

**Agenda for the Regular Meeting of the Board of Directors  
Tuesday – February 10, 2015**

**7:30 PM - Marinwood Community Center Classroom**

<b>Time</b>	<b>Description:</b>	<b>Board Action</b>
<b>A. 7:30 PM</b>	<b>CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b>	
<b>B. 7:30 PM</b>	<b>AGENDA</b>	Approve
<b>C. 7:35 PM</b>	<b>CONSENT CALENDAR</b> a. Minutes of Regular Meeting of January 13, 2015 b. Bills Paid nos. 637-725 c. County of Marin: 2014/2015 Annual Statement of Investment Policy d. County of Marin: 12/31/14 Report of County, Schools and District Investments	Approve
<b>D. 7:45 PM</b>	<b>OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>Speakers are asked to limit comments to two minutes. Speakers may comment only on non-agenda and Closed Session items. 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 refer the matter to a future meeting agenda.</i>	
<b>E. 7:55 PM</b>	<b>CORRESPONDENCE</b> 1. MCSD Support Letter to Board of Supervisors Re: Nomination of Lucas Valley Road for Caltrans Scenic Road Designation	Review
<b>F. 8:00 PM</b>	<b>FIRE DEPARTMENT MATTERS</b> 1. Draft Report of Fire Commission meeting of February 4, 2015 2. Fire Chief Operations Report 3. 2015/2016 Fire Department Budget - Preliminary 4. Implementation of Paramedic Program - status 5. Light-Duty Policy - Draft 6. Shared Services Update 7. Date of next meeting – March 3, 2015	Review Review Approve Review Review Review
<b>G. 8:25 PM</b>	<b>PARK AND RECREATION MATTERS</b> 1. Draft Report of Park and Recreation Commission meeting of January 27, 2015 2. Proposed Pool Rates for 2015 Season 3. Proposed Camp Rates for 2015 Season 4. Recreation and Maintenance activity reports 5. Reallocation of Measure A Funds for FY 14/15 6. Date of next meeting – February 24, 2015	Review Approve Approve Review Approve
<b>H. 8:50 PM</b>	<b>NEW AND OTHER BUSINESS</b> 1. Call For Nominations - Marin LAFCO, Special District Elections 2. Call for Nominations – CSDA Board of Directors, Bay Area Network, Seat A 3. Notification of Nominations – 2015 Election SDRMA Board of Directors 4. Posting of Board Member Personal Contact Info on Agency Website 5. Other New Business – non-action items	Nominate Nominate Nominate Approve
<b>I. 9:15 PM</b>	<b>RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST</b> <b>CLOSED SESSION</b> <i>Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working condition matters, pursuant to Government Code section 54957.6</i> <b>DATE OF NEXT REGULAR BOARD MEETING – March 10, 2015 at 7:30 PM</b>	

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday January 13, 2015

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

**Present:**

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

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

Park and Recreation Commissioners: Chair Izabela Perry.

Others Present: Stephen Nestel, Eric Dreikosen and Linda Barnello.

**Call to Order and Pledge of Allegiance**

**Agenda**

No changes or additions.

**Consent Calendar**

1. *Minutes of Regular Meeting of December 9, 2014:* Kai stated in regards to the absences in the Park and Recreation Commission it should state "multiple" Commissioners have missed, not to directly call them out by name. Stephen Nestel objected and stated the number of absences should be counted by name. The Board noted they are aware of the absences and have reiterated proper attendance to all Commissioners.
2. *Bills Paid nos. 518-636:* Dearborn stated she had questions regarding "holiday pay". Roach replied it is paid twice a year and it is an additional half time pay for the firefighters. Dearborn asked what the "legal fees" were for. Horne replied personnel issues. Dearborn asked why there were so many bills paid towards "vehicle maintenance". Roach replied it is continual maintenance for Engine 58. Nestel asked if the \$17,000 for Firefighter overtime was over budget. Roach replied the department is down personnel, the line is over budget, but some of the costs are being reimbursed by the State.

**Open Time for Items not on Agenda**

Nestel commented the Board should consider abandoning Roberts Rules in favor of Rosenberg's Rules, which are easier to understand. Nestel commented he had sent emails regarding this issue and did not receive a response. It is the Board's duty to converse with the public. Nestel added he believes the main room of the center needs fans, the air conditioner that was purchased is going to be too costly.

Horne stated he will look into Rosenberg's Rules. Hansell stated the meetings of the CSD Board are just that, Board meetings. The public may observe, and comment, but the purpose is for the Board to meet, discuss and decide matters. Read stated the Board has never to her knowledge not conversed with the public. Read added if a member of the public is going to accuse a Board member of violating the Brown Act, then the accuser should provide the Board with a copy of the Brown Act with the section highlighted that is being violated.

Barnello questioned why the Employee Handbook could not be broken up into two; one for Miscellaneous employees, one for Fire. Hansell replied that question has been brought up before. Horne commented there is a lot of overlap between the Departments.

Roach stated Ryan Brackett was honored as Firefighter of the Year at the annual Fire Department dinner. Roach stated Jeff Smith a volunteer with the District has been hired as a temporary Firefighter to help with the fact the Department is down personnel.

**Financial Matters**

1. *Second Quarter Budget Report:* Horne reported overtime costs are high, but not too bad. The District did receive property taxes and can project that it will receive \$30,000 more than originally projected. Horne does have to do a budget adjustment for pool capital expenditures. Dearborn commented the District Manager is always projecting and she would rather have a more detailed approach. Read stated monthly forecasting would require a lot of work. It would be possible to go back and look at quarterly averages historically. Read stated the new Manager could provide us with quarterly forecasts. DeMarta noted that he and his staff look at expenditures and revenues on a monthly basis and are always very aware of the budget. Kai commented the CSD could save time and move towards a two year budget rather than one. Horne replied yes that might be a possibility, but the timing now is not right.
2. *Long Range Budget Status:* Horne provided a graph and commented if the District can keep up the current level of revenues over expenditures it will be possible to save for retiree costs. This projection does not include wages or benefit changes. Barnello asked how much per year is the unfunded liability for retiree health. Horne replied it is over \$300,000, but it is not necessary to save that amount each year.

3. *Review January 2013 Sustainability Committee Report:* Read stated she wanted to look at what had been accomplished and what still needs to be done. Read commented the passage of Measure G had helped the outlook. Horne stated the reduction in Park staff and the added benefit costs the employees had absorbed had helped. Read commented option three on the report (District Manager, Outsourced Fire Chief and Park/Rec Manager) is still available. The Board should consider outsourcing the Fire Chief position. Hansell replied the current Chief is very affordable, any savings the District will see will disappear in subsequent years. Nestel asked if any consideration had been given to combining Fire Departments. Read replied yes, Hansell and herself had spent years attending meetings regarding the combining of the Marinwood and San Rafael Departments. Hansell stated there are station differences, revenues and salaries are higher in San Rafael. Hansell added in past discussions it had been determined that Fire Stations in Marin are distributed properly and there should be no elimination of stations. Roach agreed northern Marin stations operate in a true boundary drop. Hansell commented an ideal situation would be to move towards a County Fire Department. Ultimately it is up to the citizens to decide how much they are willing to pay for Fire Service. In regards to option three Hansell would recommend waiting until the current chief had retired. Horne commented with the current change in Management, Roach is very much an asset to the District. Kai stated he agreed with Hansell. Dearborn commented the Board chose option one, not three and it is working; the remaining staff had stepped up. Hansell replied the reality is that DeMarta is doing two jobs for the compensation of one. Dearborn stated she felt that discussion had already occurred. Kai additionally noted the District will lose control of the Department under option three. Hansell agreed it would be hard to put back together once the outsourcing had occurred. Dearborn questioned the purpose of this discussion at this point in time. Read replied the District needs to save money. Hansell replied the District shouldn't be looking at option three for at least five years. Read replied the District is not meeting its goals. Hansell stated the recreation department continues to meet their revenue goals, but the issue is space. It would be beneficial to the District to increase its square footage. Additionally the Board needs to keep an eye on the Park outsourcing and whether it makes sense to outsource additional staff. Perry stated expense wise the Recreation and Park Departments are running a very tight ship. DeMarta has been performing miracles bringing in an additional \$100,000/year; it is unreasonable to expect that from DeMarta every year moving forward. The hole for the District is \$300,000 and that is going to be hard to fill. Perry continued she hates taxes, but it might be the only option. The District has an extensive Capital Improvement plan and community expectations have risen over the past few years.

#### **Fire Department Matters**

1. *Fire Chief Operations Report:* Roach stated he will be meeting with Chief Grey next week regarding shared services and the paramedic program. Hansell stated he appreciated the temporary new hire and wished the Union would allow the hiring of an additional temporary firefighter.
2. *Implementation of paramedic program:* See above.

#### **Park and Recreation Matters**

1. *Draft Report of Park and Recreation Commission meeting of December 23, 2014:* No comments.
2. *Recreation and Maintenance activity report:* DeMarta reported the winter community events had gone very well. The next upcoming event is "Raise a Glass" a winter wine tasting which will be held February 28<sup>th</sup>. Holiday camp had concluded and net revenue was \$16,000. The staff is working on the Spring/Summer Review. DeMarta had met with the Supervisors to discuss budget and programming for the summer. Additionally the Recreation department will be adding new sponsors for Community Events. Hansell thanked staff for Horne's retirement party, it was a very nice evening. DeMarta reported he had cancelled the community center janitorial and will be moving forward with in-house janitorial. Additionally DeMarta had met with a pool contractor to secure a bid for new heaters and filters. Dearborn asked to see the report. DeMarta replied he had sent the report to Marin Energy as well to check for rebates on the new equipment. DeMarta reported he had been working with the Park staff on safety issues as well. Hansell asked if removal of the Park Maintenance shed is something that is being considered. DeMarta replied staff needs to go through an inventory and decide what items need to stay. Hansell requested a policy for the staff regarding proper placement of materials and equipment. DeMarta agreed. Barnello commented she had emailed DeMarta regarding the positive appearance of the panhandle, residents are noticing.

#### **New and Other Business**

1. *Board member Commission liaison appointments- the Board President will appoint Board members to committee and to commission liaison positions:* Read stated she will be adding a new appointment; parliamentarian for Roberts Rules, that appointment will go to Justin Kai as well as MERA Representative and Park and Recreation Commission liaison. Read stated there is no Personnel Committee at this time and will appoint ad-hoc committees as needs and issues arise. Read will have Dearborn review the Employee

Handbook. Read assigned herself and Shea to Representatives to the Fire Commission. Hansell will work on the solar energy project. Read appointed herself to be liaison for Fire Shared Services. Read stated she will not be making any changes to the Fire wage negotiations; it will remain Jeff Naylor, Bill Shea and Tarey Read. Hansell stated he will be the backup on the Fire Shared Services.

2. *Status of Power Purchase Agreement:* Hansell stated the District had received the preliminary engineering. Horne noted there is no visual or set schedule. The contractor was on site and Horne commented he personally did not feel the project would be completed by the beginning of the pool season. Dearborn had hesitations regarding staging and project management. Horne replied staging was discussed. Nestel commented the project is not reasonable and urged the Board not to place solar panels at the pool facility. Hansell commented he is willing to assist in design free of charge and will bring visual representation to the Board. Dearborn asked to be included in any future meetings with the contractor.

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

Hansell noted this would be Horne's last meeting.

Dearborn thanked the Lion's Club for the bulb plantings. Read asked that a thank you letter be sent.

Horne reported LAFCO is seeking nominations.

#### **CLOSED SESSION**

Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working condition matters, pursuant to Government Code section 54957.6: Closed session began at 10:00PM. Closed session ended at 11:45PM, the Board gave direction to the Districts lead negotiator.

The date of the next Regular Board meeting is February 10, 2015 at 7:30PM.

The meeting was adjourned at 11:46PM.

Respectfully submitted,  
Carolyn Sullivan

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

Fund 73700

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

Approved by the Board of Directors on February 10, 2015

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
637	Marin Prof. Firefighters	214.50	Union Dues	3100	5211330	103000	214.50
638	Ca Assoc of Pro Fire	214.50	Long Term Disability	3100	5130120	103000	214.5
639	AIG Life	403.88	Life Ins. Feb	3100	5130120	103000	188.36
				2100	5130120	103000	101.78
				1100	5130120	103000	113.74
640	PERS Retirement	17,851.78	Retirement 1/23/15	3100	5130510	103000	14,329.00
				2100	5130510	103000	1,914.81
				1100	5130510	103000	1,607.97
641	Marinwood CSD	91,716.56	Fire Reg Salary	3100	5110110	103000	31,927.68
			Fire Overtime	3100	5120110	103000	5,128.92
			Shift Cap/Work week	3100	5110319	103000	966.24
			4850 Pay	3100	5110110	103000	3,539.20
			Admin Asst	3100	5110210	101000	427.82
			Admin Mngr	3100	5110110	101000	9,112.32
			Admin Asst	2100	5110210	101000	427.82
			Admin Asst	1100	5110210	101000	213.90
			Admin Mngr	2100	5110110	101000	4,556.16
			Admin Mngr	1100	5110110	101000	4,556.16
			Rec Salary	2100	5110110	103000	10,420.00
			Rec Hourly	2100	5110210	103000	899.50
			Park Salary	1100	5110110	102000	7,436.90
			Bldg Attendant	2100	5110210	104000	690.00
			Youth Prog.	2100	5110210	110000	8,533.25
			Adult Prog	2100	5110210	111000	50.00
			Payroll Billing	3100	5210230	103000	117.81
			Payroll Billing	2100	5210230	103000	73.65
			Payroll Billing	1100	5210230	103000	16.54
			FICA	3100	5140140	103000	2,881.75
			FICA	2100	5140140	103000	3,051.35
			FICA	1100	5140140	103000	564.04
			Ca/Edu	3100	5140145	103000	1,393.76
			Ca/Edu	2100	5140145	103000	1,060.53
			Ca/Edu	1100	5140145	103000	272.81
			Benefits Withholding		2120066	103000	-6,601.55
642	PERS Health	39,218.47	Health Ins Jan.	3100	5130120	103000	21,953.59
				2100	5130120	103000	7,277.38
				1100	5130120	103000	9,987.50
643	AFLAC	153.90	Disability Ins.	1100	5130120	103000	153.90
644	AIG Life	363.86	Life Ins. Jan.	3100	5130120	103000	188.36
				2100	5130120	103000	101.78
				1100	5130120	103000	73.72
645	PERS Retirement	18,158.67	Retirement 1/9/15	3100	5130510	103000	14,412.21
				2100	5130510	103000	2,026.65
				1100	5130510	103000	1,719.81
646	Marinwood CSD	66,481.81	Fire Reg Salary	3100	5110110	103000	31,236.48
			Fire Overtime	3100	5120110	103000	2,575.22
			Shift Cap/Work week	3100	5110319	103000	1,329.05
			4850 Pay	3100	5110110	103000	3,539.20
			Admin Asst	3100	5110210	101000	530.74
			Admin Mngr	3100	5110110	101000	1,756.87
			Admin Asst	2100	5110210	101000	530.74
			Admin Asst	1100	5110210	101000	265.36
			Admin Mngr	2100	5110210	101000	878.44
			Admin Mngr	1100	5110210	101000	878.43
			Rec Salary	2100	5110110	103000	10,420.00
			Rec Hourly	2100	5110210	103000	274.25
			Park Salary	1100	5110110	102000	7,436.90
			Bldg Attendant	2100	5110210	104000	712.00
			Youth Prog.	2100	5110210	110000	523.50
			Adult Prog	2100	5110210	111000	180.00
			Payroll Billing	3100	5210230	103000	118.44

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			Payroll Billing	2100	5210230	103000	54.90
			Payroll Billing	1100	5210230	103000	21.11
			FICA	3100	5140140	103000	2,661.30
			FICA	2100	5140140	103000	1,560.90
			FICA	1100	5140140	103000	564.04
			Ca/Edu	3100	5140145	103000	1,022.38
			Ca/Edu	2100	5140145	103000	604.08
			Ca/Edu	1100	5140145	103000	272.81
			Benefits Withholding		2120066	103000	-6,919.33
			Preschool	2100	5110210	108000	3,454.00
647	Delta Dental	2,463.37	Dental Ins Jan	3100	5130120	103000	1,334.82
				2100	5130120	103000	448.93
				1100	5130120	103000	679.62
648	PERS Health	38,763.27	Health Ins Feb.	3100	5130120	103000	21,726.08
				2100	5130120	103000	7,163.48
				1100	5130120	103000	9,873.71
649	AT&T	79.00	Internet	1100	5210725	103000	79.00
650	PG&E	3,506.98	Gas/Electirc Nov&Dec	3100	5210810	103000	1,323.44
				2100	5210810	103000	1,550.33
				1100	5210810	103000	633.21
651	Comcast	73.62	Cable Firehouse	3100	5210725	103000	73.62
652	Comcast	134.00	Internet	3100	5210725	103000	67.00
				2100	5210725	103000	67.00
653	MMWD	604.02	Water Oct-Dec	3100	5210835	103000	100.00
				2100	5210835	103000	12.77
				1100	5210835	103000	491.25
654	Comcast	77.88	Cable Firehouse	3100	5210725	103000	77.88
655	PG&E	1,333.01	Streetlights Dec.	4100	5210825	103000	1,333.01
656	Nextel	213.24	Cell phones	3100	5210725	103000	213.24
657	PG&E	140.41	Gas	2100	5210810	103000	140.41
658	North Bay Portables	180.82	Porta Potty	1100	5220310	103000	180.82
659	Marin Sanitary Service	2,204.54	Garbage Dec.	3100	5210815	101000	220.45
				2100	5210815	101000	440.91
				1100	5210815	101000	1,543.18
660	US Bank	7,838.98	Food	3100	5220826	103000	408.94
			Treadmill repair	3100	5220210	103000	250.23
			Station supplies	3100	5220810	103000	56.73
			Fuel	3100	5220610	103000	475.06
			Office expense	3100	5220110	103000	613.96
			Reimb. Expenses	3100	5220110	103000	198.76
			Phone Engine 58	3100	5210725	103000	30.00
			Travel	3100	5211440	103000	50.00
			FF awards	3100	5220310	103000	300.00
			Fingerprinting	3100	5210128	103000	30.00
			Office expense	2100	5220110	103000	2,157.99
			Recreation expenses	2100	5220819	103000	1,966.46
			Camp	2100	5220819	107000	11.84
			First Aid supplies	2100	5220828	103000	65.49
			Comm. Recreation	2100	5220819	112000	461.74
			Youth Prog.	2100	5220819	110000	136.83
			Park Maint	1100	5211140	103000	294.34
			Office expense	1100	5220110	103000	311.90
			Vehicle Maint	3100	5210910	103000	18.71
661	Bank of NY Mellon	8,800.00	Interest	3100	5211715	103000	4,400.00
				2100	5211715	103000	4,400.00
662	Bank of NY Mellon	1,537.00	Admin Fees	2100	5210215	103000	1,537.00
663	CPS HR	360.25	Consultant	3100	5210120	103000	120.25
				2100	5210120	103000	120.00
				1100	5210120	103000	120.00
664	Siemens	257.25	Streetlights Dec.	4100	5210915	103000	257.25
665	Krav Maga	1,050.00	Adult Fitness	2100	5220819	111000	1,050.00
666	DC Electric	2,452.00	Tennis Ct Lights Maint	1100	5211140	103000	2,452.00
667	Pitney Bowes	500.00	Postage account	2100	5220110	103000	397.00
				3100	5220110	103000	103.00
668	LN Curtis & Sons	7,365.72	FF Turnouts/Gear	3100	5220810	103000	4,883.48
				3100	5220825	103000	2,482.24
669	ECMS Inc.	3,071.31	Clothing	3100	5220810	103000	3,071.31

