cost assumptions are necessary. For this valuation, we have used assumptions consistent with those specified in the 2014 "OPEB Assumption Model" released by the CalPERS Health Benefits Committee.

#### **Actuarial Cost Method**

The valuation was performed using the Entry Age Normal Cost Method. An Actuarial Cost Method is a procedure for allocating the actuarial present value of benefits and expenses and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Normal Cost and an Actuarial Accrued Liability. The Entry Age Normal cost method allocates the present value of future benefits on a level basis over the earnings or service (in this case earnings) of each employee individual between the hire date and assumed retirement age. The portion of the present value of future benefits allocated to a valuation year is called the Normal Cost. The portion allocated to all prior years is called the Actuarial Accrued Liability.

#### **Valuation Date**

The valuation date is July 1, 2015. This date is the starting point from which current health premium costs are projected to increase according to the assumed annual rates of health care cost trend. The District census is projected from the valuation date to the date of the final benefit payment for each employee and retiree on the census. After calculating future costs for the projected retiree and dependent population, all liabilities are discounted back to the valuation date to obtain the present value of future costs.

#### **Amortization Methodology**

GASB 45 allows amortization of the Unfunded Actuarial Accrued Liability based on a level dollar approach or as a level percentage of covered payroll. The maximum amortization period is 30 years.

This valuation is based on a closed, 30-year amortization of the Unfunded Actuarial Accrued Liability as a level percentage of payroll; increasing each year as earnings increase. 6 years of amortization have occurred; 24 years remain.

#### **Actuarial Value Assets**

We understand that the District has not pre-funded any portion of this obligation.

## Economic Assumptions

### Discount Rate

A discount rate is required to calculate the present value of future benefit payments which are used to determine financial statement expense. This valuation is based on a 4.0% discount rate. We have assumed that the District will continue to contribute on a pay-as-you-go basis.

### Health Care Trend

The rate of increase in per capita health care costs is commonly referred to as the *health care trend* rate. We used the annual trend rates shown in Table 4-1, which have been updated since the prior valuation. These rates represent our best estimate of the future annual rates of increase in the medical premium rates paid by the District.

Year <u>Beginning</u>	Increase in CalPERS Regional Premium Rates	
	<u>Pre-65</u>	<u>Post-65</u>
January 1, 2017	8.00%	5.50%
January 1, 2018	7.75%	5.25%
January 1, 2019	7.50%	5.00%
January 1, 2020	7.25%	5.00%
January 1, 2021	7.00%	5.00%
January 1, 2022	6.75%	5.00%
January 1, 2023	6.50%	5.00%
January 1, 2024	6.25%	5.00%
January 1, 2025	6.00%	5.00%
January 1, 2026	5.75%	5.00%
January 1, 2027	5.50%	5.00%
January 1, 2028	5.25%	5.00%
January 1, 2029 and later	5.00%	5.00%

The initial trend rate assumption represents an estimate of short term cost increases based on recent health care marketplace experience, and taking into consideration the cost characteristics of plans available to District retirees. Annual increases in national health expenditures have exceeded the general growth in GDP for many years. However, there are practical limitations to how long these trends can continue. It is unrealistic to assume that health care expenditures will be allowed to consume the majority of the economy. Therefore, over the long term we expect that health care costs will be constrained by the public's ability and willingness to pay the higher cost of health care coverage. This assumption implies that the ultimate trend rate should be related to the expected long-term growth in the economy.

Therefore, we assume the ultimate rate to be comprised of real growth in per capita GDP, long-term growth attributable to technology innovations, and the assumed long-term inflation rate. The initial trend is assumed to decrease ratably to this ultimate rate over time.

### **Payroll Increases**

In this valuation we assumed a 3.25% annual rate of increase in payroll. This rate is a component of the Entry Age Normal Actuarial Cost Method and is used in the calculation of the amortization component of the Annual Required Contribution and in calculation of the Normal Cost.

### **Per Capita Health Plan Costs**

Due to the small size of the retiree population, the per capita claims were developed using the age adjusted premiums for the current CalPERS population. These premiums are assumed to include administrative costs. The premiums for CalPERS are based on community-rated claims experience by region for all CalPERS member agencies.

### **Administrative Expenses**

We did not include any internal administrative expenses in this valuation, as it has been assumed that expenses are included as part of the health premium.

### **Age-Adjusted Costs**

The gender distinct age morbidity factors for pre- and post-Medicare morbidity were developed by CalPERS based on 2013 data. CalPERS developed these tables for use in complying with ASOP 6. Table 4-2 illustrates the age-graded premiums based on the premiums and the male and female morbidity factors that were provided by CalPERS for HMO and PPO plans.

<u>Age</u>	<u>Male</u>	<u>Female</u>
20	\$2,456	\$4,279
25	\$2,635	\$6,278
30	\$3,169	\$7,105
35	\$4,097	\$7,185
40	\$5,135	\$7,676
45	\$7,341	\$8,849
50	\$9,509	\$10,345
55	\$12,958	\$11,739
60	\$15,249	\$12,576
65	\$3,072	\$2,865
70	\$3,542	\$3,269
75	\$3,799	\$3,980
80	\$4,086	\$4,293
85	\$4,066	\$4,397

## Demographic Assumptions

In estimating this obligation, a number of demographic assumptions are needed. The retirement, mortality and termination rates used in this valuation were used in the 2013 California PERS pension valuations.

### Withdrawal

We used withdrawal rates that match those used in the 2013 California PERS Public Agency retirement plan valuations. Sample rates for Miscellaneous employees are shown in table 4-3a (e.g., an employee hired at age 30 with 5 years of service is assumed to have a 7.11% probability of leaving District employment in the current year).

Table 4-3a  
Public Agency Miscellaneous Employees Withdrawal Rates

Service	Entry Age						
	20	25	30	35	40	45	50
0	0.17420	0.16740	0.16060	0.15370	0.14680	0.14000	0.13320
1	0.15450	0.14770	0.14090	0.13390	0.12710	0.12030	0.11350
2	0.13480	0.12800	0.12120	0.11420	0.10740	0.10060	0.09380
3	0.11510	0.10830	0.10150	0.09450	0.08770	0.08090	0.07410
4	0.09540	0.08860	0.08180	0.07480	0.06800	0.06120	0.05430
5	0.08680	0.07900	0.07110	0.06320	0.05540	0.01160	0.00970
6	0.08290	0.07510	0.06700	0.05920	0.05140	0.01030	0.00840
7	0.07900	0.07100	0.06310	0.05520	0.04710	0.00900	0.00720
8	0.07490	0.06700	0.05910	0.05100	0.04300	0.00770	0.00600
9	0.07100	0.06290	0.05480	0.04690	0.03890	0.00660	0.00490
10	0.06680	0.05870	0.05070	0.04270	0.00710	0.00550	0.00380
15	0.05030	0.04240	0.03470	0.00320	0.00230	0.00140	0.00040
20	0.03700	0.02900	0.00210	0.00130	0.00050	0.00010	0.00010
25	0.02290	0.00110	0.00050	0.00010	0.00010	0.00010	0.00010
30	0.00050	0.00010	0.00010	0.00010	0.00010	0.00010	0.00010
35	0.00010	0.00010	0.00010	0.00010	0.00010	0.00010	0.00010

The rates in Table 4-3b match rates used in the most recent California PERS Fire 3% @50 retirement plan valuation. Selected rates are shown below.

Table 4-3b  
Annual Withdrawal Rates for Firefighters

Service	----- Age -----						
	20	25	30	35	40	45	50
0	0.071	0.071	0.071	0.071	0.071	0.071	0.071
1	0.0554	0.0554	0.0554	0.0554	0.0554	0.0554	0.0554
2	0.0398	0.0398	0.0398	0.0398	0.0398	0.0398	0.0398
3	0.0242	0.0242	0.0242	0.0242	0.0242	0.0242	0.0242
4	0.0218	0.0218	0.0218	0.0218	0.0218	0.0218	0.0218
5	0.0191	0.0191	0.0191	0.0191	0.0191	0.0191	0.0029
6		0.0167	0.0167	0.0167	0.0167	0.0167	0.0024
7		0.0143	0.0143	0.0143	0.0143	0.0143	0.002
8		0.0119	0.0119	0.0119	0.0119	0.0119	0.0016
9		0.0094	0.0094	0.0094	0.0094	0.0094	0.0012
10		0.007	0.007	0.007	0.007	0.007	0.0009
15			0.0064	0.0064	0.0064	0.0064	0.0006
20				0.0058	0.0058	0.0058	0.0005
25					0.005	0.005	0.0003
30						0.0048	0.0003
35							0.0003

For the July 1, 2012 valuation, the 2010 California PERS rates for were used.

### Disability

Sample disability rates for Fire employees are shown in Table 4-4. These rates match those used in the most recent California PERS pension valuations.

Because of the low incidence of disability retirements for non-fire employees we did not value disability retirement for non-firefighters.

Table 4-4  
Annual Rates of Disability

<u>Age</u>	<u>Fire Employees</u>
25	0.035%
30	0.084%
35	0.168%
40	0.310%
45	0.550%
50	2.822%
55	4.188%

## Retirement Rates

We used the retirement rates that match those used in the most recent California PERS retirement plan valuations.

Table 4-5a illustrates the rates used for miscellaneous employees participating in the CalPERS 2%@60 pension plan (employees hired prior to January 1, 2013) and Table 4-5b illustrates the rates used for miscellaneous employees participating in the CalPERS 2%@62 pension plan (employees hired on or after January 1, 2013). Selected rates are shown below.