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
670	Wattco	136.71	Vehicle Maint	3100	5220210	103000	136.71
671	DC Electric	128.00	Electrical Maint	1100	5211140	103000	128.00
672	Vanguard	295.00	Janitorial	2100	5211110	104000	295.00
673	Luna, Carlos	100.00	Computer maint	2100	5220110	103000	100.00
674	Project A	102.50	Email svcs	3100	5220110	103000	78.50
				2100	5220110	103000	24.00
675	SpeedPro	21.20	Marketing	2100	5210122	103000	21.20
676	State of Ca Indus. Relation	220.00	Pool slide Inspection	2100	5220215	105000	220.00
677	Napa Auto Parts	75.31	Vehicle Maint	1100	5220910	103000	75.31
678	Swift Tree Care	1,600.00	Tree removal	1100	5211140	103000	1,600.00
679	Costco	1,115.07	Office expense	2100	5220110	103000	82.73
			Youth Prog.	2100	5220819	110000	247.86
			Recreation expenses	2100	5220819	103000	402.02
			Comm Recreation	2100	5220819	112000	382.46
680	Marin Ace	272.84	Comm Recreation	2100	5220310	104000	272.84
681	Marin Landscape Material	2,492.83	Sand/Bags/Rock	1100	5211140	103000	2,492.83
682	Praxair	112.95	Equip Rental	1100	5211220	103000	112.95
683	Ewing Irrigation	144.04	Grounds Maint	1100	5211140	103000	144.04
684	Home Depot	46.07	Grounds Maint	1100	5211140	103000	46.07
685	Bucks Saw Svcs	442.54	Equip Maint	1100	5210940	103000	317.75
			Equip Replacement	1100	5220210	103000	124.79
686	Co of Marin Tax Collect	1,450.74	Vehicles/Fuel	1100	5220610	103000	320.77
				3100	5210910	103000	1,129.97
687	Jacksons Hardware	125.01	Grounds Maint	1100	5211140	103000	125.01
688	Grainger	76.21	Batteries	3100	5220210	103000	76.21
689	ASCAP	32.50	Music licensing	2100	5220819	112000	32.50
690	Central States Fire	136.53	Switch	3100	5220210	103000	136.53
691	Co of Marin Sheriff	510.50	Mobile Computer	3100	5220210	103000	510.50
692	Fire Service Specification	442.50	Tool Maint	3100	5220810	103000	442.50
693	West End Nursery	1,024.44	Plants	1100	5211140	103000	1,024.44
694	Landesign	2,985.00	Contract Landscaper	1100	5211125	103000	2,985.00
695	American Soil	270.94	Sand/Bags/Rock	1100	5211140	103000	270.94
696	NuCo2	23.33	Equip Maint	1100	5210940	103000	23.33
697	Western Exterminator	210.50	Pest control	3100	5220310	103000	142.75
				2100	5220310	103000	67.75
698	Santa Rosa Jr	886.18	FF Classes	3100	5211320	103000	886.18
699	Co of Marin Tax Collect	876.45	Vehicle Maint/Fuel	3100	5210910	103000	720.18
				1100	5220610	103000	156.27
700	Carquest	23.73	Vehicle Maint	3100	5210910	103000	23.73
701	Staples	1,115.07	Office expense	2100	5220110	103000	704.67
				3100	5220110	103000	410.40
702	Hagel	1,442.76	Janitorial	2100	5220827	103000	1,442.76
703	Grainger	530.15	Firefighter Equip Maint	3100	5220210	103000	530.15
704	Pitney Bowes	116.00	Meter Lease	2100	5220110	103000	116.00
705	Commercial Pool Systems	5,298.75	Pool Consult	2100	5220215	105000	5,298.75
706	Project A	102.50	Email svcs	3100	5220110	103000	25.00
				2100	5220110	103000	77.50
707	6th Gear Promotions	355.06	Firefighter Patches	3100	5220825	103000	355.06
708	Aquatics by Armando	99.99	CPO Course	1100	5211340	103000	99.99
709	Giron, Marco	34.20	Travel	1100	5211440	103000	34.20
710	Taylor, Kathy	38.00	Refund Tennis	2100	4631915	109000	38.00
711	McBride, Ann	609.70	Irish Dance	2100	5210146	110000	609.70
712	Laing, DJ	986.00	Tae Kwon Do	2100	5210146	110000	986.00
713	Costello, Christine	984.75	Zumba	2100	5210146	111000	984.75
714	Marin Canoe Kayak Club	300.00	Refund Rental Deposit	2100	4410225	104000	300.00
715	DeMarta, Shane	250.00	Reimb. Expenses	2100	5220310	104000	250.00
716	Horne, Thomas	108.65	Reimb. Expenses	3100	5220110	103000	54.33
				2100	5220110	103000	54.32
717	Boya, Traci	40.00	Logo	2100	5210122	103000	40.00
718	Fretwell, Lucas	395.46	Reimb. Expenses	2100	5220819	111000	395.46
719	DeMarta, Shane	41.67	Paint Creekside	2100	5220215	105000	41.67
720	Fretwell, Lucas	366.76	Special events	2100	5220819	112000	104.52
			Office expense	2100	5220110	103000	200.00
			Park Maint	1100	5211140	103000	62.24
721	Costello, Christine	1,523.20	Zumba	2100	5210146	111000	1,523.20
722	Kenley, Scott	712.50	Consultant	3100	5210120	103000	712.50
723	Wilhelm, Alex	192.00	FF Training Reimb	3100	5211340	103000	192.00

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
724	DeMarta, Shane	500.00	Reimb. Ex. Comm. Even	2100	5220827	103000	500.00
725	USTA	35.00	Tennis Assoc. Member	2100	5211330	103000	35.00
<b>TOTAL:</b>		<b>350,342.39</b>					<b>350,342.39</b>

Total by Department:							
	Streetlights			4100			1,590.26
	Fire Department			3100			200,958.10
	Recreation Department			2100			98,356.31
	Park Department			1100			62,958.60

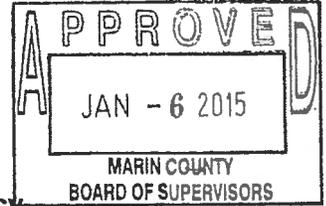
January 6, 2015

Roy Given, CPA  
DIRECTOR

Cristine Alilovich  
ASSISTANT DIRECTOR

Karen Shaw  
INVESTMENT OFFICER

Board of Supervisors  
County of Marin  
Civic Center  
San Rafael, CA 94903



**Subject: 2014/2015 Annual Statement of Investment Policy**

Dear Board Members:

Marin County Civic Center  
3501 Civic Center Drive  
Suite 209  
PO Box 4220  
San Rafael, CA 94913-4220  
415 473 6143 T  
415 473 3741 F  
CRS Dial 711  
[www.marincounty.org/treas](http://www.marincounty.org/treas)

**Recommendation:** Pursuant to Government Code Section 53646, the attached annual Statement of Investment Policy for funds managed by the treasurer's office for the County, schools, college, and special districts is submitted for your review and approval.

**Summary:** The policy has been reviewed and monitored by the County Treasury Oversight Committee. The committee's membership is listed below. The authority for the committee and their responsibilities are contained in Government Codes sections 27130-27137.

Additionally, the County Treasurer's investment pool is reviewed and monitored monthly by Fitch Ratings, an independent rating agency. Their report is attached. We continue with a rating of AAA/V1. The County's AAA rating has been maintained since 1994.

The rating received is reflective of the outstanding work of the Treasury staff. Please call any one of us should you have any questions.

**Alternative Recommendation:** N/A

**Reviewed by:**  Finance Department  N/A  
 County Counsel  N/A  
 Administrator  N/A

Respectfully submitted,

Roy Given  
Director of Finance

cc: Treasury Oversight Committee:  
Matthew Hymel, County Administrator  
Mary Jane Burke, Marin County Superintendent of Schools  
Dan Hom, Special Districts Representative  
Thomas Lohwasser, School Districts Superintendent Representative  
Jean Bonander, Public Member

PG. 2 OF 2

Roy Given, Director of Finance  
Marin County School Districts  
Special Districts  
MCERA

## Marin County Investment Pool

### Full Rating Report



### Pool Features

Inception Date	Circa 1950
Pool Type	LGIP
Investment Advisor	Marin County Director of Finance
Custodian	Wells Fargo
Investor Composition	87% Captive Participants
Assets	\$761,000,000

### Key Rating Drivers

**High-Quality Credit Portfolio:** The Marin County Investment Pool (the pool) invests primarily in U.S. government obligations and registered money market funds rated 'AAAmf' by Fitch Ratings or equivalent. The pool also currently invests a small amount in the Local Agency Investment Fund (LAIF), a local government investment pool (LGIP) managed by California's Pooled Money Investment Board.

**Liquidity Management Supports Predictable Flows:** The maturity profile of the pool is managed to meet anticipated cash flow needs of the pool's participants. By its investment policy, the pool seeks to maintain adequate cash on hand to meet cash disbursements and payroll through maturing investments. Cash flow projections are an integral part of the overall cash management responsibilities of the pool administrator.

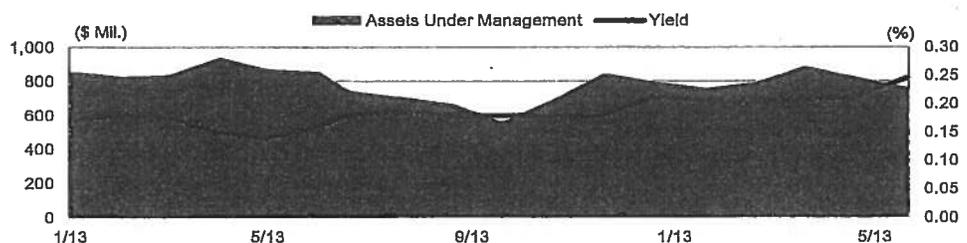
**Low Sensitivity to Market Risk:** The pool employs a cash flow-matching investment strategy to structure investment maturities to coincide with conservative expectations of draws on the portfolio. The pool has historically benefited from highly predictable cash outflow needs of the pool's participants, the majority of which are captive in nature. Market risk is mitigated by the duration of the pool, which typically is two years or less, as well as the predictable nature of the cash outflows of the largely captive participant base.

**Stable Investor Base:** The pool is managed on behalf of the pool participants, which are largely captive in nature and include the county, school districts, trial courts, recreation and park districts, libraries, landfills and other special districts.

**Oversight Decreases Operational Risk:** Portfolio oversight and operational controls are consistent with the assigned ratings. The pool is organized and invested in accordance with the state of California government code section 53600 and section 53639 and is not registered under federal law. A treasury oversight committee reviews the pool on a regular basis. The pool is also subject to quarterly and annual audits from external auditors.

**Industry Standard Administration and Systems:** The Marin County treasurer's office uses appropriate systems for investment, administration, portfolio management and trading. Processes provide decisionmaking tools for risk analysis and investment-allocation tools.

### Assets Under Management and Yield



Source: Fitch.

### Analysts

Gwen Stone, J.D.  
+1 212 908-9128  
gwen.fink-stone@fitchratings.com

Russ Thomas  
+1 312 388-3189  
russ.thomas@fitchratings.com

### Rating Rationale

The Marin County Investment Pool is rated 'AAA/V1' by Fitch. The 'AAA' fund credit rating reflects the investment portfolio's vulnerability to losses as a result of defaults in its bond holdings and is based on the actual and prospective average credit quality of the portfolio's investments. The 'V1' fund volatility rating reflects the relative sensitivity of the investment portfolio's net asset value to assumed changes in credit spreads and interest rates, as well as certain other market risk parameters.

Fitch's evaluation of the pool also considers the management and operational capabilities of the Marin County treasurer's office and the legal and regulatory framework under which the pool operates. Portfolio valuation reports are submitted to Fitch on a monthly basis. As of June 30, 2014, the pool had approximately \$762 million under management.

### Organizational Overview

The county of Marin is located in Northern California. The pool is managed by the Marin County director of finance on behalf of the pool participants. Participants are defined as: Marin County; Marin public school agencies; Marin Community College; the Marin County Office of Education; districts under the control of the county board of supervisors and autonomous/independent districts, whose treasurer is the Marin County director of finance and any other districts or agencies approved by the board of supervisors and the county treasurer, using Marin County as their fiscal agent.

Roy Given, Marin County's director of finance, has overall responsibility for overseeing the pool's investments and operations. The pool's investment policies are reviewed periodically by the treasury oversight committee, consisting of representatives from Marin County, the superintendent of schools' office and school and special districts.

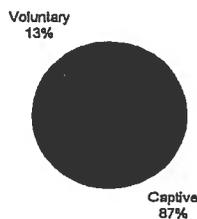
The pool is also subject to an annual external financial audit performed by an independent certified public accounting firm in addition to a quarterly cash count verifying cash and investment balances. Wells Fargo Institutional Trust Services, a unit of Wells Fargo Bank, N.A. (rated 'AA-/F1+' by Fitch), acts as the safekeeping agent and custodian for the pool's assets. There are daily and monthly reconciliations of records with the custodian.

### Pool's Objectives and Investment Practices

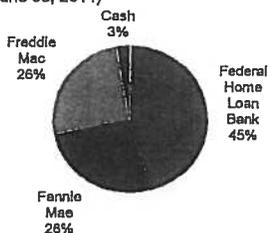
The pool's primary investment objective is preservation of capital. The secondary objective is to maintain sufficient liquidity to enable participants to meet their operating requirements. The tertiary objective of the pool is to obtain a rate of return consistent with the first two objectives.

The pool seeks to pursue its investment objectives by investing in a diversified portfolio of high-quality debt securities rated at least 'A/F1' by Fitch or equivalent. Permitted investments include U.S. Treasury and government agency securities and state of California bonds, as well as registered warrants, bankers' acceptances, commercial paper, negotiable certificates of deposit, time deposits, medium-term notes, shares of money market funds, repurchase agreements and the LAIF. Under the pool's investment policies, the use of reverse repurchase agreements or securities lending programs is not permitted. Additionally, in accordance with Marin County's Nuclear Free Zone Ordinance No. 3502 Measure A, the county is prohibited from investing in securities or other obligations of any corporation or business entity that is a nuclear weapons contractor.

Pool Participation (%)



Portfolio Composition (As of June 30, 2014)



Note: Numbers may not add to 100% due to rounding.  
Source: Marin County Treasurer.

### Related Criteria

Global Bond Fund Rating Criteria (August 2013)

The fund invests 97% in U.S. Treasury and government agency securities, with the balance in money market funds, LAIF and revenue anticipation notes.

### Asset Credit Quality

As of June 30, 2014, approximately 97.30% of the portfolio was invested in U.S. government agency securities, 2.6% in money market funds, 0.07% in revenue anticipation notes (RANs) and 0.03% in LAIF. According to the pool's investment policy, eligible money market instruments must be rated at least 'A/F1' by Fitch or equivalent, except for the LAIF, which is not rated.

The pool restricts concentrations in any one issuer (other than the U.S. government and its agencies) to a maximum of 5% of total assets to minimize single-issuer exposure. Repurchase agreements are entered into only with counterparties rated at least 'A/F1' by Fitch or equivalent and are 102% collateralized by U.S. government securities. As of June 30, 2014, the pool did not have any investments in repurchase agreements.

LAIF is a LGIP with assets under management of \$21.1 billion as of June 30, 2014. LAIF's assets are not comingled with the state's moneys or in any way available for state use. Fitch does not rate LAIF. However, Fitch views it as being managed in a manner generally consistent with other Fitch-rated LGIPs operating in the state of California in terms of asset credit quality, issuer diversification, investor diversification and liquidity management. As of July 30, 2014, the pool had a total of \$236,237, or 0.03% of its assets, in LAIF.

Fitch generally views investments in LAIF by other rated entities of less than or equal to 15% as consistent with 'AAA/V1' ratings, particularly if such investments serve as the sole or primary source of overnight liquidity. Higher levels of exposure to LAIF may be viewed as consistent with 'AAA/V1' ratings, provided such additional investment does not serve as the sole or primary source of the portfolio's overnight liquidity.

### Weighted-Average Rating Factor

Based on the portfolio credit quality and maturity profile as of June 30, 2014, Fitch calculated the weighted-average (WA) rating factor of the pool to be consistent with an 'AAA' fund credit rating. This analysis includes a reduction of the credit factors for securities in the portfolio maturing within 13 months, in recognition of the lower default probability of such securities relative to longer-dated securities. As of June 30, 2014, securities maturing in 13 months or less of their stated maturities represented approximately 76.3% of the portfolio.

### Rating Distribution and Minimum Ratings

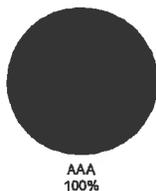
In evaluating LGIPs, Fitch also considers the portfolio's minimum asset ratings, as well as the extent to which the portfolio may undertake a barbelled investment strategy. As of June 30, 2014, the portfolio consisted of long-term assets rated 'AAA', short-term assets rated at least 'F1' by Fitch or equivalent and the minimal investments in LAIF. The high credit quality and absence of a barbelled investment strategy are viewed as consistent with the 'AAA' fund credit rating assigned to the portfolio.

### Diversification

The pool is mainly invested in U.S. government agency securities, which are viewed as the highest credit quality, and liquid holdings. As of June 30, 2014, the portfolio held 25.9% of its total assets in securities issued by Freddie Mac, 26.1% in securities issued by Fannie Mae and 45.3% in securities issued by the Federal Home Loan Bank (FHLB).

The portfolio is invested entirely in 'AAA' rated securities, and 76% of the portfolio matures in 13 months or less.

Rating Composition (%)



Liquidity risk is mitigated by the largely captive nature of the participants. Additionally, approval from the treasurer and advance notice are required for withdrawals.

### Top 10 Holdings

(As of June 30, 2014)

Security	% Security	%
FHLB	3.28 Money Market Fund	1.31
FHLB	1.83 Money Market Fund	1.31
FHLB	1.58 FHLB	1.31
FNMA	1.44 FHLB	1.31
FHLB	1.41 Freddie Mac	1.08

### Liquidity Management

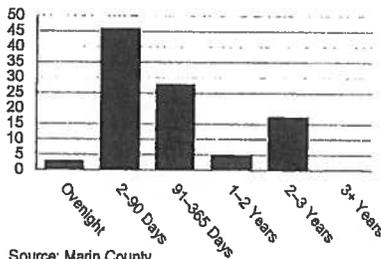
The pool has daily access to its investments in money market funds and LAIF to meet daily withdrawal requirements and cash outflows, amounting to 2.7% of the portfolio's assets. As of June 30, 2014, approximately 21% of the portfolio's assets had a maturity of 30 days or less. In addition, the pool maintains a significant position in U.S. government agency securities, which are expected to demonstrate secondary market liquidity even during periods of market stress.

To meet liquidity targets and minimize exposure to interest rate changes, the pool uses a laddered investment strategy across a short maturity spectrum. The pool also employs a cash flow-matching investment strategy to structure investment maturities to coincide with conservative expectations of draws on the portfolio. The pool has historically benefited from highly predictable cash outflow needs of the pool's participants. The stability of cash flow projections is based on the pool's composition, as approximately 87% of participants are captive in nature and thereby required to maintain funds in the county pool. The pool's anticipated redemptions include payroll and benefit payments, accounts payable, debt services and other planned expenditures.

Furthermore, no withdrawals from the pool can be made for the purposes of investing those funds outside the pool without prior approval of the Marin County director of finance. An approval can be given as long as such a withdrawal does not negatively affect the interests of other participants. A notice of withdrawal is required to be made in writing at least 10 days prior to the proposed withdrawal date. A notice of withdrawal in writing of at least five business days is required for withdrawals in excess of \$250,000 for loan repayments, capital expenditures and any expenditure not in the ordinary course of operations.

### Portfolio Maturity Profile

(As of June 30, 2014)



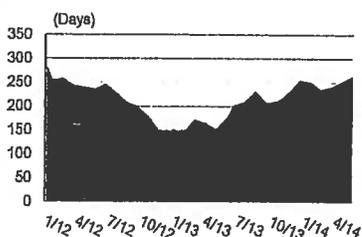
Source: Marin County.

### Duration Management

The WA maturity to reset date (WAMr) of securities held in the portfolio was approximately 268 days as of June 30, 2014. WAMr is a measure of a portfolio's sensitivity to changing interest rates. As of the same date, approximately 76% of the pool's total assets were invested in securities with maturities of one year or less.

By investment policy, the pool must maintain an average maturity of less than 18 months and is not allowed to purchase securities with maturities greater than two years. However, the treasurer may authorize the purchase of U.S. government agency obligations with final maturities of five years or less.

### WAM to Final Maturity



## Operational Assessment

	✓ Pass	● Attention required	x Fail
<b>Service Providers</b>		<b>Investments</b>	
Custodian	✓ Wells Fargo	Investment Objective	✓ The pool's primary investment objective is preservation of capital. The pool's secondary objective is to maintain sufficient liquidity to enable participants to meet their operating requirements. The last objective of the pool is to obtain a rate of return consistent with the first two objectives.
Investment Advisor	✓ Marin County director of finance	Composition	✓ Permitted investments include U.S. Treasury and government agency securities, state of California bonds, registered warrants, bankers' acceptances, commercial paper, negotiable certificates of deposit, time deposits, medium-term notes, money market funds, repurchase agreements and LAIF. LAIF is the California state investment pool, managed by the state treasurer's office.
Auditors	✓ In accordance with the California government code, an investment oversight committee performs an annual audit. An additional treasury oversight committee is responsible for ensuring the pool's compliance with its investment policy. The committee meets twice a year and consists of five members, two school districts, one member of the county at large, one county administrator and one member from a special district.	Liquidity Management	✓ By its policy, the pool maintains adequate cash on hand to meet cash disbursements and payroll through maturing investments. Cash flow projections are an integral part of the overall cash management responsibilities of the treasury division.
Stability in Service Providers	✓ Unchanged	Withdrawal Requirements	✓ No withdrawals from the Marin County pool shall be made for the purpose of investing and or depositing those funds outside the pool without the prior approval of the Marin County director of finance. Approval shall be given unless the withdrawal will adversely affect the interests of the other depositors. Requests for withdrawals for the purpose of investing or depositing funds outside the pool shall be made in writing at least 10 business days in advance. Notice in writing of at least five business days shall be required for withdrawals in excess of \$250,000 for loan repayments, capital expenditures and any expenditure not in the ordinary course of operations.
<b>Regulation and Governance</b>		<b>Disclosure and Transparency</b>	
Governance	✓ The County of Marin Investment portfolio shall be subject to a process of independent review by the county's external auditors. The county's external auditors review the investment portfolio in connection with the annual county audit for compliance with the statement of investment policy pursuant to government code section 27134. The results are reported annually to the director of finance and the Marin County treasury oversight committee. The treasury oversight committee shall cause an annual audit to be conducted to determine the county treasury's compliance with Article 6 of the government code. This audit may include issues relating to the structure of the investment portfolio and risk.	Clear Strategy Representation	✓ The fund has a broad mandate that includes adherence to Marin County's Nuclear Freeze Ordinance Measure A as approved by the voters on Nov. 4, 1988. The county is prohibited from investing in securities or other obligations of any corporation or business entity that is a nuclear weapons contractor.
Control Framework	✓ Compliance controls are in place to ensure adherence with investment guidelines.	Level of Disclosure	✓ Good level of transparency: the county's website ( <a href="http://www.sbcounty.gov/atc/">http://www.sbcounty.gov/atc/</a> ) contains financial reports, investment policy and information on other policies pertinent to pool management.
<b>Operations</b>			
Pricing Responsibility	✓ Securities are booked at purchase price and marked-to-market monthly by the pools' custodian Wells Fargo Bank. The treasurer's office uses real-time pricing supplied by Wells Fargo, as custodian.		
Technology	✓ Appropriate and integrated portfolio management system.		
Back-Office Reconciliations	✓ Income apportionment to the participants is conducted on a quarterly basis after deducting the pool's expenses according to specified sections of the California government code.		

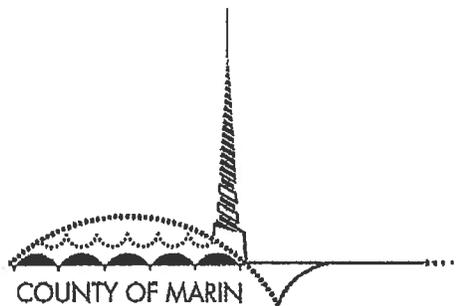
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***COUNTY OF MARIN***  
***STATEMENT OF INVESTMENT***  
***POLICY***



***FY 2014-2015***

***DEPARTMENT OF FINANCE***  
***ROY GIVEN, DIRECTOR***

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# *COUNTY OF MARIN*

## *STATEMENT OF INVESTMENT POLICY*

Under the authority delegated to the Director of Finance by the Board of Supervisors and in accordance with the California Government Code, the following sets forth the investment policy of the County of Marin:

### *I. OBJECTIVES:*

All funds on deposit in the County Treasury shall be invested in accordance with the California Government Code Sections 53600 et sec. and Sections 53639 et sec. to ensure:

- (a) **Preservation of capital** through high quality investments and by continually evaluating the credit of financial institutions approved for investment transactions, and securities considered and held in safekeeping;
- (b) Maintenance of sufficient **liquidity** to enable the participants and other depositors to meet their operating requirements;
- (c) A **rate of return** consistent with the above objectives.

### *2. PARTICIPANTS*

Participants in the Marin County Pool are defined as Marin County, Marin Public School Agencies, Marin Community College, Marin County Office of Education, districts under the control of the County Board of Supervisors, autonomous/independent districts whose treasurer is the Director of Finance and any other district or agency approved by the Board of Supervisors and the Director of Finance using the County of Marin as their fiscal agent.

- (a) **Statutory participants** are those government agencies within the County of Marin for which the Marin County Treasurer is statutorily designated as the Custodian of Funds.
- (b) **Voluntary participants** are other local agencies that may participate in the Pooled Investment Fund, such as special districts and cities for which the Marin County Treasurer is not statutorily designated as the Custodian of Funds. Participation is subject to approval by the Director of Finance, and in accordance with California Government Code Section 53684.

### *3. AUTHORIZED PERSONS*

Authorized persons for investment purposes include principal staff as designated by the Director of Finance on the Authorized Investor List. Designated Principal Staff shall make all investment decisions. To minimize the risk of disrupting the day to day business activities, Principal Staff shall use separate means of travel to attend training and conferences.

All investment decisions shall be made with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person acting, as a trustee, in a like capacity and familiarity would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the participants.

**4. BIDS & PURCHASE OF SECURITIES**

Prior to the purchase of an investment pursuant to this policy the persons authorized to make investments shall assess the market and market prices using information obtained from available sources including investment services, broker/dealers, and the media. Bids for various investments shall be evaluated considering preservation of capital as the most important factor, liquidity as the second most important factor and lastly, yield. Investments in commercial paper, bankers acceptances and certificates of deposit for each issuer shall be limited to five percent (5%) of Treasury assets, determined using the Treasury balance at the time of purchase, except that investments in overnight commercial paper shall be limited to seven percent (7%) of Treasury assets for any one issuer. The investment selected for purchase shall be that investment which in the opinion of the purchaser most clearly meets these objectives. All security transactions shall be documented at the time the transaction is consummated.

**5. TERM**

Maturities of investments in the Marin County Treasury Pool shall be selected based upon liquidity requirements. The maximum remaining term to maturity for an investment shall be three (3) years; except that, subject to the limitations set forth in Sections 53601 et seq. and 53635 et seq. of the California Government Code, the Director of Finance may authorize investments in U.S. Treasury obligations and/or U.S. and local agency obligations with a maximum remaining term to maturity that shall not exceed five (5) years. The weighted average maturity of the investment pool, to be determined at the time of purchase, shall not exceed 540 days to final maturity/call.

Capital Funds, Construction Funds, or money obtained through the sale of agency surplus property, may be invested by the Director of Finance in specific investments outside of the Pool provided the Director of Finance obtains written approval from the governing board of the County, School District or Special District. No investment shall have a remaining maturity in excess of five (5) years.

Proceeds of Debt Issues set aside for repayment of any County, School District, or Special District financings shall not be invested for a term that exceeds the term set forth in the financing documents.

6. **ALLOWED INVESTMENTS**

Pursuant to California Government Code Sections 53601 et seq. & 53635 et seq., the County Director of Finance may invest in the following subject to the limitations as set forth:

- (a) **United States Treasury obligations.**
- (b) **United States Agency obligations.**
- (c) **Securities of U.S. Government Agencies & Instrumentalities**
- (d) **State of California Bonds and Registered Warrants.**
- (e) **Bonds, Notes, Warrants** or other evidence of indebtedness of a **local agency** within the State of California.
- (f) **Bankers acceptances** not to exceed one hundred eighty (180) days to maturity or at the time of purchase thirty percent (30%) of the treasury fund balance.
- (g) **Commercial paper** of "prime" quality of the highest letter and numerical rating as provided for by Moody's Investors Service, Inc., or Standard and Poor's Corporation, to be chosen from among corporations organized and operating within the United States with assets in excess of \$500,000,000.00 and having an "A" or higher rating for the issuer's debt, other than commercial paper, as provided for by Moody's Investors Service or Standard and Poor's Corporation. Purchases of eligible commercial paper may not exceed two hundred seventy (270) days in maturity and may not exceed forty percent (40%) of the treasury fund balance.
- (h) **Negotiable certificates of deposit** issued by a nationally or state-chartered bank, a state or federal association or by a state-licensed branch of a foreign bank selected on the basis of financial stability and credit rating criteria employed by the County Director of Finance . Negotiable certificates of deposit may not exceed thirty percent (30%) of the treasury fund balance.

i) **Non-negotiable certificates of deposit (Time Deposits)** with a nationally or state-chartered bank or a state or federal association selected on the basis of financial stability, credit rating and reputation using criteria employed by the County Director of Finance fully collateralized at one hundred ten percent (110%) of market value with U.S. Government Securities, high-grade Municipal Bonds, instruments of federal agencies, including mortgage backed securities at one hundred fifty percent (150%) of market value with promissory notes secured by first deeds of trust upon improved residential real property as provided by the Government Code.

(j) **Medium-term Notes** rated "A" or better, to be chosen from among corporations with assets in excess of \$500,000,000.00 with a maturity not to exceed two years from the date of purchase. Purchase of eligible medium-term notes may not exceed thirty percent (30%) of the treasury fund balance.

(k) **Shares of beneficial interest issued by diversified management companies**, which are money market funds investing in securities and obligations as authorized by this investment policy. To be eligible for investment these companies shall attain the highest ranking or the highest letter and numerical rating provided by no less than two nationally recognized statistical rating organizations and have assets under management in excess of \$500,000,000.00. The purchase price may not include any commissions that these companies may charge, and the purchase of shares in any one mutual fund may not exceed ten percent (10%) of the treasury balance and the total invested may not exceed twenty percent (20%) of the treasury balance. Shares of beneficial interest issued by diversified management companies may include shares in investment trusts established under provisions of the California Joint Exercise of Powers Act.

(l) **Repurchase agreements** on any investment authorized by this investment policy where the term of the agreement does not exceed one year. The market value of securities that underlay a repurchase agreement shall be valued at one hundred two percent (102%) or greater of the funds borrowed against those securities, and the value shall be adjusted daily. The County Director of Finance or designee must approve any collateral substitution by the seller, and any new collateral should be reasonably identical to the original collateral in terms of maturity, yield, quality and liquidity.

(m) **California State Local Agency Investment Pool (LAIF)** operated by the State Treasurer's office.

(n) **Financial Institution Investment Accounts** - All funds on deposit with the County shall be managed by the County Director of Finance. The Director of Finance may, at his option, at the time of placement, place not more than five percent (5%) of the Treasury assets at the time of investment with a financial institution for the purpose of managing such funds. Securities eligible for purchase by the financial institution are limited to United States Treasury and Agency obligations with a "AAA" credit quality rating, must be held in the County's name in a third party custody account, may not have a remaining maturity in excess of three (3) years, and the account shall have an average maturity of 1.5 years or less. All security transactions shall be supervised and approved by designated staff on the Authorized Investor List.

Where a percentage limitation is specified for a particular category of investments, that percentage is applicable only at the time of purchase.

7. **PROHIBITED INVESTMENTS**

(a) The County Director of Finance **shall not invest** in any **Derivatives** such as inverse floaters, range notes, or interest only strips that are derived from a pool of mortgages or any security bearing a rate of interest which is not known at the time of purchase.

(b) The County Director of Finance shall not invest any funds in any security that could result in **zero interest accrual** if held to maturity or where there is a risk of loss of principal when held to maturity.

(c) **Reverse repurchase agreements**, securities lending agreements and all other investments that are not specifically allowed by this investment policy are prohibited.

(d) In accordance with Marin County's Nuclear Freeze Ordinance Measure "A" (Exhibit 1) as approved by the voters on November 4, 1986, the County is prohibited from investing in securities or other obligations of any corporation or business entity which is a **nuclear weapons contractor**.

Furthermore, said corporations or business entities that the County Director of Finance does invest in must file an affidavit as required by Measure "A" Section VI. B certifying that neither it, nor its parent company, affiliates or subsidiaries are nuclear weapons contractors. A copy of each affidavit received shall be sent to the Peace Commission.

8. *BROKERS*

Broker/dealers shall be selected by the Director of Finance upon recommendation by the Investment Officer or designated principal staff on the Authorized Investor List. Selection of broker/dealers shall be based upon the following criteria: the reputation and financial strength of the company or financial institution and the reputation and expertise of the individuals employed. The Director of Finance shall be prohibited from selecting any broker, brokerage firm, dealer, or securities firm that has, within any 48 consecutive month period following January 1, 1996, made a political contribution in an amount exceeding the limitations contained in Rule G-37 of the Municipal Securities Rulemaking Board, any member of the Board of Supervisors, any member of the governing board of a local agency having funds held in the County Treasury, or any candidate for those offices. The broker/dealers shall be provided with and acknowledge receipt of the County Investment Policy.

9. *WITHDRAWALS*

No withdrawals from the Marin County Pool shall be made for the purpose of investing and or depositing those funds outside the pool without the prior approval of the Marin County Director of Finance. The Director of Finance shall evaluate each proposed withdrawal to assess the effect the withdrawal will have upon the stability and predictability of the investments in the County Treasury. Approval shall be given unless the withdrawal will adversely affect the interests of the other depositors. Requests for withdrawals for the purpose of investing or depositing funds outside the pool shall be made in writing at least ten (10) business days in advance of the proposed withdrawal date. Notice in writing of at least five (5) business days shall be required for withdrawals in excess of \$250,000.00 for loan repayments, capital expenditures and any expenditure not in the ordinary course of operations.

10. *SWAPS*

Securities can be swapped for other approved securities with similar maturity schedules to gain higher rates of return. When a swap involves a change in liquidity, future cash needs shall be conservatively estimated.

**11. LOSSES**

Losses are acceptable on a sale before maturity, and may be taken if the reinvestment proceeds will earn an income flow with a present value higher than the present value of the income flow that would have been generated by the original investment, considering any investment loss or foregoing interest on the original investment.

**12. DELIVERY & SAFEKEEPING**

Delivery of all securities shall be through a third party custodian. Non-negotiable certificates of deposit and notes of local agencies may be held in the Director of Finance's safe. The County's safekeeping agent shall hold all other securities. No security shall be held in safekeeping by the broker/dealer from whom it was purchased. Settlement payment in a securities transaction will be against delivery only, and a Due Bill or other substitution will not be acceptable. Persons authorized under section three (3) who did not originate the investment transaction shall review all confirmations for conformity with the original transaction. Confirmations resulting from securities purchased under a repurchase agreement shall state the exact and complete nomenclature of the underlying securities purchased.