Age	----- Years of Service -----						
	5	10	15	20	25	30	35
50	0.0100	0.0130	0.0150	0.0180	0.0190	0.0210	0.0230
51	0.0090	0.0110	0.0140	0.0160	0.0170	0.0190	0.0210
52	0.0110	0.0140	0.0170	0.0200	0.0220	0.0240	0.0260
53	0.0100	0.0120	0.0150	0.0170	0.0200	0.0210	0.0220
54	0.0150	0.0190	0.0230	0.0250	0.0290	0.0310	0.0340
55	0.0220	0.0290	0.0350	0.0400	0.0450	0.0490	0.0540
56	0.0180	0.0240	0.0280	0.0330	0.0360	0.0400	0.0440
57	0.0240	0.0320	0.0380	0.0430	0.0490	0.0530	0.0580
58	0.0270	0.0360	0.0430	0.0490	0.0550	0.0610	0.0670
59	0.0330	0.0440	0.0540	0.0610	0.0680	0.0760	0.0830
60	0.0560	0.0770	0.0920	0.1050	0.1170	0.1300	0.1420
61	0.0710	0.0970	0.1180	0.1340	0.1490	0.1660	0.1820
62	0.1170	0.1640	0.1980	0.2240	0.2500	0.2800	0.3070
63	0.1220	0.1710	0.2070	0.2340	0.2610	0.2920	0.3210
64	0.1140	0.1590	0.1930	0.2180	0.2440	0.2710	0.2980
65	0.1500	0.2090	0.2550	0.2870	0.3210	0.3580	0.3930
66	0.1140	0.1580	0.1920	0.2170	0.2430	0.2700	0.2970
67	0.1410	0.1960	0.2380	0.2700	0.3010	0.3370	0.3690
68	0.1030	0.1430	0.1740	0.1960	0.2190	0.2450	0.2680
69	0.1090	0.1530	0.1850	0.2090	0.2340	0.2610	0.2860
70	0.1170	0.1620	0.1970	0.2220	0.2480	0.2770	0.3040
71	0.0980	0.1370	0.1650	0.1880	0.2090	0.2330	0.2560
72	0.1080	0.1500	0.1820	0.2060	0.2290	0.2550	0.2810
73	0.0820	0.1150	0.1380	0.1570	0.1750	0.1950	0.2140
74	0.0930	0.1290	0.1560	0.1770	0.1970	0.2190	0.2410
75	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

For the July 1, 2012 valuation, the 2010 California PERS Miscellaneous 2% at 60 rates were used.

Table 4-5b  
**Annual Rates of Retirement**  
**CalPERS 2%@62 Public Agency Miscellaneous**

Age	----- Years of Service -----						
	5	10	15	20	25	30	35
50	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
51	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
52	0.0103	0.0132	0.0160	0.0188	0.0216	0.0244	0.0272
53	0.0131	0.0167	0.0202	0.0238	0.0273	0.0309	0.0345
54	0.0213	0.0272	0.0330	0.0388	0.0446	0.0504	0.0562
55	0.0440	0.0560	0.0680	0.0800	0.0920	0.1040	0.1160
56	0.0303	0.0385	0.0468	0.0550	0.0633	0.0715	0.0798
57	0.0363	0.0462	0.0561	0.0660	0.0759	0.0858	0.0957
58	0.0465	0.0592	0.0718	0.0845	0.0972	0.1099	0.1225
59	0.0578	0.0735	0.0893	0.1050	0.1208	0.1365	0.1523
60	0.0616	0.0784	0.0952	0.1120	0.1288	0.1456	0.1624
61	0.0619	0.0788	0.0956	0.1125	0.1294	0.1463	0.1631
62	0.0968	0.1232	0.1496	0.1760	0.2024	0.2288	0.2552
63	0.0888	0.1131	0.1373	0.1615	0.1857	0.2100	0.2342
64	0.0941	0.1197	0.1454	0.1710	0.1967	0.2223	0.2480
65	0.1287	0.1638	0.1989	0.2340	0.2691	0.3042	0.3393
66	0.1045	0.1330	0.1615	0.1900	0.2185	0.2470	0.2755
67	0.1045	0.1330	0.1615	0.1900	0.2185	0.2470	0.2755
68	0.1045	0.1330	0.1615	0.1900	0.2185	0.2470	0.2755
69	0.1045	0.1330	0.1615	0.1900	0.2185	0.2470	0.2755
70	0.1254	0.1596	0.1938	0.2280	0.2622	0.2964	0.3306
71	0.1254	0.1596	0.1938	0.2280	0.2622	0.2964	0.3306
72	0.1254	0.1596	0.1938	0.2280	0.2622	0.2964	0.3306
73	0.1254	0.1596	0.1938	0.2280	0.2622	0.2964	0.3306
74	0.1254	0.1596	0.1938	0.2280	0.2622	0.2964	0.3306
75	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

For Fire employees we used the retirement rates used in the most recent California PERS 3% @50 Firefighter retirement plan valuation. Sample rates are shown below.

Table 4-6a  
**Fire Safety Employees**  
**CalPERS 3%@50 Annual Rates of Retirement**

Age	----- Years of Service -----						
	5	10	15	20	25	30	35
50	0.0200	0.0200	0.0200	0.0400	0.1300	0.1920	0.2020
55	0.0430	0.0430	0.0430	0.0700	0.1740	0.2440	0.2570
60	0.0650	0.0650	0.0650	0.1020	0.2190	0.2980	0.3160
65	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

One employee is under the 3% @ 55 plan. Sample rates are shown below.

Table 4-6b  
**Fire Safety Employees**  
**CalPERS 3%@55 Annual Rates of Retirement**

Age	----- Years of Service -----						
	5	10	15	20	25	30	35
50	0.0010	0.0010	0.0010	0.0060	0.0160	0.0690	0.0690
55	0.0730	0.0730	0.0730	0.1090	0.1790	0.2590	0.2590
60	0.1050	0.1050	0.1050	0.1550	0.2510	0.3440	0.3440
65	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

All Fire safety employees hired on or after January 1, 2013, are covered under the 2.7% @ 57 plan. Sample rates are shown below.

Table 4-6c  
**Fire Safety Employees**  
**CalPERS 2.7%@57 Annual Rates of Retirement**

Age	----- Years of Service -----						
	5	10	15	20	25	30	35
50	0.0065	0.0065	0.0065	0.0065	0.0101	0.0151	0.0170
55	0.0825	0.0825	0.0825	0.0825	0.1269	0.1900	0.2143
60	0.1135	0.1135	0.1135	0.1135	0.1747	0.2615	0.2950
65	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000	1.0000

## Mortality

The mortality rates used in this valuation are those used in the most recent California PERS pension valuations. These rates provide a starting point for the projection of future mortality rates. The mortality rates for each future year were determined based on a generational mortality projection using Projection Scale MP-2014. This scale consists of a set of Annual Mortality improvement factors as a function of age and sex. The resulting projected mortality rates were applied to each employee and retiree.

Age	Non-Safety Employees		Safety Employees		Retired Employees	
	Male	Female	Male	Female	Male	Female
55	0.228%	0.138%	0.244%	0.154%	0.599%	0.416%
60	0.308%	0.182%	0.325%	0.199%	0.710%	0.436%
65	0.400%	0.257%	0.418%	0.275%	0.829%	0.588%
70	0.524%	0.367%	0.543%	0.386%	1.305%	0.993%
75					2.205%	1.722%
80					3.899%	2.902%
85					6.969%	5.243%
90					12.974%	9.887%

For the July 1, 2012 valuation, the 2010 California PERS mortality rates were used with a generational projection using Projection Scale AA.

## Medicare Coverage

We assumed that all current and future retirees will be eligible for and enroll in Medicare or a Medicare Advantage plan when they reach age 65 or become disabled.

## Health Plan Participation

We assumed 100% of future eligible retirees will elect to participate in the District's postemployment medical program, and that future retirees will have the same marital status as he or she has now and will elect to enroll a spouse. Female spouses are assumed to be 3 years younger than males. Furthermore, we assume that all participants reaching Medicare eligibility age will continue participation in the employer plan. Finally, we assume no migration between health plans both at the point of retirement and at upon attaining Medicare eligibility age.

We assumed that non-firefighters will not have dependent children when they retire. We also assumed that firefighters who currently are covering dependent children will also have a covered child at retirement, the child will be 35 years younger than the retiree and that dependent child coverage will end when the child reaches age 26.

## **Health Care Reform Considerations**

Health care delivery is going through an evolution due to enactment of Health Care Reform. The Patient and Affordable Care Act (PPACA), was signed March 23, 2010, with further changes enacted by the Health Care and Education Affordability Reconciliation Act (HCEARA), signed March 30, 2010. This valuation uses various assumptions that may have been modified based on considerations under PPACA. This section discusses particular legislative changes that were reflected in our assumptions. We have not identified any other specific provision of PPACA that would be expected to have a significant impact on the measured obligation. As additional guidance on the Act continues to be issued, we'll continue to monitor impacts.

### **Individual Mandate**

Under PPACA, individuals (whether actively employed or otherwise) must be covered by health insurance or else pay a penalty tax to the government. While it is not anticipated that the Act will result in universal coverage, it is expected to increase the overall portion of the population with coverage. We believe this will result in an increased demand on health care providers, resulting in higher trend for medical services for non-Medicare eligible retirees. (Medicare costs are constrained by Medicare payment mechanisms already in place, plus additional reforms added by PPACA and HCERA.) While we believe that the mandate may result in somewhat higher participation overall, this issue is moot since we assume 100% participation upon retirement.

### **Employer Mandate**

Health Care Reform includes various provisions mandating employer coverage for active employees, with penalties for non-compliance. Those provisions do not directly apply to the postemployment coverage included in this valuation.

### **Medicare Advantage Plans**

Effective January 1, 2011, the Law provides for reductions to the amounts that would be provided to Medicare Advantage plans starting in 2011. We considered the effect of these reductions in federal payments to Medicare Advantage plans when setting our trend assumption.