**13. APPORTIONMENT OF INTEREST & COSTS**

Interest shall be apportioned to all pool participants quarterly based upon the ratio of the average daily balance of each individual fund to the average daily balance of all funds in the investment pool. The amount of interest apportioned shall be determined using the cash method of accounting whereby interest will be apportioned for the quarter in which it was actually received. The Director of Finance shall deduct from the gross interest received those actual administrative costs relating to the management of the treasury including salaries and other compensation, banking costs, equipment purchased, supplies, costs of information services, audits and any other costs as provided by Section 27013 of the Government Code.

**14. CONFLICT OF INTEREST**

A member of the county treasury oversight committee, the County Director of Finance or County employees working in the Treasurer's office shall not accept honoraria, gifts, and gratuities from advisors, brokers, dealers, bankers, or other person with whom the county treasury conducts business, that are in violation of *state law*.

**15. AUDITS**

The County of Marin investment portfolio shall be subject to a process of independent review by the County's external auditors. The County's external auditors shall review the investment portfolio in connection with the annual county audit for compliance with the statement of investment policy pursuant to Government Code Section 27134. The results of the audit shall be reported annually to the Director of Finance and the Marin County Treasury Oversight Committee.

**15.1 Compliance Audit: Government Code Section 27134**

The Treasury Oversight Committee shall cause an annual audit to be conducted to determine the County Treasury's compliance with Article 6 of the Government Code. This audit may include issues relating to the structure of the investment portfolio and risk

**16. REVIEW**

The Director of Finance and designated staff will perform a monthly review of the investment function.

**17. REPORTS**

The Director of Finance shall prepare a monthly report listing all investments in the County Pool as of the last day of the month and a report of the average days to maturity and yield of investments in the County Pool. The Director of Finance shall also prepare a monthly report for all non-pooled investments. These reports shall be distributed to the Marin County Board of Supervisors, Superintendent of Schools, Marin Public School Agencies, Special Districts, non-pooled investors, the County's investment oversight committee, and any other participant upon request.

**18. INVESTMENT POLICY**

The County Director of Finance shall prepare and submit an annual statement of investment policy to the Board of Supervisors.

19. *TREASURY OVERSIGHT COMMITTEE*

Consistent with State law the County has established a Treasury Oversight Committee. The Committee includes representatives from the County of Marin, Superintendent of Schools' Office, School Districts and Special Districts. The Committee shall review and monitor the Investment Policy as contained in California Government Code Sections 27130 – 27137.

20. *DISASTER/BUSINESS CONTINUITY PLAN*

The County of Marin's banking and investment functions are mission critical and as such, the office must have a business continuity plan.

The goal of a disaster/business recovery plan is to protect and account for all funds on deposit with the county treasury and to be able to continue our banking and investment functions for all participants in the event of an occurrence (Earthquake, Fire, Pandemic or other event) which disrupt normal operations. Our plan provides for the ability to perform our banking and investment function at an off-site location under less than optimal conditions and, if needed, even outside our county.

In the event of an occurrence which precludes staff from being able to operate from our office, the attached plan (exhibit 2) will be activated. The plan includes:

- Scope
- Chain of Command
- Continuity Procedure
- Functions and Tasks to be performed
- Equipment and Emergency Packets
- Disaster Assignment
- Off-site locations

Normal processes may be modified in response to an occurrence. However, the county's investment policy shall be strictly followed.

Dated: July 1, 2014

Roy Given  
Director of Finance

Reviewed and monitored by Marin Treasury Oversight  
Committee on November 6, 2014

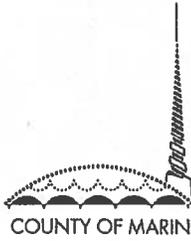
Approved by Marin County Board of Supervisors on  
December XX, 2014

Attachments:

Exhibit 1 Marin County Nuclear Freeze Ordinance

Exhibit 2 Disaster/Business Continuity Plan

Exhibit 3 Authorized Investor List



DIVISION OF THE DEPARTMENT OF FINANCE  
**TREASURER**

Excellent and responsive fiscal leadership.

Roy Given, CPA  
DIRECTOR

Karen Shaw  
INVESTMENT OFFICER

Marin County Civic Center  
3501 Civic Center Drive  
Suite 209  
PO Box 4220  
San Rafael, CA 94913-4220  
415 473 6143 T  
415 473 3741 F  
CRS Dial 711  
[www.marincounty.org/treas](http://www.marincounty.org/treas)

February 3, 1015

Katie Rice, President  
Board of Supervisors  
County of Marin  
3501 Civic Center Dr. #329  
San Rafael, CA 94903

Mary Jane Burke  
Superintendent of Schools  
Marin County Office of Education  
P. O. Box 4925  
San Rafael, CA 94913

Marin County Schools,  
Special Districts, and  
MCERA

RE: MONTHLY REPORT OF COUNTY, SCHOOLS AND DISTRICT INVESTMENTS  
as of December 31, 2014.

Dear Investment Fund Participants:

The attached Monthly Report of County, Schools and District investments is provided for your review.

\* The investments were made pursuant to Government Code Sections 53601, 53635 and comply with the County Treasurer's Statement of Investment Policy. The investment policy provides for:

- Preservation of capital through high quality investments;
- Maintenance of sufficient liquidity to meet participant operating needs; and
- A rate of return consistent with the above objectives.

\* Maturities are scheduled to meet participant expenditure requirements for the next six months.

\* Attached spreadsheets identify investment type, issuer, maturity date, amount invested and fair market value for each security held. Fair market values were determined by Wells Fargo Institutional Trust Services on all securities except for investments in the Local Agency Investment Fund which was valued at face value by us. Adjustments have been made for premiums, discounts and accrued interest on discount securities to make the book value and fair market value more comparable.

I trust you find this report informative. Should you have any questions do not hesitate to call me.

Respectfully submitted,

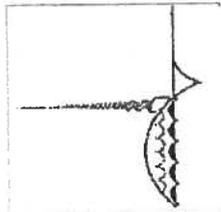
Roy Given  
Director of Finance

RG: mg  
Attachments

cc: Matthew Hymel, County Administrator  
Marin County Treasury Oversight Committee

**TREASURER DIVISION - DEPARTMENT OF FINANCE**  
**REPORT OF INVESTMENTS - OPERATING FUNDS**  
**COUNTY OF MARIN, SCHOOLS & SPECIAL DISTRICTS**

December 31, 2014



Page 1

INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
142	LA1	236,521.34	2.967	/ /	07/01/2011	236,521.34	0.263	0.267	Local Agency Investment Fund	236,521.34
3490	LA2	0.00	5.170	/ /	07/01/2011	0.00	0.000	0.001	MM-DREYFUS	0.00
9149	LA2	10,003,673.55	0.040	/ /	07/01/2011	10,003,673.55	0.009	0.010	MM-FIDELITY Institutional Gov	10,003,673.55
4366	LA2	0.00	4.930	/ /	07/01/2011	0.00	0.009	0.010	NATIONS Treasury Reserves	0.00
2246	LA2	10,001,508.07	4.760	/ /	07/01/2011	10,001,508.07	0.009	0.010	MM-WELLS FARGO Institutional G	10,001,508.07
10841	FAD	5,200,000.00	0.010	01/02/2015	09/25/2014	5,199,857.00	0.010	0.010	Federal Home Loan Discount	5,200,000.00
10848	FAD	5,000,000.00	0.045	01/02/2015	10/03/2014	4,999,431.25	0.045	0.045	Federal Home Loan Discount	5,000,000.00
10849	FAD	5,000,000.00	0.040	01/05/2015	10/06/2014	4,999,494.44	0.040	0.040	Fed Natl Mtg Assoc Disc	5,000,000.00
10856	FAD	5,500,000.00	0.025	01/06/2015	10/14/2014	5,499,679.17	0.025	0.025	Federal Home Loan Bank	5,500,000.00
10859	FAD	5,000,000.00	0.035	01/07/2015	10/15/2014	4,999,591.67	0.035	0.035	Fed Natl Mtg Assoc Disc	5,000,000.00
10867	FAD	2,720,000.00	0.050	01/08/2015	10/17/2014	2,719,686.44	0.050	0.050	Federal Farm Credit Bank Disc	2,720,000.00
10871	FAD	1,400,000.00	0.020	01/09/2015	10/20/2014	1,399,937.00	0.020	0.020	Federal Home Loan Discount	1,400,000.00
10843	FAD	3,000,000.00	0.030	01/12/2015	09/26/2014	2,999,730.00	0.030	0.030	Fed Natl Mtg Assoc Disc	2,999,970.00
10851	FAD	5,000,000.00	0.035	01/13/2015	10/08/2014	4,999,528.47	0.035	0.035	Fed Home Ln Mtg Corp	4,999,950.00
10850	FAD	4,000,000.00	0.040	01/14/2015	10/07/2014	3,999,560.00	0.040	0.040	Fed Natl Mtg Assoc	3,999,960.00
10852	FAD	3,000,000.00	0.045	01/16/2015	10/09/2014	2,999,628.75	0.045	0.045	Fed Agric Mtg Corp Discount	2,999,970.00
10865	FAD	5,000,000.00	0.050	01/16/2015	10/17/2014	4,999,368.06	0.050	0.050	Federal Home Loan Discount	4,999,950.00
10864	FAD	3,000,000.00	0.025	01/20/2015	10/10/2014	2,999,787.50	0.025	0.025	Federal Home Loan Bank	2,999,970.00
10842	FAD	4,800,000.00	0.020	01/20/2015	09/25/2014	4,799,688.00	0.020	0.020	Fed Natl Mtg Assoc Disc	4,799,952.00
10853	FAD	4,700,000.00	0.035	01/20/2015	10/10/2014	4,699,533.92	0.035	0.035	Fed Natl Mtg Assoc Disc	4,699,953.00
10868	FAD	5,000,000.00	0.045	01/20/2015	10/20/2014	4,999,425.00	0.045	0.045	Fed Natl Mtg Assoc Disc	4,999,950.00
10860	FAD	4,500,000.00	0.025	01/21/2015	10/15/2014	4,499,693.75	0.025	0.025	Federal Home Loan Discount	4,499,955.00

INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
10864	FAD	5,025,000.00	0.050	01/21/2015	10/16/2014	5,024,323.02	0.050	0.050	Federal Home Loan Discount	5,024,949.75
10862	FAD	1,500,000.00	0.050	01/22/2015	10/16/2014	1,499,795.83	0.050	0.050	Fed Home Ln Mtg Corp Disc	1,499,985.00
10861	FAD	1,250,000.00	0.040	01/22/2015	10/16/2014	1,249,863.89	0.040	0.040	Fed Natl Mtg Assoc Disc	1,249,987.50
10869	FAD	3,000,000.00	0.030	01/23/2015	10/20/2014	2,999,762.50	0.030	0.030	Federal Home Loan Discount	2,999,970.00
10863	FAD	1,100,000.00	0.050	01/26/2015	10/16/2014	1,099,844.17	0.050	0.050	Federal Home Loan Discount	1,099,989.00
10870	FAD	3,000,000.00	0.030	01/26/2015	10/20/2014	2,999,755.00	0.030	0.030	Federal Home Loan Discount	2,999,970.00
10844	FAD	3,300,000.00	0.020	01/27/2015	09/26/2014	3,299,774.50	0.020	0.020	Federal Home Loan Bank	3,299,967.00
10872	FAD	2,000,000.00	0.050	01/28/2015	10/20/2014	1,999,722.22	0.050	0.050	Federal Home Loan Discount	1,999,980.00
10845	FAD	1,700,000.00	0.030	01/28/2015	09/26/2014	1,699,824.33	0.030	0.030	Fed Natl Mtg Assoc Disc	1,699,983.00
10846	FAD	5,000,000.00	0.020	01/29/2015	09/26/2014	4,999,652.78	0.020	0.020	Federal Home Loan Discount	4,999,900.00
10879	FAD	4,000,000.00	0.030	01/29/2015	10/28/2014	3,999,690.00	0.030	0.030	Federal Home Loan Discount	3,999,920.00
10874	FAD	8,000,000.00	0.030	01/30/2015	10/22/2014	7,999,333.33	0.030	0.030	Federal Home Loan Discount	7,999,840.00
10877	FAD	11,500,000.00	0.030	01/30/2015	10/24/2014	11,499,060.83	0.030	0.030	Federal Home Loan Discount	11,499,770.00
10878	FAD	7,500,000.00	0.045	02/02/2015	10/27/2014	7,499,081.25	0.045	0.045	Federal Home Loan Discount	7,499,850.00
10884	FAD	5,000,000.00	0.060	02/03/2015	10/29/2014	4,999,191.67	0.060	0.060	Fed Agric Mtg Corp Discount	4,999,900.00
10881	FAD	3,000,000.00	0.045	02/05/2015	10/28/2014	2,999,625.00	0.045	0.045	Federal Home Loan Discount	2,999,940.00
10906	FAD	3,000,000.00	0.080	02/06/2015	11/13/2014	2,999,433.33	0.080	0.081	Federal Home Loan Discount	2,999,940.00
10882	FAD	4,000,000.00	0.045	02/09/2015	10/28/2014	3,999,480.00	0.045	0.045	Federal Home Loan Discount	3,999,880.00
10883	FAD	4,000,000.00	0.045	02/10/2015	10/28/2014	3,999,475.00	0.045	0.045	Federal Home Loan Discount	3,999,880.00
10885	FAD	5,300,000.00	0.055	02/11/2015	10/29/2014	5,299,149.79	0.055	0.055	Fed Natl Mtg Assoc Disc	5,299,841.00
10887	FAD	3,000,000.00	0.045	02/12/2015	10/29/2014	2,999,602.50	0.045	0.045	Federal Home Loan Discount	2,999,910.00
10886	FAD	1,880,000.00	0.060	02/17/2015	10/29/2014	1,879,652.20	0.060	0.060	Fed Home Ln Mtg Corp Disc	1,879,943.60
10873	FAD	4,500,000.00	0.055	02/18/2015	10/21/2014	4,499,175.00	0.055	0.055	Fed Natl Mtg Assoc Disc	4,499,865.00
10888	FAD	4,000,000.00	0.045	02/19/2015	10/29/2014	3,999,435.00	0.045	0.045	Federal Home Loan Discount	3,999,880.00
10898	FAD	4,000,000.00	0.053	02/19/2015	11/06/2014	3,999,381.67	0.053	0.053	Fed Home Ln Mtg Corp Disc	3,999,880.00
10889	FAD	4,000,000.00	0.045	02/23/2015	10/29/2014	3,999,415.00	0.045	0.045	Federal Home Loan Discount	3,999,840.00
10891	FAD	2,500,000.00	0.045	02/24/2015	10/30/2014	2,499,634.38	0.045	0.045	Federal Home Loan Discount	2,499,900.00

INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
10890	FAD	1,100,000.00	0.060	02/24/2015	10/30/2014	1,099,785.50	0.060	0.060	Fed Home Ln Mtg Corp Disc	1,099,956.00
10892	FAD	4,000,000.00	0.000	02/25/2015	10/31/2014	3,999,220.00	0.060	0.060	Federal Home Loan Discount	3,999,840.00
10894	FAD	5,000,000.00	0.045	02/26/2015	11/03/2014	4,999,281.25	0.045	0.045	Federal Home Loan Discount	4,999,800.00
10897	FAD	11,900,000.00	0.060	02/26/2015	11/05/2014	11,897,758.83	0.060	0.060	Fed Natl Mtg Assoc Disc	11,899,524.00
10904	FAD	5,250,000.00	0.085	02/27/2015	11/12/2014	5,248,673.65	0.085	0.086	Federal Home Loan Discount	5,249,790.00
10909	FAD	4,720,000.00	0.080	02/27/2015	11/14/2014	4,718,898.67	0.080	0.081	Federal Home Loan Discount	4,719,811.20
10921	FAD	7,600,000.00	0.000	03/02/2015	11/20/2014	7,598,385.00	0.075	0.076	Fed Natl Mtg Assoc Disc	7,599,620.00
10895	FAD	3,125,000.00	0.065	03/03/2015	11/04/2014	3,124,328.56	0.065	0.065	Fed Home Ln Mtg Corp Disc	3,124,843.75
10896	FAD	2,500,000.00	0.000	03/04/2015	11/04/2014	2,499,458.33	0.065	0.065	Fed Natl Mtg Assoc Disc	2,499,875.00
10910	FAD	3,000,000.00	0.095	03/05/2015	11/14/2014	2,999,121.25	0.095	0.096	Fed Home Ln Mtg Corp Disc	2,999,850.00
10899	FAD	7,200,000.00	0.080	03/06/2015	11/07/2014	7,198,096.00	0.080	0.081	Federal Home Loan Discount	7,199,640.00
10900	FAD	4,700,000.00	0.070	03/09/2015	11/07/2014	4,698,885.06	0.070	0.070	Fed Home Ln Mtg Corp	4,699,718.00
10922	FAD	5,000,000.00	0.060	03/10/2015	11/21/2014	4,999,091.67	0.060	0.060	Federal Home Loan Discount	4,999,700.00
10978	FAD	5,000,000.00	0.090	03/11/2015	12/26/2014	4,999,062.50	0.090	0.091	Federal Home Loan Discount	4,999,700.00
10923	FAD	2,550,000.00	0.080	03/11/2015	11/24/2014	2,549,393.67	0.080	0.081	Fed Home Ln Mtg Corp Disc	2,549,847.00
10912	FAD	2,700,000.00	0.095	03/11/2015	11/17/2014	2,699,187.75	0.095	0.096	Fed Natl Mtg Assoc Disc	2,699,838.00
10966	FAD	9,000,000.00	0.112	03/13/2015	12/16/2014	8,997,564.00	0.112	0.113	Federal Home Loan Discount	8,999,460.00
10903	FAD	7,600,000.00	0.090	03/16/2015	11/10/2014	7,597,606.00	0.090	0.091	Fed Agric Mtg Corp Discount	7,599,544.00
10913	FAD	5,000,000.00	0.095	03/17/2015	11/17/2014	4,998,416.67	0.095	0.096	Fed Home Ln Mtg Corp Disc	4,999,700.00
10901	FAD	5,120,000.00	0.075	03/18/2015	11/10/2014	5,118,634.67	0.075	0.076	Fed Natl Mtg Assoc Disc	5,119,692.80
10925	FAD	4,000,000.00	0.080	03/18/2015	11/25/2014	3,998,995.56	0.080	0.081	Fed Natl Mtg Assoc Disc	3,999,760.00
10911	FAD	4,300,000.00	0.095	03/19/2015	11/14/2014	4,298,581.60	0.095	0.096	Fed Home Ln Mtg Corp Disc	4,299,742.00
10930	FAD	2,165,000.00	0.090	03/19/2015	12/01/2014	2,164,415.45	0.090	0.091	Fed Home Ln Mtg Corp Disc	2,164,870.10
10975	FAD	4,200,000.00	0.125	03/20/2015	12/24/2014	4,198,745.83	0.125	0.126	Federal Home Loan Discount	4,199,748.00
10916	FAD	5,000,000.00	0.060	03/23/2015	11/18/2014	4,998,958.33	0.060	0.060	Federal Home Loan Discount	4,999,650.00
10917	FAD	4,000,000.00	0.060	03/24/2015	11/18/2014	3,999,160.00	0.060	0.060	Federal Home Loan Discount	3,999,720.00
10908	FAD	5,200,000.00	0.095	03/25/2015	11/14/2014	5,198,202.39	0.095	0.096	Federal Home Loan Discount	5,199,636.00