### **Expansion of Child Coverage to Age 26**

Health Care Reform mandates that coverage be offered to any child, dependent or not, through age 26, consistent with coverage for any other dependent. We assume that this change has been reflected in current premium rates. While this plan covers dependents, we do not currently assume non-spouse dependent coverage other than for firefighters. We believe the impact this assumption has on the valuation is immaterial due to the lack of retirees that have had or are expected to have non-spouse dependents for any significant amount of time during retirement.

### **Elimination of Annual or Lifetime Maximums**

Health Care Reform provides that annual or lifetime maximums have to be eliminated for all "essential services." We assume that current premium rates already reflect the elimination of any historic maximums.

### **Cadillac Tax (High Cost Plan Excise Tax)**

The PPACA legislation added a new High-Cost Plan Excise Tax (also known as the "Cadillac Tax") starting in calendar year 2018. For valuation purposes, we assumed that the value of the tax will be passed back to the plan in higher premium rates.

- The tax is 40% of the excess of (a) the cost of coverage over (b) the limit. We modeled the cost of the tax by calculating (a) using the working rates projected with trend. We calculated (b) starting with the statutory limits (\$10,200 single and \$27,500 family), adjusted for the following:
  - Limits will increase from 2018 to 2019 by 4.25% (CPI plus 1%);
  - Limits will increase after 2019 by 3.25% (CPI); and
  - For retirees over age 55 and not on Medicare, the limit is increased by an additional dollar amount of \$1,650 for single coverage and \$3,450 for family coverage.
- Based on the above assumptions, we estimate that the tax will apply as early as 2018 for some of the District's pre-Medicare plans. In addition, we estimate that the tax will not apply to any of the post-Medicare plans.

### **Other Revenue Raisers**

The Health Care Reform includes a variety of other revenue raisers that involve additional costs on providers (such as medical device manufacturers) and insurers. We considered these factors when developing the trend assumptions.

## SECTION V

### Glossary

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- Accrual Accounting – A method of matching the cost of an employee's service, including long term obligations such as OPEB, to that employee's period of active service.
- Actuarial Accrued Liability (AAL) – The Actuarial Present Value of all postemployment benefits attributable to past service. Note: the AAL is sometimes referred to as the Past Service Liability.
- Actuarial Cost Method – A procedure for allocating the actuarial present value of benefits and expenses and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Normal Cost and an Actuarial Accrued Liability.
- Actuarial Present Value – The value of an amount or series of amounts payable or receivable at various times. Each such amount or series of amounts is:
  - a. adjusted for the probable financial effect of certain intervening events (such as changes in compensation levels, Social Security, marital status, etc.)
  - b. multiplied by the probability of the occurrence of an event (such as survival, death, disability, termination of employment, etc.) on which the payment is conditioned, and
  - c. discounted according to an assumed rate (or rates) of return to reflect the time value of money
- Actuarial Valuation – The determination, as of a valuation date, of the Normal Cost, Actuarial Accrued Liability, Actuarial Value of Assets and related Actuarial Present Values.
- Actuarial Value of Assets – The value of cash, investments and other property belonging to a plan. These are amounts that may be applied to fund the Actuarial Accrued Liability. Note: assets must be segregated and placed in a Trust in order to be considered OPEB assets
- Amortization Payment – That portion of the Annual OPEB cost which is designed to pay interest on and to amortize the Unfunded Actuarial Accrued Liability.

In the year that Statement 45 becomes effective an employer is allowed to commence amortization of the Unfunded Actuarial Accrued Liability, over a period not to exceed 30 years.

- Annual Other Postemployment Benefit Cost (OPEB) cost - An accrual-basis measure of the periodic cost of an employer's participation in a defined benefit OPEB plan. The annual OPEB cost is the amount that must be calculated and reported as an expense.

When an employer has no net OPEB obligation (e.g., in the year of implementation) the annual OPEB cost is equal to the Annual Required Contribution (ARC).

In subsequent years the Annual OPEB cost will include:

- the ARC (equal to the Normal Cost plus one year's amortization of the Unfunded Actuarial Accrued Liability);
  - one year's interest on the net OPEB obligation at the beginning of the year using the valuation discount rate; and
  - an adjustment to the ARC. This adjustment is intended to provide a reasonable approximation of that portion of the ARC that consists of interest associated with past contribution deficiencies. GASB Statement No. 45 specifies that this adjustment should be equal to an amortization of the discounted present value of the net OPEB obligation at the beginning of the year. The amortization should be calculated using the same amortization method and period used in determining the ARC for that year. If the net OPEB obligation is positive the adjustment should be deducted from the ARC.
  - Note: As long as the net OPEB obligation is zero, there will not be any interest charge or adjustment to the ARC. However, if an employer does not contribute the full amount of the ARC, a net OPEB obligation will emerge.
- Annual required contributions of the employer (ARC) - The employer's periodic required contributions to a defined benefit OPEB plan, calculated in accordance with the parameters.
  - Defined benefit OPEB plan - An OPEB plan having terms that specify the *benefits* to be provided at or after separation from employment. The benefits may be specified in dollars (for example, a flat dollar payment or an amount based on one or more factors, such as age, years of service, and compensation), or as a type or level of coverage (for example, prescription drugs or a percentage of healthcare insurance premiums).
  - Defined contribution plan - A pension or OPEB plan having terms that (a) provide an individual account for each plan member and (b) specify how contributions to an active plan member's account are to be determined, rather than the income or other benefits the member or his beneficiaries are to receive at or after separation from employment. Those benefits will depend only on the amounts contributed to the

member's account, earnings on investments of those contributions, and forfeitures of contributions made for other members that may be allocated to the member's account. For example, an employer may contribute a specified amount to each active member's postemployment healthcare account each month. At or after separation from employment, the balance of the account may be used by the member or on the member's behalf for the purchase of health insurance or other healthcare benefits.

- Employer's contributions - Contributions made in relation to the annual required contributions of the employer (ARC). An employer has made a contribution in relation to the ARC if the employer has (a) made payments of benefits directly to or on behalf of a retiree or beneficiary, (b) made premium payments to an insurer, or (c) irrevocably transferred assets to a trust, or an equivalent arrangement, in which plan assets are dedicated to providing benefits to retirees and their beneficiaries in accordance with the terms of the plan and are legally protected from creditors of the employer(s) or plan administrator.
- Entry Age Normal Actuarial Cost Method – An actuarial cost method under which the Actuarial Present Value of the Projected Benefits of each individual included in the valuation is allocated on a level basis over the earnings or service of the individual between entry age and assumed exit age(s). The portion of this Actuarial Present Value allocated to a valuation year is called the Normal Cost. The portion allocated to prior years of service is called the Actuarial Accrued Liability.
- Healthcare cost trend rate - The rate of change in per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.
- Investment return assumption (discount rate) - The rate used to adjust a series of future payments to reflect the time value of money.
- Net OPEB obligation - The cumulative difference since the effective date of GASB Statement 45 between annual OPEB cost and the employer's contributions to the plan, including the OPEB liability (asset) at transition, if any, and excluding (a) short-term differences and (b) unpaid contributions that have been converted to OPEB-related debt.

Most employers will have no net OPEB obligation at the beginning of the year in which Statement 45 is implemented.

If an employer contributes the annual OPEB cost to the plan each year, and there are no actuarial or investment gains or losses then the net OPEB Obligation will remain zero.

- Normal Cost - That portion of the Actuarial Present Value of benefits and expenses which is allocated to a valuation year by the Actuarial Cost Method. Another interpretation is that the Normal Cost is the present value of future benefits that are “earned” by employees for service rendered during the current year.
- OPEB assets - The amount recognized by an employer for contributions to an OPEB plan greater than OPEB expenses.
- OPEB expense - The amount recognized by an employer in each accounting period for contributions to an OPEB plan on the accrual basis of accounting.
- Other postemployment benefits (OPEB) - Postemployment benefits other than pension benefits. Other postemployment benefits (OPEB) include postemployment healthcare benefits, regardless of the type of plan that provides them, and all postemployment benefits provided separately from a pension plan, except benefits defined as special termination benefits.
- Plan assets - Resources, usually in the form of stocks, bonds, and other classes of investments, that have been segregated and restricted in a trust, or in an equivalent arrangement, in which (a) employer contributions to the plan are irrevocable, (b) assets are dedicated to providing benefits to retirees and their beneficiaries, and (c) assets are legally protected from creditors of the employer(s) or plan administrator, for the payment of benefits in accordance with the terms of the plan.
- Present Value – See Actuarial Present Value.
- Present Value of Future Benefits – The Actuarial Present Value of all future benefit payouts. These are divided into the Present Value of Future Benefits attributable to past service (also known as the Actuarial Accrued Liability) and the Present Value of Future Benefits attributable to future service.
- Projected Unit Credit Cost Method – An actuarial cost method under which the projected benefits of each individual included in an Actuarial Valuation are separately calculated and allocated to each year of service by a consistent formula.
- Substantive plan - The terms of an OPEB plan as understood by the employer(s) and plan members.
- Unfunded Actuarial Accrued Liability (UAAL) – The excess of the Actuarial Accrued Liability over the Actuarial Value of Assets.
- Valuation date – The date as of which the Postemployment benefit obligation is determined.

**RESOLUTION NO. 2015-11**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
MARINWOOD COMMUNITY SERVICES DISTRICT**

**FIXING THE EMPLOYER'S CONTRIBUTION UNDER THE  
PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT**

WHEREAS, (1) Government Code Section 22892(a) provides that a local agency contracting under the Public Employees' Medical and Hospital Care Act shall fix the amount of the employer's contribution at an amount not less than the amount required under Section 22892(b)(1) of the Act, and

WHEREAS, (2) Marinwood Community Services District is a local agency contracting under the Act; now, therefore be it

RESOLVED, (a) That the employer's contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Code	Bargaining Unit	Contribution per month		
		1 party	2 party	family
001	Miscellaneous	672.00	1344.00	1747.00
002	Safety	597.00	1194.00	1553.00

plus administrative fees and Contingency Fund assessments; and be it further

RESOLVED, (b) That Marinwood Community Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above.

Adopted at a regular meeting of the Board of Directors of Marinwood Community Services District at Marinwood this 10<sup>h</sup> Day of November, 2015.

Signed: \_\_\_\_\_  
Tarey Read, Board President

Attest: \_\_\_\_\_  
Carolyn Sullivan, Secretary to Board

**MARINWOOD COMMUNITY SERVICES DISTRICT and  
MARINWOOD FIREFIGHTERS' ASSOCIATION, LOCAL 1775**

**Side Letter to Memorandum of Understanding**

**October 1, 2012 to June 30, 2015**

The Marinwood Community Services District (“District”) and the Marinwood Firefighters’ Association, Local 1775, (“Association”) agree to amend their Memorandum of Understanding (“MOU”) with the term of October 1, 2012 through June 30, 2015 defining the negotiated wages, working hours, terms and conditions of employment as described in this Side Letter. This Side Letter is based on the following circumstances:

1. Appendix A to the MOU provides that the Parties shall negotiate over a wage adjustment for Fiscal Year 2014-2015 beginning on or about April 1, 2014.
2. The Parties negotiated as required by Appendix but were unable to reach agreement on a negotiated wage adjustment.
3. The District’s best offer proposed a 2.5% wage adjustment for all represented classifications effective July 1, 2014.
4. The Association’s best offer proposed a 4.5% wage adjustment for all represented classifications effective July 1, 2015.
5. The Parties utilized all legally applicable impasse procedures.
6. At the conclusion of the impasse procedures, the Parties remained at a bargaining impasse. A disagreement arose over whether or not the negotiation process would conclude with any change to wages for represented classifications.
7. The Parties communicated in good faith and as a result agreed to resolve their impasse and their disagreement about the outcome of the impasse process.

The Parties agree to amend Appendix A to the MOU to increase wages for all represented classifications by 2.5% effective January 1, 2015 and continuing on an open-ended basis subject to future negotiations for a successor MOU. Current employees shall receive back-pay from January 1, 2015 or their first day of employment, whichever occurred later, up to first full pay period in which this wage increase takes effect. The District shall produce an updated Appendix A describing the salary ranges for base pay to reflect this negotiated agreement.

This Side Letter is agreed to on behalf of the District:

\_\_\_\_\_  
District Manager Eric Dreikosen

\_\_\_\_\_  
Date

Approved by the Board of Directors of the Marinwood Community Services District at a regular meeting held on November 10, 2015.

This Side Letter is agreed to on behalf of the Marinwood Professional Firefighters Association:

\_\_\_\_\_  
President John Bagala

\_\_\_\_\_  
Date

Approved by the Association in a ratification vote conducted by Local 1775.

This Side Letter is agreed to on behalf of IAFF Local 1775:

\_\_\_\_\_  
John Grey

\_\_\_\_\_  
Date

## APPENDIX A

Revised: November 10, 2015

### SALARY RANGES FOR BASE PAY

FISCAL YEARS 2012 – 2013 and 2013 - 2014

#### FIREFIGHTER

Effective Date	Range No.	Step A	Step B	Step C	Step D	Step E	Step EE
7/1/2009	141.4	\$4,951	\$5,199	\$5,459	\$5,732	\$6,019	\$6,320

#### ENGINEER (Base Firefighter Salary + 0%)

Effective Date	Range No.	Step A	Step B	Step C	Step D	Step E	Step EE
7/1/2009	141.4	\$4,951	\$5,199	\$5,459	\$5,732	\$6,019	\$6,320

#### CAPTAIN

Effective Date	Range No.	Step A	Step B	Step C	Step D	Step E	Step EE
7/1/2009	155	\$5,665	\$5,948	\$6,245	\$6,557	\$6,885	\$7,229

FISCAL YEAR 2014 -2015 \*

#### FIREFIGHTER

Effective Date	Range No.	Step A	Step B	Step C	Step D	Step E	Step EE
7/1/2014	142.4	\$5001	\$5,251	\$5,514	\$5,790	\$6,080	\$6,384

#### ENGINEER (Base Firefighter Salary + 2.5%)

Effective Date	Range No.	Step A	Step B	Step C	Step D	Step E	Step EE
7/1/2014	144.9	\$5,129	\$5,385	\$5,654	\$5,937	\$6,234	\$6,546

#### CAPTAIN

Effective Date	Range No.	Step A	Step B	Step C	Step D	Step E	Step EE
7/1/2014	156	\$5,709	\$5,994	\$6,294	\$6,609	\$6,939	\$7,286

\* Opener for salary only negotiations to begin April 2014 with minimum 1% increase in Base Pay for each position shown above. The minimum increase is shown above.

**FISCAL YEAR 2014 -2015 \*\***  
*Effective 1/1/2015*

**FIREFIGHTER**

Effective Date	Range No.	Step A	Step B	Step C	Step D	Step E	Step EE
1/1/2015	144.9	\$5,129	\$5,385	\$5,654	\$5,937	\$6,234	\$6,546

**ENGINEER**

Effective Date	Range No.	Step A	Step B	Step C	Step D	Step E	Step EE
1/1/2015	147.4	\$5,254	\$5,517	\$5,793	\$6,083	\$6,387	\$6,706

**CAPTAIN**

Effective Date	Range No.	Step A	Step B	Step C	Step D	Step E	Step EE
1/1/2015	158.5	\$5,852	\$6,145	\$6,452	\$6,775	\$7,114	\$7,470

**\*\* Represents 2.5% base salary increase for each position shown above effective January 1, 2015, in addition to minimum 1% base salary increase received effective July 1, 2014.**

**RESOLUTION NO. 2015-12**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
MARINWOOD COMMUNITY SERVICES DISTRICT**

**ELECTING TO BE SUBJECT TO SECTION 22893  
TO ESTABLISH HEALTH VESTING REQUIREMENTS FOR FUTURE ANNUITANTS  
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT  
WITH RESPECT TO A RECOGNIZED EMPLOYEE ORGANIZATION**

- WHEREAS, (1) Government Code Section 22893 provides that a contracting agency subject to the Public Employees' Medical and Hospital Care Act (the "Act") may file a resolution with the Board of the California Public Employees' Retirement System to provide a postretirement health benefits vesting requirement to employees who retire for service in accordance with Government Code Section 22893; and
- WHEREAS, (2) Marinwood Community Services District is a contracting agency under Government Code Section 22920 and subject to the Act for participation by members of The Safety Employees; and
- WHEREAS, (3) Marinwood Community Services District certifies, employees are represented by a bargaining unit and there is an applicable memorandum of understanding; and
- WHEREAS, (4) The credited service of an employee for purposes of determining the percentage of employer contribution applicable under Government Code Section 22893 shall mean service as defined in Government Code Section 20069, except that not less than five years of that service shall be performed entirely with the Marinwood Community Services District; and
- WHEREAS, (5) The employer contribution for active employees cannot be less than what is defined in Government Code Section 22892(b); now, therefore be it
- RESOLVED, (a) That employees first hired on or after the effective date of this resolution shall be subject to the requirements defined in Government Section 22893, except that the employer may, once each year without discrimination, allow all employees who were first employed before Government Code Section 22893 became applicable to the employer to individually elect to be subject to the provisions of Government Code Section 22893, and the employer shall notify the Board which employees have made that election; and be it further
- RESOLVED, (b) That the employer contribution shall be necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan or plans up to a maximum of the amounts prescribed by Government Code Section 22893(a)(1), plus Administrative fees and Contingency Reserve assessments; and be it further

- RESOLVED, (c) That the percentage of employer contribution payable for post-retirement health benefits for each annuitant shall be based on the employee's completed years of credited service based upon the table in Government Code Section 22893; and be it further
- RESOLVED, (d) That Marinwood Community Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further
- RESOLVED, (e) That the participation of the employees and annuitants of Marinwood Community Services District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Marinwood Community Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, the California Public Employees' Retirement System may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further
- RESOLVED, (f) That the executive body appoint and direct, and it does hereby appoint and direct, the District Manager to file with the Board a verified copy of this resolution, and to perform on behalf of Marinwood Community Services District all functions required of it under the Act; and be it further
- RESOLVED, (g) That coverage under the Act be effective on January 1, 2016.

Adopted at a regular meeting of the Board of Directors of Marinwood Community Services District at Marinwood Community Center, this 10th day of November, 2015.

Signed: \_\_\_\_\_  
Tarey Read, Board President

Attest: \_\_\_\_\_  
Carolyn Sullivan, Secretary to the Board

**California Government Code 22893**

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=22001-23000&file=22890-22905>

22893. (a) Notwithstanding Section 22892, the percentage of employer contribution payable for postretirement health benefits for an employee of a contracting agency subject to this section shall, except as provided in subdivision (b), be based on the member's completed years of credited state service at retirement as shown in the following table:

Credited Years of Service	Percentage of Employer Contribution
10	50
11	55
12	60
13	65
14	70
15	75
16	80
17	85
18	90
19	95
20 or more	100

This subdivision shall apply only to employees who retire for service and are first employed after this section becomes applicable to their employer, except as otherwise provided in paragraph (6). The application of this subdivision shall be subject to the following provisions:

(1) The employer contribution with respect to each annuitant shall be adjusted by the employer each year. Those adjustments shall be based upon the principle that the employer contribution for each annuitant may not be less than the amount equal to 100 percent of the weighted average of the health benefit plan premiums for an employee or annuitant enrolled for self-alone, during the benefit year to which the formula is applied, for the four health benefit plans that had the largest state enrollment, excluding family members, during the previous benefit year. For each annuitant with enrolled family members, the employer shall contribute an additional 90 percent of the weighted average of the additional premiums required for enrollment of those family members, during the benefit year to which the formula is applied, in the four health benefit plans that had the largest state enrollment, excluding family members, during the previous benefit year. Only the enrollment of, and premiums paid by, state employees and annuitants enrolled in basic health benefit plans shall be counted for purposes of calculating the employer contribution under this section.