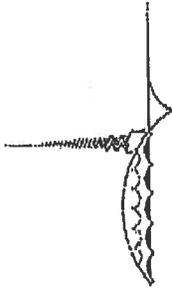
INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
10918	FAD	3,100,000.00	0.090	03/26/2015	11/19/2014	3,099,015.75	0.090	0.091	Fed Home Ln Mtg Corp Disc	3,099,783.00
10915	FAD	7,200,000.00	0.095	03/27/2015	11/18/2014	7,197,549.00	0.095	0.096	Federal Home Loan Discount	7,199,496.00
10920	FAD	6,000,000.00	0.090	03/30/2015	11/19/2014	5,998,035.00	0.090	0.091	Federal Home Loan Discount	5,999,580.00
10919	FAD	7,000,000.00	0.060	03/31/2015	11/19/2014	6,998,460.00	0.060	0.060	Federal Home Loan Discount	6,999,510.00
10924	FAD	15,000,000.00	0.075	03/31/2015	11/24/2014	14,996,031.25	0.075	0.076	Federal Home Loan Discount	14,998,950.00
10926	FAD	3,720,000.00	0.000	04/13/2015	11/25/2014	3,718,635.48	0.095	0.096	Fed Natl Mtg Assoc Disc	3,719,107.20
10927	FAD	2,600,000.00	0.095	04/14/2015	11/26/2014	2,599,046.31	0.095	0.096	Fed Home Ln Mtg Corp Disc	2,599,350.00
10931	FAD	6,599,000.00	0.095	04/14/2015	12/01/2014	6,596,666.52	0.095	0.096	Fed Home Ln Mtg Corp Disc	6,597,350.25
10940	FAD	27,500,000.00	0.075	04/15/2015	12/08/2014	27,492,666.67	0.075	0.076	Federal Home Loan Discount	27,493,125.00
10928	FAD	11,500,000.00	0.095	04/15/2015	11/26/2014	11,495,751.39	0.095	0.096	Fed Natl Mtg Assoc Disc	11,497,125.00
10932	FAD	6,000,000.00	0.095	04/15/2015	12/01/2014	5,997,862.50	0.095	0.096	Fed Natl Mtg Assoc Disc	5,998,500.00
10933	FAD	15,564,000.00	0.095	04/15/2015	12/03/2014	15,558,537.47	0.095	0.096	Fed Natl Mtg Assoc Disc	15,560,109.00
10934	FAD	4,959,000.00	0.105	04/15/2015	12/04/2014	4,957,090.79	0.105	0.106	Fed Natl Mtg Assoc Disc	4,957,760.25
10941	FAD	3,800,000.00	0.110	04/16/2015	12/08/2014	3,798,502.17	0.110	0.111	Fed Home Ln Mtg Corp Disc	3,799,050.00
10949	FAD	4,000,000.00	0.075	04/17/2015	12/10/2014	3,998,933.33	0.075	0.076	Federal Home Loan Discount	3,999,000.00
10950	FAD	4,000,000.00	0.080	04/20/2015	12/10/2014	3,998,835.56	0.080	0.081	Federal Home Loan Discount	3,998,960.00
10951	FAD	4,000,000.00	0.080	04/21/2015	12/10/2014	3,998,826.67	0.080	0.081	Federal Home Loan Discount	3,998,960.00
10936	FAD	2,000,000.00	0.095	04/22/2015	12/04/2014	1,999,266.39	0.095	0.096	Fed Home Ln Mtg Corp Disc	1,999,460.00
10967	FAD	1,500,000.00	0.110	04/22/2015	12/16/2014	1,499,417.92	0.110	0.111	Fed Natl Mtg Assoc Disc	1,499,595.00
10952	FAD	4,000,000.00	0.080	04/23/2015	12/10/2014	3,998,808.89	0.080	0.081	Federal Home Loan Discount	3,998,920.00
10935	FAD	5,750,000.00	0.100	04/24/2015	12/04/2014	5,747,747.92	0.100	0.101	Fed Home Ln Mtg Corp Disc	5,748,447.50
10938	FAD	5,000,000.00	0.100	04/24/2015	12/05/2014	4,998,055.56	0.100	0.101	Fed Home Ln Mtg Corp Disc	4,998,650.00
10939	FAD	5,000,000.00	0.100	04/27/2015	12/05/2014	4,998,013.89	0.100	0.101	Fed Home Ln Mtg Corp	4,998,600.00
10953	FAD	9,500,000.00	0.080	04/28/2015	12/10/2014	9,497,065.56	0.080	0.081	Federal Home Loan Discount	9,497,340.00
10955	FAD	7,400,000.00	0.120	04/29/2015	12/12/2014	7,396,596.00	0.120	0.121	Federal Home Loan Discount	7,397,928.00
10945	FAD	1,200,000.00	0.115	04/29/2015	12/08/2014	1,199,455.67	0.115	0.116	Fed Natl Mtg Assoc Disc	1,199,664.00
10948	FAD	16,500,000.00	0.080	04/30/2015	12/09/2014	16,494,793.33	0.080	0.081	Federal Home Loan Discount	16,495,215.00

INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
10959	FAD	5,000,000.00	0.115	05/01/2015	12/15/2014	4,997,811.81	0.115	0.116	Fed Natl Mtg Assoc Disc	4,998,500.00
10942	FAD	2,885,000.00	0.115	05/05/2015	12/08/2014	2,883,636.04	0.115	0.116	Fed Home Ln Mtg Corp Disc	2,884,105.65
10944	FAD	5,000,000.00	0.115	05/06/2015	12/08/2014	4,997,620.14	0.115	0.116	Fed Natl Mtg Assoc Disc	4,998,450.00
10972	FAD	3,250,000.00	0.160	05/07/2015	12/19/2014	3,247,992.22	0.160	0.162	Federal Home Loan Discount	3,248,960.00
10947	FAD	6,000,000.00	0.120	05/08/2015	12/09/2014	5,997,000.00	0.120	0.121	Federal Home Loan Discount	5,998,080.00
10943	FAD	6,000,000.00	0.115	05/11/2015	12/08/2014	5,997,048.33	0.115	0.116	Fed Home Ln Mtg Corp	5,998,020.00
10968	FAD	4,000,000.00	0.120	05/12/2015	12/16/2014	3,998,040.00	0.120	0.121	Fed Home Ln Mtg Corp Disc	3,998,680.00
10969	FAD	4,000,000.00	0.120	05/13/2015	12/16/2014	3,998,026.67	0.120	0.121	Fed Home Ln Mtg Corp Disc	3,998,680.00
10970	FAD	4,000,000.00	0.120	05/14/2015	12/16/2014	3,998,013.33	0.120	0.121	Fed Home Ln Mtg Corp Disc	3,998,680.00
10973	FAD	3,300,000.00	0.110	05/15/2015	12/19/2014	3,298,517.75	0.110	0.111	Fed Natl Mtg Assoc Disc	3,298,878.00
10961	FAD	4,000,000.00	0.115	05/18/2015	12/15/2014	3,998,032.22	0.115	0.116	Fed Natl Mtg Assoc Disc	3,999,000.00
10964	FAD	4,000,000.00	0.140	05/19/2015	12/15/2014	3,997,588.89	0.140	0.142	Federal Home Loan Discount	3,998,600.00
10963	FAD	4,000,000.00	0.115	05/20/2015	12/15/2014	3,998,006.67	0.115	0.116	Fed Natl Mtg Assoc Disc	3,998,600.00
10958	FAD	9,000,000.00	0.115	05/22/2015	12/15/2014	8,995,457.50	0.115	0.116	Fed Home Ln Mtg Corp Disc	8,996,850.00
10962	FAD	6,000,000.00	0.115	05/26/2015	12/15/2014	5,996,895.00	0.115	0.116	Fed Natl Mtg Assoc Disc	5,997,840.00
10960	FAD	2,600,000.00	0.140	05/27/2015	12/15/2014	2,598,351.89	0.140	0.142	Federal Home Loan Discount	2,599,038.00
10976	FAD	4,000,000.00	0.115	05/28/2015	12/24/2014	3,998,019.44	0.115	0.116	Fed Natl Mtg Assoc Disc	3,998,520.00
10946	FAD	4,425,000.00	0.125	05/29/2015	12/09/2014	4,422,372.66	0.125	0.126	Federal Home Loan Discount	4,423,362.75
10957	FAD	17,000,000.00	0.100	05/29/2015	12/15/2014	16,992,208.33	0.100	0.101	Fed Natl Mtg Assoc Disc	16,993,710.00
10981	FAD	3,000,000.00	0.100	06/02/2015	12/29/2014	2,998,708.33	0.100	0.101	Fed Natl Mtg Assoc Disc	2,998,740.00
10982	FAD	3,500,000.00	0.100	06/03/2015	12/29/2014	3,498,483.33	0.100	0.101	Fed Natl Mtg Assoc Disc	3,498,530.00
10984	FAD	4,000,000.00	0.100	06/04/2015	12/30/2014	3,998,266.67	0.100	0.101	Fed Natl Mtg Assoc Disc	3,998,280.00
10979	FAD	5,000,000.00	0.160	06/17/2015	12/26/2014	4,996,155.56	0.160	0.162	Fed Natl Mtg Assoc Disc	4,997,700.00
10333	FAC	5,000,000.00	0.420	09/18/2015	03/18/2013	5,000,000.00	0.414	0.420	Fed Home Ln Mtg Corp	5,004,450.00
10710	FAC	5,000,000.00	0.500	04/01/2016	04/01/2014	4,996,250.00	0.530	0.537	Fed Home Ln Mtg Corp	4,994,150.00
10445	FAC	5,000,000.00	0.570	06/20/2016	06/20/2013	5,000,000.00	0.562	0.570	Fed Home Ln Mtg Corp	4,992,450.00
10620	FAC	5,000,000.00	0.500	06/20/2016	12/20/2013	5,000,000.00	0.493	0.500	Fed Home Ln Mtg Corp	4,982,650.00

INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
10640	FAC	5,000,000.00	0.600	07/07/2016	01/07/2014	5,000,000.00	0.591	0.600	Fed Home Ln Mitg Corp	4,990,850.00
10704	FAC	5,000,000.00	0.700	09/27/2016	03/27/2014	5,000,000.00	0.690	0.700	Federal Home Loan Bank	4,993,650.00
10799	FAC	5,000,000.00	0.570	09/30/2016	06/30/2014	4,998,000.00	0.579	0.587	Federal Home Loan Bank	4,986,300.00
10855	FAC	5,000,000.00	0.800	10/14/2016	10/14/2014	5,000,000.00	0.000	0.000	Federal Home Loan Bank	4,995,150.00
10802	FAC	5,000,000.00	0.700	10/14/2016	07/14/2014	5,000,000.00	0.589	0.699	Fed Home Ln Mitg Corp	4,991,450.00
10774	FAC	5,000,000.00	0.700	11/21/2016	05/21/2014	5,000,000.00	0.690	0.700	Federal Home Loan Bank	4,991,000.00
10684	FAC	5,000,000.00	0.750	12/12/2016	03/12/2014	5,000,000.00	0.739	0.750	Fed Home Ln Mitg Corp	4,987,250.00
10789	FAC	5,000,000.00	0.700	12/12/2016	06/12/2014	5,000,000.00	0.690	0.700	Fed Home Ln Mitg Corp	4,993,900.00
10605	FAC	5,000,000.00	0.750	12/13/2016	12/13/2013	5,000,000.00	0.739	0.750	Fed Home Ln Mitg Corp	4,988,750.00
10965	FAC	5,000,000.00	0.750	12/16/2016	12/16/2014	5,000,000.00	0.739	0.750	Federal Home Loan Bank	4,978,450.00
10610	FAC	5,000,000.00	0.750	12/16/2016	12/16/2013	5,000,000.00	0.739	0.750	Fed Home Ln Mitg Corp	4,977,750.00
10690	FAC	5,000,000.00	0.650	12/19/2016	03/19/2014	4,998,500.00	0.652	0.661	Federal Home Loan Bank	4,988,500.00
10617	FAC	5,000,000.00	0.500	12/19/2016	12/19/2013	5,000,000.00	0.795	0.806	Fed Home Ln Mitg Corp	5,003,400.00
10256	MC1	178,000.00	3.560	12/19/2016	12/19/2012	178,000.00	3.511	3.560	Town of Ross	178,000.00
10626	FAC	5,000,000.00	0.800	12/27/2016	12/27/2013	5,000,000.00	0.789	0.800	Fed Home Ln Mitg Corp	4,891,000.00
10630	FAC	5,000,000.00	0.800	12/30/2016	12/30/2013	5,000,000.00	0.789	0.800	Fed Natl Mitg Assoc	4,994,500.00
10646	FAC	5,000,000.00	0.830	01/13/2017	01/13/2014	5,000,000.00	0.818	0.830	Fed Home Ln Mitg Corp	5,001,150.00
10658	FAC	5,000,000.00	0.900	01/30/2017	01/30/2014	5,000,000.00	0.887	0.900	Fed Home Ln Mitg Corp	4,992,400.00
10579	FAC	5,000,000.00	0.875	03/27/2017	11/27/2013	5,000,000.00	0.863	0.875	Fed Natl Mitg Assoc	4,990,550.00
10730	FAC	5,000,000.00	1.000	04/10/2017	04/10/2014	5,000,000.00	0.986	1.000	Fed Home Ln Mitg Corp	4,977,150.00
10771	FAC	5,000,000.00	1.000	05/19/2017	05/19/2014	5,000,000.00	0.986	1.000	Federal Home Loan Bank	4,985,700.00
10780	FAC	5,000,000.00	1.050	05/26/2017	05/28/2014	5,000,000.00	1.035	1.050	Fed Home Ln Mitg Corp	5,007,300.00
10980	FAC	5,000,000.00	0.900	06/29/2017	12/29/2014	5,000,000.00	0.887	0.900	Fed Home Ln Mitg Corp	4,994,100.00
10798	FAC	5,000,000.00	1.150	06/30/2017	06/30/2014	5,000,000.00	1.134	1.150	Fed Home Ln Mitg Corp	4,981,900.00
10806	FAC	5,000,000.00	1.000	07/17/2017	07/17/2014	5,000,000.00	0.986	1.000	Fed Agric Mitg Corp (FarmerMac)	4,994,050.00
10838	FAC	5,000,000.00	1.125	09/15/2017	09/15/2014	4,995,000.00	1.143	1.159	Fed Home Ln Mitg Corp	5,005,650.00
10839	FAC	5,000,000.00	1.200	09/18/2017	09/18/2014	5,000,000.00	1.183	1.200	Fed Home Ln Mitg Corp	4,999,050.00

INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
10974	FAC	5,000,000.00	1.000	09/22/2017	12/22/2014	5,000,000.00	0.986	1.000	Federal Home Loan Bank	4,985,750.00
10847	FAC	5,000,000.00	0.750	09/29/2017	09/29/2014	5,000,000.00	1.388	1.407	Federal Home Loan Bank	4,986,150.00
10893	FAC	5,000,000.00	1.125	11/03/2017	11/03/2014	5,000,000.00	1.109	1.125	Fed Home Ln Mtg Corp	4,973,450.00
10902	FAC	5,000,000.00	1.125	11/10/2017	11/10/2014	5,000,000.00	1.109	1.125	Fed Home Ln Mtg Corp	4,991,500.00
10905	FAC	5,000,000.00	0.500	11/13/2017	11/13/2014	5,000,000.00	1.387	1.407	Fed Home Ln Mtg Corp	4,994,450.00
10914	FAC	5,000,000.00	1.100	11/17/2017	11/17/2014	5,000,000.00	1.084	1.100	Fed Home Ln Mtg Corp	4,991,400.00
10929	FAC	5,000,000.00	1.250	11/27/2017	11/28/2014	5,000,000.00	1.232	1.250	Fed Home Ln Mtg Corp	4,986,550.00
10937	FAC	5,000,000.00	1.250	12/05/2017	12/05/2014	5,000,000.00	1.232	1.250	Fed Home Ln Mtg Corp	4,988,600.00
10954	FAC	5,000,000.00	1.300	12/12/2017	12/12/2014	5,000,000.00	1.282	1.300	Fed Home Ln Mtg Corp	4,991,500.00
10956	FAC	5,000,000.00	1.200	12/15/2017	12/15/2014	5,000,000.00	1.183	1.200	Fed Home Ln Mtg Corp	4,985,350.00
10971	FAC	5,000,000.00	1.300	12/18/2017	12/18/2014	5,000,000.00	1.282	1.300	Federal Home Loan Bank	4,985,950.00
10257	MC1	172,777.00	3.648	12/19/2017	12/19/2012	172,777.00	3.598	3.648	Town of Ross	172,777.00
10977	FAC	5,000,000.00	1.350	12/26/2017	12/26/2014	5,000,000.00	1.331	1.350	Fed Home Ln Mtg Corp	4,986,500.00
10983	FAC	5,000,000.00	0.625	12/29/2017	12/29/2014	4,991,000.00	1.328	1.346	Federal Home Loan Bank	4,999,450.00
10800	RRP	235,675.00	3.500	07/01/2019	07/01/2014	235,675.00	3.452	3.500	MARIN COUNTY	235,675.00

848,985,154.96	848,792,487.53	848,394,011.26
AMORTIZATION & ACCRETION OF PREMIUMS & DISCOUNTS	431.33	ACCRUED INTEREST DISCOUNT INVESTMENTS
848,985,154.96	848,792,918.86	848,394,011.26



TREASURER DIVISION - DEPARTMENT OF FINANCE  
 PORTFOLIO SUMMARY REPORT - OPERATING FUNDS  
 COUNTY OF MARIN, SCHOOLS & SPECIAL DISTRICTS  
 December 31, 2014