(2) The employer shall have, in the case of employees represented by a bargaining unit, reached an agreement with that bargaining unit to be subject to this section.

(3) The employer shall certify to the board, in the case of employees not represented by a bargaining unit, that there is not an applicable memorandum of understanding.

(4) The credited service of an employee for the purpose of

determining the percentage of employer contributions applicable under this section shall mean state service as defined in Section 20069, except that at least five years of service shall have been performed entirely with that employer.

(5) The employer shall provide the board any information requested that the board determines is necessary to implement this section.

(6) The employer may, once each year without discrimination, allow all employees who were first employed before this section became applicable to the employer to individually elect to be subject to the provisions of this section, and the employer shall notify the board which employees have made that election.

(b) Notwithstanding subdivision (a), the contribution payable by an employer subject to this section shall be equal to 100 percent of the amount established pursuant to paragraph (1) of subdivision (a) on behalf of any annuitant who either:

(1) Retired for disability.

(2) Retired for service with 20 or more years of service credit entirely with that employer, regardless of the number of days after separation from employment. The contribution payable by an employer under this paragraph shall be paid only if it is greater than, and made in lieu of, a contribution payable to the annuitant by another employer under this part. The board shall establish application procedures and eligibility criteria to implement this paragraph.

(c) This section does not apply to any contracting agency, its employees, or annuitants unless and until the agency files with the board a resolution of its governing body electing to be so subject. The resolution shall be adopted by a majority vote of the governing body and shall be effective at the time provided in board regulations.

**California Government Code 7507**

<http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=07001-08000&file=7500-7514.5>

7507. (a) For the purpose of this section:

(1) "Actuary" means an actuary who is an associate or fellow of the Society of Actuaries.

(2) "Future annual costs" includes, but is not limited to, annual dollar changes, or the total dollar changes involved when available, as well as normal cost and any change in accrued liability.

(b) (1) Except as provided in paragraph (2), the Legislature and local legislative bodies, including community college district governing boards, when considering changes in retirement benefits or other postemployment benefits, shall secure the services of an actuary to provide a statement of the actuarial impact upon future annual costs, including normal cost and any additional accrued liability, before authorizing changes in public retirement plan benefits or other postemployment benefits.

(2) The requirements of this subdivision do not apply to:

(A) An annual increase in a premium that does not exceed 3 percent under a contract of insurance.

(B) A change in postemployment benefits, other than pension benefits, mandated by the state or federal government or made by an insurance carrier in connection with the renewal of a contract of insurance.

(c) (1) (A) With regard to local legislative bodies, including community college district governing boards, the future costs of changes in retirement benefits or other postemployment benefits, as determined by the actuary, shall be made public at a public meeting at least two weeks prior to the adoption of any changes in public retirement plan benefits or other postemployment benefits. If the future costs of the changes exceed one-half of 1 percent of the future annual costs, as defined in paragraph (2) of subdivision (a), of the existing benefits for the legislative body, an actuary shall be present to provide information as needed at the public meeting at which the adoption of a benefit change shall be considered. The adoption of any benefit to which this section applies shall not be placed on a consent calendar.

(B) The requirements of this paragraph do not apply to:

(i) An annual increase in a premium that does not exceed 3 percent under a contract of insurance.

(ii) A change in postemployment benefits, other than pension benefits, mandated by the state or federal government or made by an insurance carrier in connection with the renewal of a contract of insurance.

(2) With regard to the Legislature, the future costs as determined by the actuary shall be made public at the policy and fiscal committee hearings to consider the adoption of any changes in public retirement plan benefits or other postemployment benefits. The adoption of any benefit to which this section applies shall not be placed on a consent calendar.

(d) Upon the adoption of any benefit change to which this section applies, the person with the responsibilities of a chief executive officer in an entity providing the benefit, however that person is denominated, shall acknowledge in writing that he or she understands the current and future cost of the benefit as determined by the actuary. For the adoption of benefit changes by the state, this

person shall be the Director of Human Resources.

(e) The requirements of this section do not apply to a school district or a county office of education, which shall instead comply with requirements regarding public notice of, and future cost determination for, benefit changes that have been enacted to regulate these entities. These requirements include, but are not limited to, those enacted by Chapter 1213 of the Statutes of 1991 and by Chapter 52 of the Statutes of 2004.

## Eric Dreikosen

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**From:** smkshwn58@aol.com  
**Sent:** Friday, November 06, 2015 3:10 PM  
**To:** edreikosen@marinwood.org  
**Cc:** tread27@comcast.net  
**Subject:** Board Agenda for next Tuesday

Good Afternoon Eric.

I wanted to touch base with you on the subject of the PERS Vesting Schedule and actuarial report that was included in last months Board Packet.

Upon an initial scan, it appears to me as if the implementation of the Vesting Schedule, as contractually agreed upon, would potentially end up costing the District more money as opposed to being a possible savings on OPEB costs. I'm not 100% sure my assessment is correct and perhaps you could confirm for me?

Although it has been a somewhat rocky road trying to get to the originally stated goal of having the Vesting Schedule studied and implemented District wide, I still believe that the original intent that was reached through the use of State Mediation was to decrease long term costs rather than increase them.

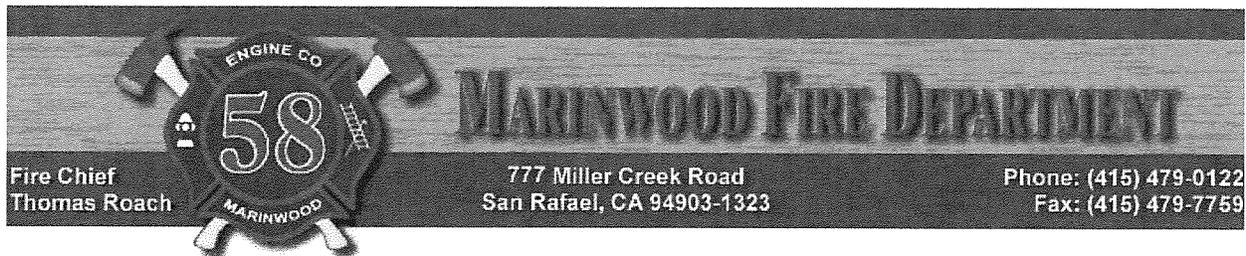
Now that we have settled the issues that were outstanding during the last contract, and because we are hoping to begin the next round of negotiations with a 'fresh start', I'd like to suggest that the District consider if it is still something they wish to pursue.

If not, it may be appropriate to bring it up for discussion during the next round of negotiations, and we (the labor group) would be amicable to waiting until then to see if it is still realistic.

At this point I am unsure on if I'll be available to attend the Board meeting on Tuesday night, but I wanted to put this forward for your and the Boards consideration.

Take care and have a great weekend!

Capt. John Bagala  
Marinwood Firefighters



**Marinwood Community Services District  
Fire Chief Employment Agreement**

This Agreement is made and entered into to be effective on November 10, 2015 by and between the Marinwood Community Services District (hereinafter referred to as “District”), and Thomas Roach, (hereinafter referred to as “Roach” or “Fire Chief”), both of whom agree as follows:

**Section 1. Employment and Duties:**

The District hereby agrees to employ Roach as Fire Chief of the District to perform the functions and duties of the Fire Chief and to perform such other legally permissible and proper duties and functions as the District’s Board of Directors (“Board”) may from time to time assign. The job description for the Fire Chief shall be as defined in the Marinwood Fire Department Rules and Regulations: Duties of the Fire Chief. The Fire Chief will report directly to the District Manager and work with the Fire Commission to make recommendations to the Board of Directors on Fire Department matters. The Fire Chief will complete his California State Fire Chief Certification by December 31, 2016.

**Section 2. Term and Renewal:**

- A. The term of this Agreement shall be from November 10, 2015 through December 31, 2017. The Agreement shall remain in effect until December 31, 2017 or until it is either terminated or renewed as set forth herein.
- B. The Fire Chief shall notify the District in writing within 90 days prior to the termination dates as set forth herein, of his intent regarding renewal or non-renewal of this Agreement. If the Fire Chief elects to renew, the District shall notify the Fire Chief in writing within 60 days prior to the termination of this Agreement of the District’s intent to renew the Fire Chief’s contract. If the District does not receive written notification from the Fire Chief within the prescribed period, then the District may consider that as a selection of non-renewal by the Fire Chief. If the District does not notify the Fire Chief in writing within the prescribed period of its intention, then this Agreement shall be extended on the same terms and conditions as provided herein for an additional period of one year. If the Fire Chief intends to resign during the term of this Agreement, then he shall notify the District Manager and President of the Board in writing 60 days prior to the date of his intended resignation.

Upon renewal of this Agreement by both parties, the parties agree and understand that the terms and conditions of the renewed agreement may be renegotiated.



**Section 3. Termination:**

Nothing contained in this Agreement shall in any way prevent, limit, or otherwise interfere with the right of the District to terminate services of the Fire Chief. The Fire Chief at all times serves at the pleasure of the Board. Termination of the Fire Chief's services, however, is subject to the following provisions:

- A. The Fire Chief may be terminated by the District (as opposed to a decision by the District not to renew at the end of the Agreement term) only for just cause, and by a four-fifths (4/5) majority vote of the Board of Directors.
- B. Should there be a motion to terminate the Fire Chief, he shall be given a statement of charges against him and an opportunity to present a response to the full Board in an open or closed meeting, at the choice of the Fire Chief, prior to a vote being taken.
- C. In the event Roach voluntarily resigns his position with the District, Roach agrees to provide 60 days written notice to the District Manager and President of the Board.

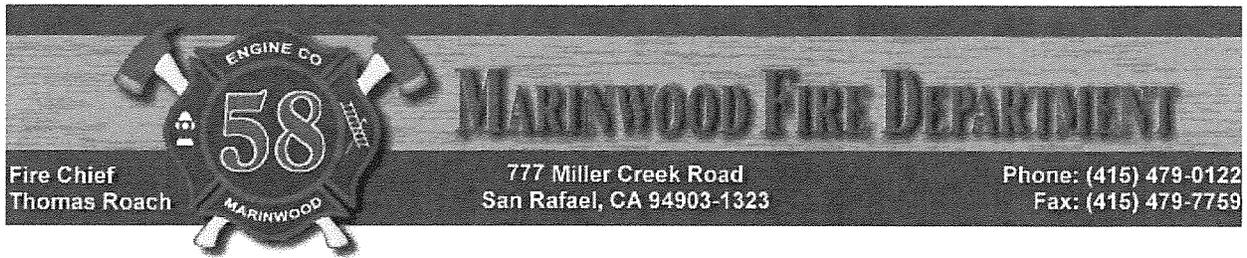
**Section 4. Salary:**

- A. The District agrees to pay the Fire Chief for his services rendered under this Agreement in an annual base salary pursuant to the 2015-2016 and the 2016-2017 budgets.
- B. The Fire Chief's base salary shall be reviewed on an annual basis by the District Manager and adjusted by a majority vote of the Board of Directors.

**Section 5. Other Compensation/Benefits:**

The Fire Chief shall receive the following employee benefits as set forth in this Section. To the extent otherwise permitted by law, the District reserves the right to amend, enhance, discontinue or otherwise change its benefits at any time and to apply such changes to Roach in a manner consistent with other District employees so long as not inconsistent with the terms of this Agreement.

- A. Health Benefits – The Fire Chief shall receive the same dental, vision, and health care insurance as provided to other District safety employees.
- B. Retirement – The Fire Chief shall receive the same retirement benefits as provided to other District safety employees who are in the highest tier, 3% @ 50.



- C. Holidays – Ten (10) paid Holidays for management and administrative staff are: New Year’s Day, Martin Luther King Day, President’s Day, Memorial Day, Independence Day, Labor Day, Cesar Chavez Day, Veteran’s Day, Thanksgiving, and Christmas.

Holidays shall be compensated with one eight (8) hour work period off per holiday. It is agreed and understood that holiday hours are not compensable or accrued beyond the fiscal year in which earned.

- D. Insurance – The Fire Chief shall receive the same life insurance, long term disability, and long term care benefits as set forth for District safety employees. The Fire Chief shall continue to have full discretion to designate and/or change the designated beneficiaries under the policy.
- E. Sick Leave – Sick leave shall be accrued by the Fire Chief at the rate of eight hours (8) per month. There is no maximum accrual. Unused accumulated sick leave can be converted to service credit at time of retirement.
- F. The Fire Chief shall receive the same emergency and bereavement leave benefits as defined in the District Policies Governing Employment and Employee Benefits.
- G. Vacation – The Fire Chief shall accrue vacation based on years of service with the District. As the Fire Chief has over twenty (20+) years of service, he shall accrue 20 days per year. The maximum accruable vacation shall be yearly accrual plus one year carried forward. All vacation time is compensable on separation from employment.
- H. Uniform Allowance – Uniforms shall be provided on a replacement basis.

**Section 6. Vehicle and Transportation Expenses:**

The Fire Chief shall be provided a chief vehicle and fuel. During non-business hours the Fire Chief will make every effort to be “on call.” During non-business hours use of the Fire Department Staff Vehicle is permitted within the nine bay area counties. Vehicles can be utilized for Fire Department business beyond the nine bay area counties. The Fire Chief will be permitted to carry passengers in the staff vehicle within the nine bay area counties area. Under no circumstances is code 3 driving allowed with non-department members in the staff vehicle.

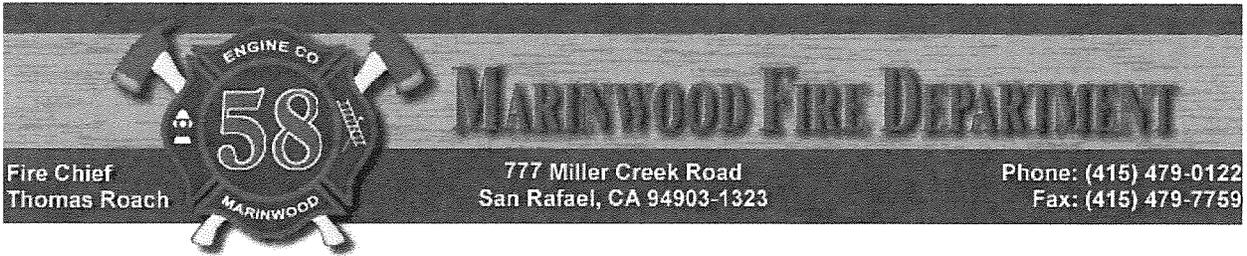


**Section 7. Dispute Resolution:**

- A. In the event a dispute arises over the terms of this Agreement, or any actions of parties taken pursuant to the terms of this Agreement, and the dispute remains unresolved for a period of 30 calendar days, the parties agree that the sole and exclusive avenue of recourse is to submit the dispute to binding arbitration pursuant to California Code of Civil Procedure Section 1280 et seq. Either the District or the Fire Chief may request that the dispute be submitted to arbitration.
- B. The District and the Fire Chief shall attempt to agree upon an arbitrator. If no agreement can be reached, either party may request that the State of California Conciliation and Mediation Service provide a panel of five (5) names of experienced arbitrators. Each party shall alternatively strike names until one name remains. The Fire Chief shall strike first. The remaining panel member shall be the arbitrator.
- C. The arbitrator's decision shall be in writing, setting forth the findings of fact, reasoning and conclusions on the issues submitted. The arbitrator is empowered to include in any award only such financial reimbursement or severance pay as may be allowed by this Agreement. The decision of the arbitrator will be submitted to the District and the Fire Chief and will be final but non-binding upon the parties.
- D. By mutual agreement, the parties may request an expedited arbitration process, according to the Rules of the American Arbitration Association.
- E. All cost for the service of the arbitrator will be borne equally by the District and the Fire Chief. Each party shall bear their own attorney's fees and attorney's costs.

**Section 8. General Provisions:**

- A. The terms and conditions of this Agreement are intended to be the final expression of the parties' agreement and shall constitute the entire Agreement between the parties.
- B. This Agreement shall be binding on and inure to the benefits of the heirs at law and executors of the Fire Chief.
- C. If any terms, conditions, provision or any portion of this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement shall not be affected and shall remain in full force and effect.
- D. This Agreement is governed by the laws of the State of California and venue will be in the County of Marin.



**Section 9. Amendments:**

No subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties unless reduced to writing and signed by them. The parties contemplate and understand that this Agreement may be modified from time to time by written agreement to reflect changes in the District's policies, ordinances, resolutions, or other terms of employment. The Fire Chief represents that he has had the opportunity to review this Agreement with counsel of his choice prior to the signing of this Agreement.

**APPROVED AND AUTHORIZED:**

Dated: \_\_\_\_\_

\_\_\_\_\_

Tarey Read  
Board President, Marinwood CSD

**APPROVED AND AUTHORIZED:**

Dated: \_\_\_\_\_

\_\_\_\_\_

Thomas Roach  
Fire Chief, Marinwood FD

November 5, 2015

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

**FULL TIME PAID STAFFING**

Eleven (10) 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, Firefighter Jeff Smith

“C” shift- Captain White, Engineer Correa, Temporary Firefighter Alex Wilhelm

Relief Firefighter-Sean Day (In the academy until December 18.)

Two firefighter’s off on industrial disability leave.

**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 October 2015. The department ran 95 emergency responses in October, mostly medical aides but the department did respond to one hazardous materials incident involving radioactive material with the HazMat team, two natural gas leaks, one wildland fire in San Rafael, one structure fire in San Rafael, one wildland fire in Novato, and one structure fire in Novato.

	<b>October 2015 Response Report</b>						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	19	6	2	0	0	na	27
CSA 13	6	4	1	0	0	na	11
New JPA (east of 101)	22	4	1	2	1	na	30
Old JPA (mont marin)	1	5	0	0	0	na	6
SR Mutual Aid	2	2	3	0	1	3	11
MC JPA	2	0	0	1	0	na	3
Novato Matrix	0	0	0	2	1	4	7
Others (list)	0	0	0	0	0	0	0
Total number	52	21	7	5	3	7	95

	Through October 2015 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	158	54	32	9	1	na	254
CSA 13	45	21	6	0	0	na	72
New JPA (east of 101)	279	52	45	10	1	na	387
Old JPA (mont marin)	41	23	4	1	0	na	69
SR Mutual Aid	31	6	12	7	1	7	64
MC JPA	31	9	6	1	0	na	47
Novato Matrix	5	3	3	11	1	38	61
Others (list)	0	0	0	0	0	0	0
<b>Total number</b>	<b>590</b>	<b>168</b>	<b>108</b>	<b>39</b>	<b>4</b>	<b>45</b>	<b>954</b>

	Through October 2014 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	161	48	39	8	0	na	256
CSA 13	60	12	6	1	0	na	79
New JPA (east of 101)	218	44	42	7	0	na	311
Old JPA (mont marin)	43	16	8	5	0	na	72
SR Mutual Aid	26	3	12	19	9	11	71
MC JPA	18	3	0	0	0	na	21
Novato Matrix	5	2	5	18	3	40	73
Other	0	0	0	0	0	0	0
<b>Total number</b>	<b>531</b>	<b>128</b>	<b>112</b>	<b>58</b>	<b>3</b>	<b>51</b>	<b>883</b>

*\*Note-The renegotiated JPA which had Marinwood responding East of Highway 101 again was signed in April of 2014 with responses starting there May 1, 2014.*

### **COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS**

- I completed six final inspections of new solar systems in Marinwood.
- One fire commission meeting was held in held in October.
- I completed three vegetation management and home inspections in Marinwood during October.
- Shane and I in October met to discuss District preparation for the coming winter.
- I met with a representative from North Bay Conservation Corps to discuss a vegetation management project on Blackstone Lane.
- I attended the Marin OES Flood Preparation meeting in early October.
- I met with the Miller Ranch Homeowners Association Board President and reviewed the developments vegetation management plan.
- I met with the principal of Marin Waldorf to discuss and update the schools disaster preparedness plan.
- All three public schools in the District participated in the Great California Shakeout. All schools practiced their earthquake drill and evacuation and accountability of students.
- The Marinwood CERT Group lead by the Lions Club held a meeting at the Firehouse in October.