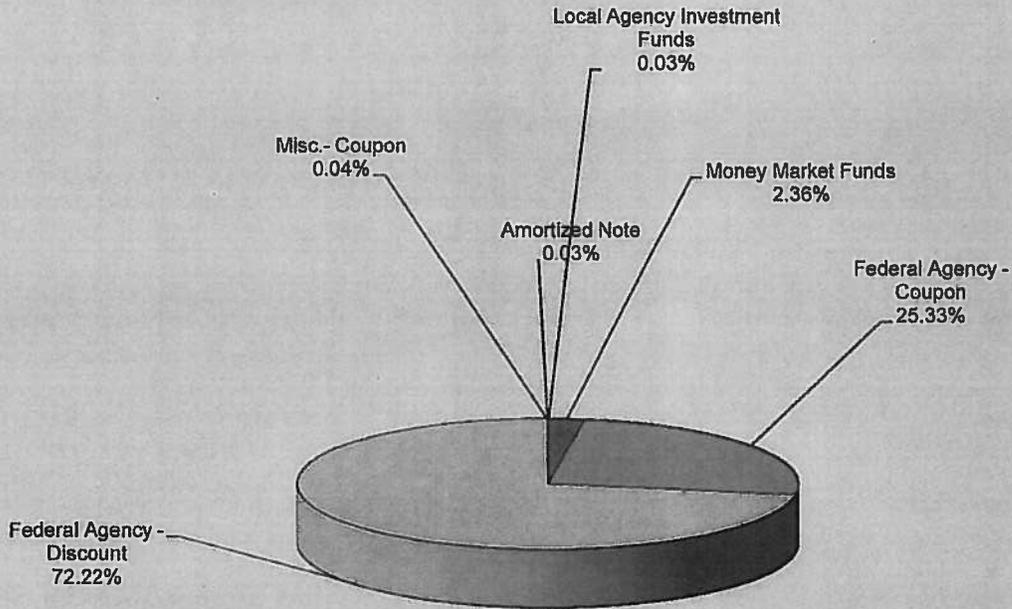
DESCRIPTION	ENDING BALANCE December 31, 2014	AVERAGE BALANCE December 31, 2014	WEIGHTED AVERAGE DAYS TO MATURITY	ANNUALIZED YIELD December 31, 2014	YIELD December 31, 2014
LOCAL AGENCY INVESTMENT FUNDS	\$236,521.34	\$236,521.34	1	0.267	0.267
MONEY MARKET FUNDS	\$20,005,181.62	\$19,682,600.97	1	0.010	0.010
FEDERAL AGENCY ISSUES - COUPON	\$214,978,750.00	\$198,053,973.65	824	0.818	0.914
FEDERAL AGENCY ISSUES - DISCOUNT	\$612,985,582.57	\$605,477,153.35	80	0.071	0.078
TREASURY SECURITIES - COUPON					
TREASURY SECURITIES - DISCOUNT	\$350,777.00	\$1,397,744.74	898	3.535	3.603
MISC SECURITIES - COUPON	\$235,675.00	\$235,675.00	1,642	3.502	3.500
AMORTIZED NOTE					
<b>TOTALS &amp; AVERAGES</b>	<b>\$848,792,487.53</b>	<b>\$825,083,669.06</b>	<b>257</b>	<b>0.255%</b>	<b>0.291%</b>

The Local Agency Investment Funds is an open ended account and is not included in the total weighted days to maturity.

**Treasurer Division - Department of Finance  
Portfolio Yield Report - Operating Funds  
County of Marin, Schools & Special Districts  
December 31, 2014**

INVESTMENT HOLDINGS	BOOK VALUE	12/31/14
Local Agency Investment Funds	\$236,521.34	0.267%
Money Market Funds	\$20,005,181.62	0.010%
Federal Agency - Coupon	\$214,978,750.00	0.914%
Federal Agency - Discount	\$612,985,582.57	0.078%
Misc.- Coupon	\$350,777.00	3.603%
Amortized Note	\$235,675.00	3.500%
<b>TOTAL</b>	<b>\$848,792,487.53</b>	<b>0.291%</b>

**PORTFOLIO ALLOCATION**



**MARINWOOD COMMUNITY SERVICES DISTRICT**

**775 Miller Creek Road, San Rafael, CA 94903-1323**

**Phone: (415) 479-7751 - Fax: (415) 479-7759**

December 3, 2014

Marin County Board of Supervisors  
Marin County Civic Center  
3501 Civic Center Drive  
San Rafael, CA 94903  
Via Email to: [bos@marincounty.org](mailto:bos@marincounty.org)

**RE: Nomination of Lucas Valley Road for Caltrans Scenic Road Designation**

Honorable Supervisors,

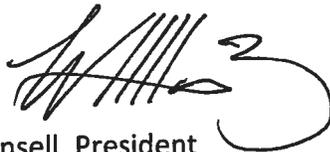
The Board of Directors of Marinwood Community Services District would like to provide you with this letter of endorsement for the Marin County nomination of Lucas Valley Road for Caltrans designation as a County Scenic Road.

At our November Board meeting, we unanimously voted to support the County Scenic Road Nomination of Lucas Valley Road. This road parallels areas of the Marinwood Community Service District in part, and has excellent views of the beautiful open space and park trail access locations. We believe a Scenic Road designation would do much to honor this spectacular area.

The natural scenic resources that exist along the Lucas Valley Road corridor is valued by local residents and all who travel the route. Scenic road status would indicate our appreciation of this beauty and intention to continue to maintain and enhance it.

Marin County participation in the Caltrans Scenic Road Program is an established Policy Goal DES 4(f) of the 2007 County-Wide Plan. The specific nomination of Marin County's Lucas Valley Road has our full support and endorsement.

Sincerely,



William Hansell, President  
Board of Directors

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

February 4, 2015 Fire Commission Meeting Minutes

**DRAFT**

Fire Commissioners:

Present: Ron Marinoff, Jeff Naylor, Russ Albano, Tom Elsbree, Greg Stillson,

Others in attendance:

Fire Chief Tom Roach, District Manager Eric Dreikosen, Board Members Tarey Read, and Bill Shea, Linda Barnello, Damien Perry

1. Approval of Agenda-Call to order 730 pm. Approval of Agenda.
  - M/S Marinoff/Elsbree to approve agenda. All in favor.
2. Approval of December Minutes
  - There was not a quorum at the December meeting so not minutes were taken during the informal meeting that was held.
3. September Activity Schedule and Response Report.
  - The January 2015 Activity Schedule was reviewed. There were no questions.
  - The January 2015 Response Report was reviewed. There was a question on call 15-06 for a severed toe. A 28 year old male had a front door slam on his foot and the tip of his big toe was cut off. There was a question on call 15-50 for traumatic injuries. A 64 year old woman took a ground level fall and hurt her knee.
  - The Response Numbers for 2013 and 2014 were compared. The difference in the two years was that in 2014 the Shared Services Agreement was signed in April and the Department started responding east of the freeway again. That added an increase of 360 calls to that area in the 8 months of 2014. Chief expects the number to be around 400 during 2015 which is what the department responded to previously with the old JPA agreements. Chief also noted that when the Marinwood engine was responding into that area of San Rafael Marinwood had very good backfill coverage from either San Rafael or Novato.
4. Chief Report
  - Chief gave a status report on the Shared Services Agreement with San Rafael. Changes have been made in dispatch. Cross over training was completed with emphasis on engine familiarization and drive time, truck training, and SCBA training. Chief has recorded the hours each agency has worked for the other agency and has costs for the Marinwood personnel working in San Rafael and San Rafael has provided Marinwood with the same details. A spreadsheet was distributed to the Commission and will be included in the Board Packet.
  - The draft 2015/16 Fire Department budget was reviewed. Chief did review the strike team reimbursements and discussed how that offset most of the overtime costs. Another sheet was distributed to explain the reimbursements and OT costs. It will be included in the Board Packet. Commissioner Marinoff asked to see how much overtime the Department had not attributed to strike teams. Chief said he would be able to provide that in the next month. Commissioner Marinoff also had comments on MERA Bond, asking if there would be another bond for the Next Generation System. It was explained that will be paid through a property tax. He also had a comment on the principal and interest of the pool bond. The 2015/16 budget reflected the same numbers as 2014/15. Typically the P and I is adjusted a bit. Eric stated he would check and adjust.
  - The Chief presented a not all inclusive list of department goals for 2015. Commissioner Naylor asked the Grant research and writing for department needs should be added and it was. Captain White said the department members have in the past researched and written grants for a variety of needs. Some have been awarded and some have not. He suggested

there are professional companies who write grants or that maybe a Commissioner would like to assist with the process.

- A draft Light Duty policy was reviewed. Three other policies from other departments were reviewed. A few suggestions were made and the draft has been updated and will be presented to the Board for review. If the Board is happy with the draft it will be sent to Counsel for review and then come back to the Commission and Board for approval next month.
- Chief discussed the current staffing issues with the Department, 2 members off on work related injuries and one employee offered a full time job with the San Rafael FD, leaving at the end of February. Different possibilities were discussed. The Commission agreed with the Chief's recommendation of hiring the temporary hire full time and using San Rafael's paramedic list for the next candidate and possibly include them in San Rafael's Academy.

Respectfully submitted,  
Chief Tom Roach

February 5, 2015

To: Marinwood Board of Directors  
From: Chief Tom Roach  
Re: Activity Summary for January 2015 and Emergency Response Comparison between 2013 and 2014

### **FULL TIME PAID STAFFING**

Eleven (11) full time paid personnel including:

Fire Chief Tom Roach

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

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

“C” shift- Captain White, Engineer Correa, Firefighter Cespedes

Relief Firefighter-Ross Anderson

Two firefighters off on extended workers compensation injury. Relief Firefighter moved on to B shift. Jeff Smith has been hired as a temporary firefighter is also on to A shift. All sick/vacation/school coverage done with overtime.

### **VOLUNTEER STAFFING**

18 Current Volunteers including:

One Volunteer Captain-one undergoing training

3 Volunteer Firefighter/AO's

10 Volunteer Firefighters qualified as “responders” (includes AO's & Captains)

8 Volunteer Firefighter qualified as a “non responder”

### **EMERGENCY CALLS**

Below are emergency call comparisons between 2013 and 2014. In 2013 there was a scaled back automatic aid agreement with San Rafael where Marinwood did not respond to calls east of Highway 101. In April of 2014 the shared services agreement was signed which included Marinwood providing emergency response east of Highway 101.

	<b>2013 Response Report</b>						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	227	73	31	17	0	na	348
CSA 13	67	20	6	1	0	na	94
New JPA (east of 101)	15	7	2	7	0	na	31
Old JPA (mont marin)	91	17	15	2	0	na	125
SR Mutual Aid	20	4	7	20	0	26	77
MC JPA	18	0	7	3	0	na	28
MC Mutual Aid	0	0	0	0	0	na	0
Novato Matrix	2	2	7	26	2	64	103
Others (list)							
Total number	440	123	75	76	2	90	806

	<b>2014 Response Report</b>						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	215	67	44	9	1	na	336
CSA 13	64	20	7	1	0	na	92
New JPA (east of 101)	263	63	55	9	0	na	390
Old JPA (mont marin)	49	19	7	8	0	na	83
SR Mutual Aid	44	8	15	22	1	16	106
MC JPA	29	5	4	0	0	na	38
MC Mutual Aid	0	0	0	0	0	0	0
Novato Matrix	6	4	0	24	4	52	90
Others (list)							
Total number	670	186	132	73	6	68	1135

	<b>January 2015 Response Report</b>						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	17	2	1	1	0	na	21
CSA 13	7	0	1	0	0	na	8
New JPA (east of 101)	26	4	3	0	0	na	33
Old JPA (mont marin)	1	0	2	0	0	na	3
SR Mutual Aid	4	0	1	2	0	0	7
MC JPA	1	0	1	0	0	na	2
MC Mutual Aid	0	0	0	0	0	0	0
Novato Matrix	1	0	0	0	0	7	8
Others (list)							
<b>Total number</b>	<b>57</b>	<b>6</b>	<b>9</b>	<b>3</b>	<b>0</b>	<b>7</b>	<b>82</b>

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

- I completed five final inspections of new solar systems in Marinwood during January.
- One fire commission meeting was held in December.
- The Department End of the Year Dinner was held in December at McGinnis Park Restaurant. Volunteer Captain Greg Stillson was promoted to Battalion Chief. The Volunteer of the Year Award was presented to Matt Rau and the Firefighter of the Year was presented to Ryan Brackett.
- The Marinwood Staff Holiday Lunch was held in December at HopMonk.
- The Department picked up toys from Miller Creek School for the Santa Cop Program and continued to collect drop off toys throughout December.
- Three volunteer firefighters made pancakes at the YMCA for their Breakfast with Santa Day.
- I attended the Old Dixie Schoolhouse Board meeting in January.
- I drove three kids to school in the engine on two separate occasions during January for fundraisers at various schools.
- The Marin Pirates swim team borrowed the department pancake griddles for their fundraising breakfast.
- I continued to work on a vegetation management grant through FireSafe Marin for Rotary Valley.

### **TRAINING**

- Six minutes of Safety training was reviewed daily by on duty staff.
- A new volunteer orientation was held in December. Six new volunteer firefighters were hired.
- A county wide new volunteer academy begins at the end of January. It consists of eight consecutive Sunday training days during January through March.
- Este Cespedes continues to work on his paramedic skills but negotiations need to take place to finalize the position of Paramedic in Marinwood. See Chief Report for more.
- Department Personnel continued with the Target Safety Training Program January.
- One paid employee continued working on Officer Training.
- All three shifts participated in a multi company drill/training through the Central Marin Training Consortium in January. The topic was structural firefighting tactics.
- Four volunteer drills were held in January. Topics included structural firefighting tactics and new volunteer orientation.
- Three volunteers underwent responder testing during January. It included a written exam and practical firefighting evolutions. Two passed.

### **MAINTENANCE**

- All 4 department vehicles underwent a comprehensive monthly check during January.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.
- All radio batteries were rotated and charged on a weekly basis during the month.
- Engine 58 had a preventative maintenance check done in January.

February 5, 2015

To: Marinwood Board of Directors  
From: Chief Roach

Re: Paramedic Update (paramedic tax), Call Comparison 2013 vs. 2014, Draft 2015/16 Budget, Department Goals, Draft Light Duty Policy, Staffing

**Paramedic Update through Shared Services**

Still in a holding pattern as the Union would like to first wrap up the current contract negotiations before moving forward with the new paramedic position. Salary and benefits for the position need to be negotiated as well as an exit strategy for current Marinwood employees who wish to voluntarily move to a firefighter paramedic position. A draft Paramedic job description has been created and also needs to be discussed with the labor group. A letter has been sent from Tom Horne to the Marinwood Shop Steward asking to meet and confer about the Paramedic Position. A reply was received from the Union asking to wait until January to meet regarding the paramedic position so they could focus on the regular negotiations which hopefully will be completed by then. There are some definite labor issues that need to be worked out with the creating the paramedic position in Marinwood. San Rafael, Chief Gray, and Marin County EMS have done everything they can and are prepared anytime to assist Marinwood with moving forward with a paramedic engine company.

Note-Marinwood still has a paramedic tax ceiling of \$85 per household. San Rafael and CSA 13 and CSA 19 all have a paramedic tax cap of \$105 and currently pay \$89. Marinwood did not increase the tax when San Rafael did a few years ago, mainly because of the issue of paramedics on engine companies-San Rafael had them, Marinwood did not. San Rafael has worked cooperatively with Marinwood recently to help make this happen. When Marinwood does finally have some paramedics working on the engine it may be good to consider raising the tax to be the same as the other jurisdictions within Paramedic operational area B.

**Shared Services, Call Comparison, and Shift Cross over**

Included in the Activity summary is a call comparison between 2013 and 2014. The difference being in 2013 Marinwood and San Rafael had a scaled back automatic aid agreement that only had Marinwood responding into the Mont Marin area on single engine responses. In April of 2014 the Shared Services Agreement was signed which called for a true boundary drop between the two agencies-this meaning the closest available engine would be dispatched to emergencies within the joint operational area. This expanded Marinwood's response zone to include the areas east of Highway 101. This can be recognized in the increased number of responses in the "new JPA Area (east of 101)". Other than that responses to areas and call types remained relatively consistent. Also included is a list of the crossover shifts that have occurred between the two departments and what that has cost each agency. There have been no reimbursement payments made at this point between the agencies.

### **Draft 2015/16 Fire Department Budget**

Included in the packet is a draft of the 2015/16 FD budget with the year to date expenditures from this years budget. The department is still waiting for strike team reimbursement from 1 of the 6 strike team assignments. All others have been received for a total reimbursement of \$197,361.75. This offsets much of the OT budget that has been spent. The department is still waiting for one more payment totaling \$49,138. The budget is still a working draft for the Commission but comes before in February because something needs to be sent to County to develop CSA 13's contribution for their contract.

### **Draft Light Duty Policy**

Included in the packet are light duty policies from Larkspur, Novato, and Tiburon. San Rafael's is almost identical to Tiburon's so I did not include it. I have prepared a draft copy of a Light Duty Policy for Marinwood. There are times when bringing an employee back who is off injured could be beneficial to both the Department and the employee. For example if there are particular administrative duties that can be accomplished and the injured employee has the skill set to assist with those duties light duty could be instituted. The employee would of course need to be cleared by his doctor and not have work restrictions that would interfere with the light duty work.

### **Staffing**

A second department member has been placed off duty due to a work related injury. I expect his return to be in the March/April time frame as he is recovering from a surgery. At this time the department has two members off due to injury. A temporary firefighter has been hired to help backfill the staffing gaps. Jeff Smith, a long time volunteer who currently sits as number 1 on the department hiring list and meets all the requirements of a full time firefighter has been hired and working on shift. That still leaves the department short one employee-the vacation relief position is not currently staffed so sick and vacation time is filled by overtime.

And...Este Cespedes was offered a job with the San Rafael FD as a paramedic firefighter pending his medical and psychological exam. He would begin working for San Rafael the last week of February.

That leaves the department with two temporary vacancies with the two workers comp injuries and one full time vacancy with Este's departure. There are a couple different options-

\*Hire Jeff Smith as a full time employee and hire another temporary employee from the firefighter or firefighter paramedic eligibility list. There are two volunteers on the firefighter eligibility list who meet the minimum requirements and could work as temporary hires. Both would need some training to get up speed. The top 2 candidates from the paramedic eligibility list have already been hired elsewhere. A temp hire could come off of the paramedic list but will need a few weeks of intensive training before they are ready to work as a third person on the engine. San Rafael has also offered a place in their fire academy for new recruits for any new employee Marinwood hires. Chief Gray

has also offered their paramedic hiring list if the Marinwood paramedic list does not have suitable paramedics available.