- The department's type 3 engine went to St. Vincent's Pumpkin Patch one Saturday in October to show children the engine and hand out fire hats and stickers.
- I met with a representative from DPW Roads Division about new roadway signs alerting drivers of the firehouse.
- I attended the Rx Marin-Prescription Drug Misuse and Abuse yearly planning meeting.
- The on duty crew gave a fire safety talk to Marin Formative Preschool during October.
- I did a fire inspection of Marin Formative Preschool in October.

### **TRAINING**

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during October.
- All new volunteer firefighters were added to Target Safety
- All three shifts participated in a multi company drill/training through the Central Marin Training Consortium in September. The topic was Hazardous Materials Response and protocol.
- Four volunteer drills were held in October. Hazardous Materials Response and basic firefighting skills were the topics.
- Firefighter Paramedic Interviews were held in October with a job offer extended and accepted by Sean Day.

### **MAINTENANCE**

- All 4 department vehicles underwent a comprehensive monthly check during October.
- 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 December of 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. Two were smogged in October.

November 5, 2015

To: Marinwood Board of Directors  
From: Chief Roach

Re: Traffic Signs at the Firehouse, New Engine Update, New Employee Hire, Fuel Reduction Options on Private Lands, Meeting with OES Director

### **Traffic Signs near the firehouse**

In response to the accident Engine 58 was in at the intersection of Lucas Valley Road and Miller Creek Road it was suggested that maybe additional signs were needed in the area to watch for fire apparatus. I met with Jon Neville from the Roads Division of DPW and we reviewed the location of the accident and the current sign placement in the center median of Miller Creek Road. That sign is partially hidden and blends in with the trees. We discussed a couple of new sign locations. He was going to discuss possible locations with a traffic engineer and they will be placing an additional sign in the appropriate place. We also discussed signage for tractor trailers over forty feet not using LVR. He said that currently there are 3 signs and that sign location is not the problem.

### **New Engine Update**

A couple of modifications had to be made to the pump panel of the new engine. Good news-no cost. Bad news, KME says this may push delivery date back a bit. I still do not have a scheduled time for the on sight final inspection for our employees to go back. I have requested dates but not yet received them. The November 9 promise date to complete construction won't be met. Whenever the engine is done and inspection completed the engine is driven by KME employees to Ontario in So Cal. There a few final construction things are completed. From there Marinwood employees will drive the engine back home. It will take approximately 8-10 days to drive the engine from Pennsylvania to Ontario. It should only need a day or two in Ontario before we can pick it up. But again timing all depends on the completion date of construction.

\*Note I received a call from Roy from KME Friday afternoon. He would like to schedule the final inspection for mid-December. I do not think the department will be able to accommodate that timing with one firefighter in the academy and two off injured. The inspection will probably happen in early January when the academy is over and I can hire another temporary firefighter.

### **New Employee Hire**

Sean Day has been hired as a firefighter. He is also a certified paramedic and is required to stay certified as a condition of employment. He begins the academy on November 2 and completes it December 18 and then will be placed on shift.

### **Staffing**

There has been another work related injury, could be for as long as nine months. An additional temporary hire will need to be considered. The department is going to fill the vacant shifts with overtime. Of course this will cause the department overtime budget to be high, but there is a savings with not having to pay a fulltime salary and benefit package to a new employee. The academy is over in mid December so this will help alleviate some of the overtime and then in January I can hire another temporary firefighter.

### **Fuel Reduction Options on Private Lands**

At Commissioner Marinoff's suggested I reached out to the owners of Daphane Pacheco Property about additional vegetation Management. Dana Pacheco was very receptive to doing whatever additional work was required on their property. I told it could wait until the spring before the next wildland season. She informed me that their property is in escrow and that she anticipated a closing of Feb March of next year. If that happens I would be speaking to someone else about vegetation management or at that point there could be construction of 28 homes on that land. That has already been approved and is ready to go if a developed so desires.

### **El Nino and Winter Preparation**

I met with Tom Jordan from County OES today and we reviewed a couple of areas that are problems when heavy rains occur. One of the areas County Open Space has done a good job hopefully mitigating, we won't know until it starts to rain. The other two need work and he thought he could get either County DPW or North Bay Conservation Corps to do the work. No charge to the District. Getting both done would definitely help have the community better able to handle large amounts of rainfall. He will follow up with me next week.

**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING**

**October 27, 2015**

**Time and Place:** 7:00 Marinwood Community Center and Pool.

**Present:**

Commissioners: Chair Izabela Perry, Kimberly Call, John Tune, Shane Valentine.

Absent: Sarah Paoli and Sivan Oyserman.

Staff: Recreation Director Shane DeMarta.

Board Members: Bill Shea and Justin Kai.

Others present: Jon Campo, Linda Barnello and Kelly Smith.

**Park and Recreation Facility Inspection: Marinwood Community Pool Complex (con't)**

The Commission deferred the facility inspections until spring 2016.

**Agenda**

No additions.

**Public Comment**

Jon Camp introduced himself and stated he has interest in joining the Commission. Campo works for San Francisco Recreation and Parks.

**Minutes of September 22, 2015 Park and Recreation Commission Meeting**

Perry commented there was a spelling error "efficiencies" was spelled incorrectly. Call stated she would like to remove "Dreikosen suggested Call come back to the Commission in October with a cohesive plan" and "Call will provide an update to the valley oak planting project".

M/s Valentine/ Tune to approve minutes as amended. Ayes: Perry, Call, Tune and Valentine. Nays: none. Motion carried unanimously.

**Review of Draft Board Minutes of October 13, 2015**

No comments.

**Proposal to move Marinwood Community Farmer's Market to Marinwood Community Center**

Perry commented the Farmer's Market does not see strong support from the community in its current state. Kai commented the Farmer's Market should be allowed use of the park on a trial basis.

M/s Valentine/ Tune to allow the Marinwood Community Farmer's Market to move to the Marinwood Park on a trial basis.

Ayes: Valentine and Tune. Nays: Perry and Call. The motion failed.

**Integrated Pest Management (IPM) Plan – Draft**

Call stated she would like a moratorium on glyphosate. Campo commented San Francisco uses glyphosate, but that public perception is important in implementing a successful IPM. Perry and Tune would like an appendix with a list of chemicals the CSD is eligible to use. Tune and Campo will construct a list of rodenticides and structural pesticides and Perry will contact the landscape contractor to check on what products they use.

**Draft survey to be distributed to District patrons gauging interest in potential future recreation classes and programs**

Commission would like to add for demographic purposes the gender of the patron. Valentine's idea of a community membership program needs some clarification and Valentine will work to clarify the idea.

**Park and Recreation Reports**

No additions.

**Requests for Future Agenda Items**

No additions.

The meeting concluded at 9:05PM.

Respectfully submitted,

Shane DeMarta

**Park & Recreation Report – November 2015**  
**Shane DeMarta, Recreation Director**

**Recreation Activities**

**Fall Events:**

Halloween Harvest Festival: This year's Halloween Harvest Festival was our most popular to date, with approx. 275 attendees. This was the first year we ran out of pumpkins (staff hollowed out 135 pumpkins this year) This event is always a great time and we look forward to next year's event.

El Niño Party (fundraiser): We will be holding an El Niño themed fundraiser Friday, Nov. 6<sup>th</sup> from 6-9pm at the community center. The event will feature live music, food, beer/wine and a silent auction. We were able to get beer donated from HenHouse Brewery in Petaluma as well as several silent auction items from local businesses. Money raised will go to offset the cost of sand and sandbags for the 2015-16 season.

Thanksgiving Camp: We will be offering a Thanksgiving camp for the first time this year. The camp will take place November 23, 24, and 25 at the Marinwood Community Center. The camp is now full with a waitlist.

End of Summer Reports: (attached)

The attached spreadsheet shows a breakdown of camp, pool, and aquatics expenditures as well as revenue for this past season. For comparison 2014 is also shown.

Pool: The pool had an excellent season seeing a gain in revenues in most areas while keeping expenditures in line with expectations. The exception was the unplanned pool repair (pool heaters) and replacement of the pool filter media; as well as higher costs in chemicals due to an updated requirement brought on by the State of CA to maintain higher chlorine levels.

Aquatics: (swim lessons, GIT program and lifeguard training classes)

We saw overall gains in our aquatics programs mostly due to an increase in swim lesson participation.

Overall, our pool/aquatic season was successful showing a \$52,530 net gain vs. \$48,077 from 2014 (neither number includes utilities).

Camp: We had another great camp season seeing gross revenue jump from \$765,660 to \$823,357. Expenditures also increased from \$478,425 to \$523,279 however, our net gain increased from \$287,234 to \$300,077 or a \$12,843 gain over last season.