\*The department could hire only paramedics. Jeff Smith is an EMT and not a paramedic. The department does not currently have the paramedic position in place and there are some labor issues that need to be resolved/conquered. Jeff has been with the department as a volunteer for four years and has worked as a full time temp now for two months. He is trained and ready to fill both the firefighter and the acting engineer position. Any paramedics brought to the department will need approximately four weeks of intensive training in an academy setting prior to being able to work on the engine. Jeff has been a model employee and lives in the District with his wife and young daughter.

### **Department Goals**

Below are some goals for the department for 2015. If you have any ideas or suggestions please call or email me.

- \*Complete servicing of all hydrants in the District in 2015
- \*Complete all business occupancy inspections for 2015
- \*Complete testing of all hose during month of May 2015
- \*Accept and place in service new Type 1 Apparatus during July/August 2015
- \*Maintain volunteer firefighting force. Have two hiring classes-1 in January 2015 and one in June 2015. Have both classes go through County wide Volunteer Firefighter Academy and Wildland Academy.
- \*Maintain a hiring eligibility list
- \*Adopt a 2015/16 Fire Department Budget and operate within the budget
- \*Continue working towards a paramedic budget
- \*Increase Paramedic tax
- \*Hold one Blood Drive
- \*Continue policy development and adoption of Employee Handbook
- \*Work with New District Manager on Recommendations in SDRMA Safety Management Report
- \*Hold Two Get Ready Classes
- \*Have the Fourth of July Pancake Breakfast
- \*Have Santa Detail
- \*Continue Shared Services Agreement and work with Chief's of San Rafael and Larkspur to enhance our operational area services.
- \*Look for ways to increase revenue including-cell site leasing, other billing options for emergencies, etc.
- \*Continue to research and apply for grant opportunities to meet department needs.

## Overtime with Strike Teams

The department is reimbursed from the Cal Fire/OES Five Party Agreement for three different things-

1. Overtime rate of pay for personnel on the strike team assignment, up to four personnel
2. A per hour charge for use of the engine
3. An "administrative fee" of 10% of the above mention fees. Presumably for my time managing the Department here without the Department resources.

Following are the strike team assignments the Department participated in, the number of OT shifts caused, the total OT payout from the District, and total reimbursement from Cal Fire/OES

\*Note- add 16% to the OT payout costs by CSD to reflect workers comp and FICA costs not shown.

- 1) 7/3-7/5 The Type 3 with three personnel at the Knocti Incident  
7/5-7/9 The Type 3 with three personnel at Canyon Creek Incident  
This caused 12 OT shifts for the personnel on the incident  
And 7 OT shifts needed to be covered back at the station.  
Total OT payout by CSD \$28,540 + 16% (\$4,566.40) = \$33,106.40  
Total Reimbursement by Cal Fire/OES \$43,965
  
- 2) 8/1-8/8 The Type 3 with three personnel at the Yreka Incident  
8/8-8/16 The Type 3 with three personnel at the Klamath Incident  
This caused 29 OT shifts for the personnel on the incident  
And 16 OT shifts needed to be covered back at the station  
Total OT Payout by CSD \$62,332 + 16% (\$9,973.12) = \$72,305.12  
Total Reimbursement by Cal Fire/OES \$109,897.67
  
- 3) 9/15-9/20 The Type 3 with four personnel at the Placerville Incident  
9/20-9/25 The Type 3 with four personnel at another division of Placerville Incident  
This caused 21 OT shifts for the personnel on the incident  
And 12 OT shifts needed to be covered back at the station  
Total OT Payout by CSD \$40,785 + 16% (\$6,525) = \$47,310  
Total Reimbursement by Cal Fire/OES \$92,635.98

**Marinwood Fire Department Shared Services Reimbursement Request**

**Marinwood Fire Department Overtime Hours Served in San Rafael Fire Department:**

**Period:** 2014

Department	Date	Station	Personnel	OT Hours	Hourly rate	OT Wages	FICA	Comp*	Total Cost
Marinwood			Anderson, Ross		25.05				
Marinwood			Bagala, John		32.05				
Marinwood	7/21/2014	57	Brackett, Ryan	4.0	26.30	157.80	12.07	8.72	178.59
Marinwood			Cespedes, Esteban		26.30				
Marinwood	7/27/2014	56	Correa, Cesar	24.0	28.86	1038.96	79.48	57.42	1,175.86
Marinwood	9/19/2014	52	Correa, Cesar	24.0	28.86	1038.96	79.48	57.42	1,175.86
Marinwood	11/1/2014	SNR	Correa, Cesar	24.0	28.86	1038.96	79.48	57.42	1,175.86
Marinwood	12/25/2014	SNR	Correa, Cesar	24.0	28.86	1038.96	79.48	57.42	1,175.86
Marinwood	8/31/2014	52	Heine, Stephen	24.0	31.52	1134.72	86.81	62.71	1,284.24
Marinwood			Papanikolaou, John		28.33				
Marinwood			Selvitella, Brandon		27.63				
Marinwood	7/21/2014	51	Smith, Brian	4.0	28.33	169.98	13.00	9.39	192.37
Marinwood	7/5/2014	57	White, Joel	24.0	32.05	1153.80	88.27	63.77	1,305.84
Marinwood	11/2/2014	SNR	White, Joel	24.0	32.05	1153.80	88.27	63.77	1,305.84
Marinwood	11/27/2014	SNR	White, Joel	24.0	32.05	1153.80	88.27	63.77	1,305.84
<b>Total Cost</b>									<b>10,276.16</b>

**Notes:**

**\* Workers Compensation Rate:**

Rate for FF 5.84%

Experience Mod. 142.0%

Net Comp Rate 8.29%

San Rafael	7/10/2014	58	Mike McCarthy	10	58.7213				587.21
San Rafael	9/15-25/2014	ST	Sean Gordon	106 OT	52.5416				5,569.41
San Rafael	9/15-25/2014	ST	Sean Gordon	137 ST	35.0277				4,816.31
San Rafael	10/18/2014	58	Paul Bernard	24	64.8345				1,556.03
San Rafael	12/10/2014	58	Mike Morganlander	24	64.8345				1,556.03
<b>Total</b>									<b>14,084.99</b>

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

Cost Center 6103013100

Draft 2/6/15

Functional	Expense	Budget	Actual	% Var	Budget	%
SAP Area	Object	2014-15	1/28/2015	Percent	2015-16	Change
<b>EXPENDITURES: SALARIES &amp; EMPLOYEE BENEFITS</b>						
5110110	Regular Salaries					
101000	Sal. Administration (Dist Mgr 50%)	42,089	35,231.19	83.7%	48,504	15.2%
103000	Sal. Fire Regular (Schedule A)	944,127	509,190.24	53.9%	947,464	0.4%
5110313	103000 Holiday Pay	37,346	16,031.40	42.9%	37,511	0.4%
5110319	103000 FLSA Work-week Adjustment	21,219	15,834.37	74.6%	21,313	0.4%
5120110	103000 Overtime -partly offset by OES reimbursement	85,000	205,406.03	241.7%	85,000	0.0%
	Total Regular Salaries	1,129,781	781,693.23	69.2%	1,139,791	0.9%
5110210	Extra Hire Salaries					
101000	CSD Office hourly	10,494	7,543.31	71.9%	10,494	0.0%
103000	Cadet Program/Extra Hire	0	0.00	-	-	-
	Total Extra Hire Salaries	10,494	7,543.31	71.9%	10,494	0.0%
	Total salaries	1,140,274	789,236.54	69.2%	1,150,285	0.9%
5130120	103000 Group Insurance	266,965	171,301.14	64.2%	260,833	-2.3%
5130510	103000 PERS	339,413	169,222.31	49.9%	340,181	0.2%
5140115	103000 Workers Compensation	95,269	54,336.37	57.0%	96,150	0.9%
5140130	103000 Physicians Services	4,100		0.0%	4,100	0.0%
5140140	103000 Social Security/Medicare	87,722	52,709.01	60.1%	87,997	0.3%
5140145	103000 Unemployment Insurance	3,108	2,580.91	83.0%	3,108	0.0%
	Total Benefits & Employer Expense	796,577	450,149.74	56.5%	792,369	-0.5%
<b>5100000</b>	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>1,936,852</b>	<b>1,239,386.28</b>	<b>64.0%</b>	<b>1,942,654</b>	<b>0.3%</b>

**EXPENDITURES: SERVICES AND SUPPLIES**

5210120	103000 Consultant fees	1,000	13,520.60	1352.1%	1,000	0.0%
5210128	103000 Fingerprinting	300	496.00	165.3%	300	0.0%
5210131	103000 Legal Expense	10,000	1,905.25	19.1%	10,000	0.0%
5210210	101000 Audit	6,400	6,222.50	97.2%	6,400	0.0%
5210215	103000 Banking fees	600	29.58	4.9%	600	0.0%
5210230	103000 Payroll services	4,000	2,698.92	67.5%	4,000	0.0%
5210525	103000 General Insurance	13,502	11,441.63	84.7%	13,502	0.0%
5210530	101000 Legal settlements					
5210725	103000 Telephone, broadband, cell	8,000	3,726.20	46.6%	8,000	0.0%
5210810	103000 Power	9,000	6,871.99	76.4%	9,000	0.0%
5210815	101000 Garbage Removal	2,720	1,457.33	53.6%	2,720	0.0%
5210835	103000 Water (\$100/mo) & Sewer (40%)	1,800	1,044.05	58.0%	1,800	0.0%
5210910	103000 Vehicle maintenance	25,000	13,692.59	54.8%	25,000	0.0%
5210920	103000 MERA operation (90% of total)	15,000	13,628.70	90.9%	15,000	0.0%
5210925	103000 Radio Maintenance & Equipment	3,418	2,764.46	80.9%	3,918	14.6%
5211310	103000 Special progams, awards & incentives	3,000	2,200.55	73.4%	3,000	0.0%
5211320	103000 Educational Materials (Train/Prev/NERT)	5,000	3,882.82	77.7%	5,000	0.0%
5211325	103000 Conferences & meeting expense	1,000		0.0%	1,000	0.0%
5211330	103000 Memberships, Dues (offset by payroll ded.)	2,500	1,904.97	76.2%	2,500	0.0%
5211340	103000 Training / Testing (inc.EMT,CPR, FPO, TO)	8,000	1,320.89	16.5%	8,000	0.0%

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 1/28/2015	% Var Percent	Budget 2015-16	% Change
5211440	103000	Routine Travel	700	908.33	129.8%	1,000	42.9%
5211520	103000	Publications, Legal Notices	400		0.0%	400	0.0%
5211545	101000	Election Exp. (Board, Paramedic)	6,000		0.0%	6,000	0.0%
5211610	103000	County fees, LAFCO share, Hazmat	5,960	2,654.04	44.5%	5,960	0.0%
5220110	103000	Office expense	5,000	7,427.76	148.6%	7,000	40.0%
5220130	101000	Reprod. costs - Xerox 30%	2,000	1,714.15	85.7%	3,000	50.0%
5220210	103000	In-house apparatus & equipment maintenance	5,000	2,700.19	54.0%	5,000	0.0%
5220215	103000	Hydrant Maint.	1,500	60.82	4.1%	1,500	0.0%
5220220	103000	Small tools	500	208.55	41.7%	500	0.0%
5220310	103000	Building Maintenance	8,000	6,240.48	78.0%	9,400	17.5%
5220610	103000	Gasoline, fuel	8,000	6,956.21	87.0%	9,000	12.5%
5220810	103000	Miscellaneous supplies	23,248	17,209.42	74.0%	24,586	5.8%
5220825	103000	Uniforms & personal Supplies	7,062	4,758.67	67.4%	7,062	0.0%
5220826	103000	Food, emergency supplies	1,500	2,003.55	133.6%	1,500	0.0%
5220827	103000	Janitorial & Building Supplies	3,000	2,512.04	83.7%	3,000	0.0%
<b>TOTAL SERVICES &amp; SUPPLIES</b>			<b>198,110</b>	<b>144,163.24</b>	<b>72.8%</b>	<b>205,648</b>	<b>3.8%</b>
<b>EXPENDITURES: DEBT SERVICE</b>							
5211710	103000	Long-term debt principal <i>MERA bond share - 12944</i> <i>Building loan - 50000</i>	62,944	62,831.12	99.8%	62,755	-0.3%
5211715	103000	Long-term debt interest <i>MERA bond share - 4435</i> <i>Building loan - 10175</i>	14,607	11,577.70	79.3%	12,081	-17.3%
<b>TOTAL LOAN PAYMENT</b>			<b>77,551</b>	<b>74,408.82</b>	<b>95.9%</b>	<b>74,836</b>	<b>-3.5%</b>
<b>EXPENDITURES: FIXED ASSETS</b>							
5220910	103000	Improvements	6,238			15,838	
5220916	103000	Other equipment - new fire engine lease	53,000	128,135.00		53,000	
<b>TOTAL FIXED ASSETS</b>			<b>59,238</b>	<b>128,135.00</b>		<b>68,838</b>	
<b>EXPENDITURES: CONTINGENCIES &amp; RESERVES</b>							
		<b>Reserves for equipment replacement</b>		<i>proposed</i>			
		Type I engine		40,000			
		Type III engine		20,000			
		Utility vehicle		6,000			
		Chief's vehicle		4,000			
		Heater & air condition, Firehouse		8,000			
		Total		78,000			
		Conting. General (fund bal. unbudgeted)					
		Contingency for wage increases:					
<b>TOTAL CONTINGENCIES &amp; RESERVES</b>			<b>0</b>			<b>-</b>	
<b>TOTAL BUDGET</b>			<b>2,271,751</b>	<b>1,586,093.34</b>	<b>69.8%</b>	<b>2,291,976</b>	<b>0.9%</b>

<b>REVENUE: BUDGET FUNDING - FIRE DEPT.</b>							
Estimated Property Tax Revenue:							
4110110	103000	Current Secured	603,730	339,609.77	56.3%		

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 1/28/2015	% Var Percent	Budget 2015-16	% Change
4110111	103000	Admin fee for tax collection	-10,867	(4,811.28)			
4110115	103000	Unitary	3,841		0.0%		
4110120	103000	Current Unsecured	12,518	12,115.22	96.8%		
4110140	103000	Excess ERAF	76,919	40,403.04	52.5%		
4110145	103000	P/Y ERAF /Reverse ERAF	0	3,878.57	0.0%		
4110210	103000	Supplemental Assessment, Current	0	4,313.60			
4110215	103000	Supplemental Assessment, Unsecured	13,263	99.95	0.8%		
4110225	103000	Supplemental Assessment, Redem.	303	345.29	114.0%		
4110310	103000	Prior Year Secured	985				
4110510	103000	Prior Unsecured	0	632.09			
4560110	103000	In-lieu, Housing	0				
		Total Estimated Property Tax Revenue:	700,692	396,586.25	56.6%	0	
4120610	103000	Special Tax	966,936	532,413.77	55.1%	992,346	2.6%
4120611	103000	Admin fee for Special Tax collection	-3,600	(1,963.22)		(3,600)	0.0%
4220115		Plan Review fees	5,000	1,207.00		5,000	
4410125		Interest - Pooled Investments	500		0.0%	500	
4410127		Interest - excess ERAF					
4511210	103000	HOPTR	0	571.24		0	
4530527		Grants - two vegetation management projects					
4570110		Expense reimbursements		2,227.00			
4631145		Contracts for service <i>County Farm - 75000</i>	80,243	67,067.00	83.6%	82,112	2.3%
4631740		Emergency Response Fees (billable)	10,000			10,000	
4640321		CSA 13 contract	572,434	411,981.00	72.0%	582,582	1.8%
4640415		OES reimbursement		197,361.75			
4710615		Donations					
4710642		Miscellaneous revenue	100			100	0.0%
<b>TOTAL FIRE BUDGET FUNDING</b>			<b>2,332,305</b>	<b>1,607,451.79</b>	<b>68.9%</b>	<b>1,669,040</b>	<b>-28.4%</b>
<b>TOTAL FIRE BUDGET</b>			<b>2,271,751</b>	<b>1,586,093.34</b>	<b>69.8%</b>	<b>2,291,976</b>	

*To be provided from property tax and fund balance: 622,936*

## **Marinwood Fire Department**

### **Light Duty Policy**

The purpose of this policy is to define the fire department's administration of light duty assignments for employees who incur an industrial or non-industrial injury or illness which otherwise prevents the employee from performing his/her regularly assigned duties.

1. It shall be the policy of this department to consider all light duty assignments on a case by case basis. Such assignments will generally be the exception rather than the rule.
2. Light duty assignments may be approved by the Fire Chief subject to the following guidelines:
  - a) Written authorization from a qualified physician shall be required prior to any assignment to light duty for a non-industrial injury or illness, or from the employee's treating physician for an industrial injury or illness.
  - b) Such authorization from a physician must include a specific date of anticipated return to full duty. Such dates may be adjusted based upon a more rapid recovery than anticipated or a longer period of recovery due to aggravated circumstances.
  - c) Final approval of all light duty assignments shall rest with the Fire Chief.
3. Assignment to light duty may be initiated either by request from the employee or in the form of a directive from the Fire Chief. In cases where the employee requests light duty, he/she shall submit the request in writing to the Fire Chief with the appropriate authorization described in paragraph 2a-b.
4. All light duty work details will be approved by the Operations Chief. Employees on light duty shall receive supervision from the company officer or chief officer to whom he/she is assigned.
5. Employees assigned to light duty shall be evaluated in writing by the Fire Chief every two weeks. A progress report shall be submitted to the District Manager to determine the effectiveness of the light duty assignment.
6. Light duty assignments shall be restricted to functions within the scope of the fire department's mission and which are related to the individual employee's skills, knowledge and abilities. Training may be provided to enable an employee to carry out assigned tasks.
7. Since the intent of this policy is to keep employees working but not subject them to circumstances that might aggravate their existing medical condition, employees on light duty are to use good judgment in carrying out all assigned tasks.
8. When one or more employee is available for assignment to light duty at the same time and there is only sufficient work available to accommodate one employee, the most senior employee shall be offered the assignment first.
9. Employees assigned to light duty can work as needed on a limited temporary basis and not more than 40 hours per week as determined by the assignment.

10. Time off for follow-up examinations by a treating physician or for other treatments directly related to the employee's current medical restriction from normal duties shall be permitted. However, an employee assigned to light duty for non-industrial injury or illness shall be required to use sick leave benefits for such appointments.

11. All paid leave used (vacation, sick leave, etc.) while on light duty shall be deducted from the employee's leave accruals at a rate of 1.6 times the actual time off in order to compensate for the effect of paid leave being accrued on the 56 hour/week schedule.