Overall we are extremely happy with the financial results from this past season with both pool/aquatics and camp net revenue was up just over **5% or \$17,297** for all summer programs combined.

## 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 in October:

- Aerate and seed turf on both fields
- All Winter storm preparation
  - Inspected all open space culverts/v ditches
  - Cleared creek debris
  - "Winterized" park shop
  - Inspected community center roof/cleared gutters
  - Completed sand bay for community
  - Removed large dead trees near panhandle pathway (Treemasters)
  - Removed large down tree in creek blocking flow (Treemasters)

### Projects for November:

- Finish construction of landscape material bays
- Flatten portions of the pool turf
- Start construction of permanent second group picnic area in the pool
- Aerate and seed pool turf

**Summer 2014 vs Summer 2015 Comparison**  
2014/15      2015/16

Fiscal Year:		13/14		2014/15		2015/16							
<b>POOL</b>		<b>1/1-6/30/14</b>	<b>July 2014</b>	<b>Aug 2014</b>	<b>Sep 2014</b>	<b>Oct 2014</b>	<b>Total 2014</b>	<b>1/1-6/30/15</b>	<b>July 2015</b>	<b>Aug 2015</b>	<b>Sep 2015</b>	<b>Oct 2015</b>	<b>Total 2015</b>
<b>Revenue</b>		8,896.00	1,998.28	2,288.33	1,005.62	1,525.49	15,653.72	12,426.06	3,421.31	1,155.68	893.39	1,891.34	19,787.78
4631912	Rental & parties	4,953.00	4,542.91	3,672.59	1,720.52	1,319.02	16,200.84	6,142.42	5,330.78	5,085.83	1,664.79	2,648.51	20,882.33
4631917	Vending	26,666.00	19,128.95	12,698.20	11,298.02	11,509.67	81,300.04	24,623.75	17,333.05	16,797.27	7,137.32	15,096.64	80,988.03
4631918	Pool revenue	52,365.00	59,530.19	59,530.19	84.33	57,416.82	208,386.61	52,083.99	63,168.86	980.22	36.24	178.22	63,168.86
	Swim Team Reimb	92,820.00	3,142.10	1,825.39	14,108.49	14,354.18	230,109.61	95,276.22	6,280.50	87,197.86	9,731.74	19,814.71	244,386.17
	Pool membership		28,812.24	80,014.70									
<b>Total revenue</b>		<b>92,820.00</b>	<b>28,812.24</b>	<b>80,014.70</b>	<b>14,108.49</b>	<b>14,354.18</b>	<b>230,109.61</b>	<b>95,276.22</b>	<b>32,365.64</b>	<b>87,197.86</b>	<b>9,731.74</b>	<b>19,814.71</b>	<b>244,386.17</b>
<b>Expenditure</b>		43,111.58	29,792.44	29,980.85	16,309.40	14,239.13	133,433.40	40,061.69	34,649.97	36,154.01	17,492.94	15,557.66	143,916.27
5110210	Part-time wages	50,718.00	9,970.00	9,970.00	243.00	395.00	60,688.00	45,443.00	10,082.00	4,925.55	1,411.28	101.17	55,525.00
5211315	S.T. salary, LG wages	824.00	315.11	313.50	1,244.06	31.11	11,398.87	476.06	401.50	492.55	90.14	101.17	1,411.28
5220215	Training	7,264.00	2,859.70	2,326.51	1,994.93	439.86	10,745.69	18,132.93	173.07	2,676.90	2,535.67	6.42	18,396.14
5220810	Maint pool equip	3,816.00	2,168.39	1,004.51	130.11		4,310.21	7,843.40	1,806.17	99.04			15,966.21
5220819	Pool chemicals	2,699.00	1,004.51	476.59			1,343.19	2,202.89	1,867.87	646.32			4,176.22
5220825	Supplies	625.00	518.68	199.51			1,343.19	1,659.36					2,351.60
5220826	Clothing	4,154.00	2,979.80	1,784.57		70.23	11,542.88	1,551.93	3,834.86	2,991.12	477.66	303.61	9,159.18
	Vending supplies	113,211.58	49,608.63	35,081.53	22,475.78	15,175.33	235,552.85	117,371.26	52,815.44	42,999.94	20,596.41	17,118.85	250,901.90
<b>Total expenditure</b>		<b>113,211.58</b>	<b>49,608.63</b>	<b>35,081.53</b>	<b>22,475.78</b>	<b>15,175.33</b>	<b>235,552.85</b>	<b>117,371.26</b>	<b>52,815.44</b>	<b>42,999.94</b>	<b>20,596.41</b>	<b>17,118.85</b>	<b>250,901.90</b>
<b>Gain/loss</b>							<b>-5,443.24</b>						<b>-6,515.73</b>

<b>AQUATICS</b>		<b>1/1-6/30/14</b>	<b>July 2014</b>	<b>Aug 2014</b>	<b>Sep 2014</b>	<b>Oct 2014</b>	<b>Total 2014</b>	<b>1/1-6/30/15</b>	<b>July 2015</b>	<b>Aug 2015</b>	<b>Sep 2015</b>	<b>Oct 2015</b>	<b>Total 2015</b>
<b>Revenue</b>		63,885.00	17,461.38	15,639.47	3,136.76	2,453.57	102,576.18	62,962.64	23,738.45	15,352.69	868.16	6,115.65	109,037.59
<b>Total revenue</b>		<b>63,885.00</b>	<b>17,461.38</b>	<b>15,639.47</b>	<b>3,136.76</b>	<b>2,453.57</b>	<b>102,576.18</b>	<b>62,962.64</b>	<b>23,738.45</b>	<b>15,352.69</b>	<b>868.16</b>	<b>6,115.65</b>	<b>109,037.59</b>
<b>Expenditure</b>		8,857.00	14,969.55	15,294.75	3,315.00	915.00	43,351.30	7,856.87	14,851.32	16,174.25	3,695.00	1,380.00	43,957.44
5110210	Part-time wages	1,232.00	1,526.10	2,025.15	108.00	818.02	5,704.27	1,547.84	1,475.87	2,580.57		419.82	6,034.10
5220819	Supplies	10,089.00	16,495.65	17,319.90	3,418.00	1,733.02	49,055.57	9,404.71	16,327.19	18,764.82	3,695.00	1,799.82	49,991.54
<b>Total expenditure</b>		<b>10,089.00</b>	<b>16,495.65</b>	<b>17,319.90</b>	<b>3,418.00</b>	<b>1,733.02</b>	<b>49,055.57</b>	<b>9,404.71</b>	<b>16,327.19</b>	<b>18,764.82</b>	<b>3,695.00</b>	<b>1,799.82</b>	<b>49,991.54</b>
<b>Gain/loss</b>							<b>53,520.61</b>						<b>59,046.05</b>

<b>POOL PLUS AQUATICS TOTAL</b>		<b>1/1-6/30/14</b>	<b>July 2014</b>	<b>Aug 2014</b>	<b>Sep 2014</b>	<b>Oct 2014</b>	<b>Total 2014</b>	<b>1/1-6/30/15</b>	<b>July 2015</b>	<b>Aug 2015</b>	<b>Sep 2015</b>	<b>Oct 2015</b>	<b>Total 2015</b>
<b>Total Revenue</b>		332,685.79	284,608.42	48,077.37			332,685.79	284,608.42	48,077.37				332,685.79
<b>Total Expenditure</b>		284,608.42	48,077.37				284,608.42	48,077.37					284,608.42
<b>Gain/loss</b>													

<b>SUMMER CAMPS</b>		<b>1/1-6/30/14</b>	<b>July 2014</b>	<b>Aug 2014</b>	<b>Sep 2014</b>	<b>Oct 2014</b>	<b>Total 2014</b>	<b>1/1-6/30/15</b>	<b>July 2015</b>	<b>Aug 2015</b>	<b>Sep 2015</b>	<b>Oct 2015</b>	<b>Total 2015</b>
<b>Revenue</b>		591,284.00	80,416.49	75,320.84	18,638.86	0.00	765,660.19	641,976.38	87,666.44	75,350.97	18.07	18,345.98	823,357.84
<b>Total revenue</b>		<b>591,284.00</b>	<b>80,416.49</b>	<b>75,320.84</b>	<b>18,638.86</b>	<b>0.00</b>	<b>765,660.19</b>	<b>641,976.38</b>	<b>87,666.44</b>	<b>75,350.97</b>	<b>18.07</b>	<b>18,345.98</b>	<b>823,357.84</b>
<b>Expenditure</b>		50,718.00	118,609.06	116,449.93	14,976.87	300,753.86	42,602.09	57,192.87	137,463.40	133,729.20	15,060.41	343,445.88	
5110210	Part-time wages	10,289.00	27,224.09	5,089.00	30,358.87	42,602.09	135,069.96	11,027.00	27,611.70	200.00	5,984.56	38,836.70	
5210146	Contract employees	45,249.00	40,035.64	19,426.45	14,976.87	300,753.86	135,069.96	53,066.79	53,887.18	28,056.79	21,044.97	140,995.32	
5220819	Supplies	106,256.00	185,868.79	140,965.38	45,335.74	0.00	478,425.91	121,286.66	218,962.28	161,985.99		0.00	523,279.90
<b>Total expenditure</b>		<b>106,256.00</b>	<b>185,868.79</b>	<b>140,965.38</b>	<b>45,335.74</b>	<b>0.00</b>	<b>478,425.91</b>	<b>121,286.66</b>	<b>218,962.28</b>	<b>161,985.99</b>	<b></b>	<b>0.00</b>	<b>523,279.90</b>
<b>Gain/loss</b>							<b>287,234.28</b>						<b>300,077.94</b>

**Total Summer Season**      **335,311.65**      **352,608.26**