DRAFT

## F 1066

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### Temporary Modified Duty Assignments

#### F 1066.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the procedure for assigning employees to temporary modified duty when injuries sustained on- or off-duty result in physical limitations as diagnosed by a qualified health care professional.

#### F 1066.2 POLICY

It is the policy of the Tiburon Fire Protection District to assist injured employees in returning to work as soon as they are medically able to perform meaningful work for the District. In some instances, the return to work may result in a temporary modified-duty assignment.

#### F 1066.3 PROCEDURE

Temporary modified-duty assignments are intended to provide employees who have sustained a work-related occupational or non-occupational injury that temporarily limits their ability to perform their regularly assigned duties with an opportunity to return to work. The ability of the District to offer an employee a temporary modified-duty assignment will be based on the limitations of the employee and the needs of the District, and will generally not exceed six months. The process for evaluating an employee for a modified-duty assignment after being medically cleared with restrictions from an injury occurring on- or off-duty, or an illness as a result of an exposure, shall be as follows:

- (a) The employee's treating health care professional must have provided the employee with written clearance stating that the employee is able to work modified duty with identified work restrictions.
- (b) The employee must provide the clearance document to the Fire Chief as soon as practicable.
- (c) The Fire Chief should contact the respective Battalion Chief or the authorized designee to determine the availability of a temporary modified-duty assignment that is commensurate with the employee's work restrictions. There may be instances when a temporary modified-duty position within the employee's work restrictions is not available.
- (d) If a temporary modified-duty assignment is available, the employee may be required to schedule an appointment with the district's occupational medical provider for final medical clearance before reporting for duty.
- (e) Temporary modified-duty assignments shall not exceed six months without approval from the Fire Chief or the authorized designee. Extensions will be based on the employee's need for continued temporary modified duty and the district's need for continued work in the task assigned. Extensions are not guaranteed. Extensions in a temporary modified-duty assignment will be granted on a case-by-case basis and at the sole discretion of management. An authorized extension will not expand any temporary modified duty into a permanent assignment and will not be considered as precedent for any other extensions.
- (f) With the exception of employees who are disabled, as defined by the Americans With Disabilities Act (ADA) or the California Fair Employment and Housing Act (Government Code § 12940 et seq.), temporary modified-duty assignments normally will end at the point when the injured employee's condition is declared permanent and stationary.

## F 1070

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### Return to Work

#### F 1070.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process through which an employee, who has been off work for an extended period of time due to an injury or illness, may return to work.

#### F 1070.1.1 DEFINITIONS

Definitions related to this policy include:

**Interactive process** - An informal meeting between employer and employee, designed to identify the precise limitations resulting from a disability and any potential reasonable accommodations that could overcome those limitations and allow the employee to return to work, either in their usual and customary position or some other type of work.

#### F 1070.2 POLICY

It is the policy of the Tiburon Fire Protection District to assist injured employees, to the extent reasonably practicable, in returning to work as soon as they are medically able to perform meaningful work for the District.

#### F 1070.3 EMPLOYEE RESPONSIBILITIES

It is the employee's responsibility to inform the District of his/her absence and to immediately advise the District when the employee believes that he/she will be medically released to return to work, with or without restrictions. If practicable, the employee shall provide advance notice of his/her potential return to work and shall provide written medical verification of the clearance and any restrictions.

If an employee has restrictions prescribed by a qualified health care professional, it is the responsibility of the employee to ensure he/she is not performing work that violates any restriction. If the employee believes he/she has been requested or directed to perform work that violates the restrictions, the employee should make a prompt report to the Fire Chief.

#### F 1070.4 DISTRICT RESPONSIBILITIES

The District will evaluate the employee's request to return to work and the written medical verification, and will consult with the Fire Chief in order to make a determination whether:

- (a) The employee may return to full duty based on the medical verification provided by the employee.
- (b) The employee may return to work to a temporary modified-duty assignment and whether the District has a need that fits with the employee's restrictions.
- (c) The employee should have a fitness-for-duty evaluation.
- (d) The employee has reached a permanent and stationary rating and it is necessary to engage in an interactive process to determine a reasonable accommodation.

The Fire Chief, in consultation with the district representative, should make a recommendation to the Fire Chief or the authorized designee regarding the status of the employee. The Fire Chief should communicate with the employee about plans for the employee to return to work, after consulting with the Fire Chief or the authorized designee.

<b>NOVATO FIRE DISTRICT</b>  <b>OPERATIONS MANUAL</b> <b>BOOK NO. 1</b>  <b>ORGANIZATION</b>	<b>CHAPTER III</b>	<b>STAFFING</b>	
	<b>SUBJECT 10</b>	<b>Limited Duty</b>	
	<b>CODE 1-III-10</b>	<b>PAGE 1 OF 6</b>	<b>DATE 12/23/14</b> <b>Previous Revision</b> <b>09/24/07</b>

10.01 Purpose

- A. To provide, where appropriate, limited duty assignments to members with temporary work limitations as determined by a physician.
- B. To provide a safe and cost effective system of utilizing personnel resources who are injured on or off duty.
- C. To limit and control the nature of duties assigned to personnel with known temporary medical limitations.
- D. To maintain an orderly procedure for monitoring members on transitional duty assignments.
- E. Definitions
  - 1. Limited Duty Assignment: A temporary alternate duty assignment for a member recovering from an industrial or non-industrial injury or illness that can be performed in conformance with the member's medical restrictions. Limited duty assignments allow the member to remain gainfully employed during the recovery period.
  - 2. Reasonable Accommodation: Any change in the work environment or in the way the work is customarily performed that enables a qualified individual with a disability, as defined by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA), to perform the essential functions of a position. Examples may include job restructuring, identifying part-time or modified work schedules, reassignment to a vacant position, acquisition of special equipment or devices, redesigning workload patterns, or making any other reasonable change that enables the qualified individual to perform the essential functions of the job.

APPROVED \_\_\_\_\_

INITIATOR Deputy Chief Brolan

<b>NOVATO FIRE DISTRICT</b>  <b>OPERATIONS MANUAL</b> <b>BOOK NO. 1</b>  <b>ORGANIZATION</b>	<b>CHAPTER III</b>	<b>STAFFING</b>	
	<b>SUBJECT 10</b>	<b>Limited Duty</b>	
	<b>CODE 1-III-10</b>	<b>PAGE 2 OF 6</b>	<b>DATE 12/23/14</b> <b>Previous Revision</b> <b>09/24/07</b>

10.02 Policy

- A. Members who are recovering from a temporary injury or illness and cannot resume the full work requirements of their regular position may request, through the Fire Chief or designee, a transitional duty assignment. Transitional duty is applicable to industrial and non-industrial injuries/illnesses.
- B. Members may be assigned to appropriate transitional duty in their assigned division or in other District divisions. Operational issues such as budget constraints, staffing requirements, scheduling, etc., will be considered prior to approval.
- C. The Human Resources Manager shall initiate transitional duty assignments for medically cleared members.
- D. Members may begin working light duty five (5) calendar days from the date of injury.
- E. Scope
  - 1. A member's entitlement to or denial of benefits under this program shall be in compliance with California Workers' Compensation law, applicable District policies and State and Federal law.
  - 2. Transitional duty may be provided to accommodate a temporary illness or injury. It is incumbent upon the employee to follow all restrictions set forth by their treating physician. At no time shall the employee engage in any activity that shall violate the restrictions.
  - 3. Reasonable accommodation should be requested for disabilities that limit the individual's ability to perform a major life activity as defined in the Americans with Disabilities Act and/or the Fair Employment and Housing Act.

APPROVED \_\_\_\_\_

INITIATOR Deputy Chief Brolan

<b>NOVATO FIRE DISTRICT</b>  <b>OPERATIONS MANUAL</b> <b>BOOK NO. 1</b>  <b>ORGANIZATION</b>	<b>CHAPTER III</b>	<b>STAFFING</b>	
	<b>SUBJECT 10</b>	<b>Limited Duty</b>	
	<b>CODE 1-III-10</b>	<b>PAGE 3 OF 6</b>	<b>DATE 12/23/14</b> <b>Previous Revision</b> <b>09/24/07</b>

4. If an employee is released to a limited duty 56 hour work week ("shift work") the employee shall report to their assigned station at the start of the shift to complete their assignment. Persons on limited duty shall follow chain of command and may be assigned to other duties around the District as needed. If an employee is released to limited duty of less than 56 hours, they shall attempt to complete those hours on their assigned shift and station. Persons on limited duty shall not be allowed to respond Code 3 in district apparatus and shall not be allowed on active emergency scenes.
5. If a day employee is released to a limited duty 40 hour work week the employee shall report to their assigned station at the start of the shift to complete their assignment. Persons on limited duty shall follow chain of command and may be assigned to other duties around the District as needed. If a day employee is released to limited duty of less than 40 hours, they shall attempt to complete those hours on their assigned shift and station. Persons on limited duty shall not be allowed to respond Code 3 in district apparatus and shall not be allowed on active emergency scenes.
6. This policy is not intended to create greater rights or benefits than those contained in the Memorandum of Understanding for the bargaining unit representing the affected member.

F. Program

1. The Human Resources Manager is responsible for the administration of limited duty assignments.
2. The District reserves the right to exercise its prerogative to protect itself against excessive future liability and insurance risk, and the member against further aggravation and/or injury.

10.03 Procedures

APPROVED \_\_\_\_\_

INITIATOR Deputy Chief Brolan

<b>NOVATO FIRE DISTRICT  OPERATIONS MANUAL BOOK NO. 1  ORGANIZATION</b>	<b>CHAPTER III</b>	<b>STAFFING</b>	
	<b>SUBJECT 10</b>	<b>Limited Duty</b>	
	<b>CODE 1-III-10</b>	<b>PAGE 4 OF 6</b>	<b>DATE 12/23/14 Previous Revision 09/24/07</b>

- A. A member, released by his or her treating physician or other health care provider to return to limited duty shall notify the Human Resources Manager immediately and provide a copy of their physician's certificate, NFD Form AD-19, indicating the member's physical restrictions.
- B. The Human Resources Manager shall notify the Deputy Chief, the member's Battalion Chief or direct supervisor, the Accounting Specialist, and Telestaff. A copy of the AD19 shall be placed into the member's Worker's Compensation file.
- C. The Human Resources Manager shall consult in advance with the members Battalion Chief or direct supervisor about the member's availability for a limited duty assignment.
- D. Working conditions, including the number of hours worked and classifications of the member assigned to limited duty may be varied to meet the objectives of this program.
- E. If no limited duty is available within the restrictions set by the physician, the member will remain on "no work" status.
- F. Assignments to limited duty shall be for a period of up to six months unless the member and the District agree to a longer period of time, and as long as medical evidence indicates the member is improving and is likely to return to full duty. The –Fire Chief or designee may revoke any transitional duty assignment if the member's medical condition, based on medical documentation, is not improving. The Human Resources Manager will periodically review the status of members assigned to transitional duty to ensure compliance with all work limitations and that the member is meeting all medical appointments. Members assigned to temporary transitional duty shall conform to the work procedures, practices, dress requirements and regulations of the workplace or division where assigned, and shall perform all work in conformance with their medical restrictions. Failure of the member to satisfactorily perform the required duties will terminate the transitional duty assignment.

**APPROVED** \_\_\_\_\_

**INITIATOR** Deputy Chief Brolan

<b>NOVATO FIRE DISTRICT OPERATIONS MANUAL BOOK NO. 1 ORGANIZATION</b>	CHAPTER III	STAFFING	
	SUBJECT 10	<b>Limited Duty</b>	
	CODE 1-III-10	PAGE 5 OF 6	DATE 12/23/14 Previous Revision 09/24/07

- G. The Human Resources Manager will assure that all members working in transition assignments sign an agreement to work within the restriction established by their treating physician. Failure of the member to sign the agreement will result in denial of the transitional duty assignment.
- H. If the member's medical condition is determined to be permanent, or permanent and stationary, precluding work for which the member was hired, the member's assignment, if any, will be governed by applicable District policies, Workers' Compensation law and/or state and federal law. If the member believes he or she is eligible for reasonable accommodation under the ADA or FEHA, the Human Resources Manager will coordinate a meeting with the member and the member's division head to evaluate the member's eligibility and determine whether or not a reasonable accommodation is available. The member may invite a labor representative to attend this meeting with them, if they wish.
- I. Once a member has been on a continuous transitional duty assignment for a period of 90 days, the Human Resources Manager will set up a meeting with the member and the division head to which they area assigned to determine the status of the member's recovery and whether the Transitional Duty assignment will continue. The member may invite a labor representative to attend this meeting with them, if they wish. A transitional duty assignment may extend beyond the six month period only if medical evidence indicates the member's return to work is imminent.
- J. If at any time while a member is on a temporary transitional duty assignment the treating physician determines that the member is able to perform regular work activities within current work restrictions or without restriction, the member shall return to his or her regular duties.
- K. Compensation

APPROVED \_\_\_\_\_

INITIATOR Deputy Chief Brolan

<b>NOVATO FIRE DISTRICT</b>  <b>OPERATIONS MANUAL</b> <b>BOOK NO. 1</b>  <b>ORGANIZATION</b>	<b>CHAPTER III</b>	<b>STAFFING</b>	
	<b>SUBJECT 10</b>	<b>Limited Duty</b>	
	<b>CODE 1-III-10</b>	<b>PAGE 6 OF 6</b>	<b>DATE 12/23/14</b> <b>Previous Revision</b> <b>09/24/07</b>

1. While temporarily assigned to transitional duty, the member will be paid his or her regular base pay and benefits even though the member may be assigned to another division.
2. Members working transitional duty due to industrial injuries may take time taken off from work for physician appointments or physical therapy at no cost to themselves.
3. Members working transitional duty will be allowed to take vacation and CTO leave with approval of their Shift Battalion Chief. Their respective leave account will be charged on an hour for hour basis for the time taken off.
4. This will be a trail period for a 56 hour work week transitional duty plan (instead of 40 hour work week) and shall be reviewed at the end of one calendar year for effectiveness. The District reserves the right to revert back to the previous light duty arrangements at any time during this period if any disservice is found to the district.

APPROVED \_\_\_\_\_

INITIATOR Deputy Chief Brolan

# LARKSPUR FIRE DEPARTMENT

## Operations Manual

**Subject: Light Duty Policy**

**Section: ADMINISTRATIVE**

**Effective Date: February 15, 1992**

**Page 1 of 2**

The purpose of this policy is to define the fire department's administration of light duty assignments for employees who incur an industrial or non-industrial injury or illness which otherwise prevents the employee from performing his/her regularly assigned duties.

1. It shall be the policy of this department to consider all light duty assignments on a case by case basis. Such assignments will generally be the exception rather than the rule.
2. Light duty assignments may be approved by the Fire Chief subject to the following guidelines:
  - a) Written authorization from a qualified physician shall be required prior to any assignment to light duty for a non-industrial injury or illness, or from the employee's treating physician for an industrial injury or illness.
  - b) Such authorization from a physician must include a specific date of anticipated return to full duty. Such dates may be adjusted based upon a more rapid recovery than anticipated or a longer period of recovery due to aggravated circumstances.
  - c) Final approval of all light duty assignments shall rest with the Fire Chief.
3. Assignment to light duty may be initiated either by request from the employee or in the form of a directive from the Fire Chief. In cases where the employee requests light duty, he/she shall submit the request in writing to the Fire Chief with the appropriate authorization described in paragraph 2a-b.
4. All light duty work details will be approved by the Operations Chief. Employees on light duty shall receive supervision from the company officer or chief officer to whom he/she is assigned.
5. Employees assigned to light duty shall be evaluated in writing by the supervisor every two weeks. A progress report shall be submitted to the Operations Chief to determine the effectiveness of the light duty assignment.
6. Light duty assignments shall be restricted to functions within the scope of the fire department's mission and which are related to the individual employee's skills, knowledge and abilities. Training may be provided to enable an employee to carry out assigned tasks.

ADMINISTRATIVE

LARKSPUR FIRE DEPARTMENT

Operations Manual

**Subject: Light Duty Policy**

**Section: ADMINISTRATIVE**

**Effective Date: February 15, 1992**

**Page 2 of 2**

7. Since the intent of this policy is to keep employees working but not subject them to circumstances that might aggravate their existing medical condition, employees on light duty are to use good judgment in carrying out all assigned tasks.
8. When one or more employee is available for assignment to light duty at the same time and there is only sufficient work available to accommodate one employee, the most senior employee shall be offered the assignment first.
9. Employees assigned to light duty shall work a 40-hour work week which follows the work schedule of management and administrative employees, or a flexible work schedule totaling 40 hours per week as determined by the assignment.
10. Time off for follow-up examinations by a treating physician or for other treatments directly related to the employee's current medical restriction from normal duties shall be permitted. However, an employee assigned to light duty for non-industrial injury or illness shall be required to use sick leave benefits for such appointments.
11. All paid leave used (vacation, sick leave, etc.) while on light duty shall be deducted from the employee's leave accruals at a rate of 1.6 times the actual time off in order to compensate for the effect of paid leave being accrued on the 56 hour/week schedule.

# MARINWOOD COMMUNITY SERVICES DISTRICT

## DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

**January 27, 2014**

**Time and Place:** 7:30 Marinwood Community Center Classroom

**Present:**

Commissioners: Izabela Perry, Kimberly Call, Sarah Paoli, Shane Valentine, and Sivan Oyserman.

Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta, Recreation Supervisor Robyn Bruton and Administrative Assistant Carolyn Sullivan.

Others present: Linda Barnello.

Board members: Justin Kai.

**Agenda**

No changes or additions.

**Designation of P&R Commission Chair for 2015**

Perry commented she would feel comfortable remaining the Commission Chair. Call stated Perry has done an excellent job as Chair, she has a financial background and takes responsibility for her role. The Commission agreed with Call.

M/s Call/ Paoli to nominate Perry as 2015 Commission Chair. Motion carried unanimously.

Valentine commented he would like to serve as Vice Chair in an unofficial capacity. Perry commented that would be great.

**Public Comment**

No comments.

**Minutes of December 23, 2014 Commission Meeting**

Call would like to put on future agendas discussion regarding how to grow our Recreational space. Call additionally requested a status on a plaque in honor of Tom Kunkel. Oyserman requested the Chair touch base with Kunkel to ask where he would like a plaque, he had previously mentioned a trail in the area. Dreikosen stated this would need to be approved by the Board before any action could take place.

**Review of Board Minutes of January 13, 2015**

Dreikosen noted a small mistype. The Winter Break camp net revenue was \$16,000, not "up by" \$16,000.

**2015 Pool Rates**

Perry stated last year the Commission spent a good amount of time setting a price structure moving forward. Perry noted that the new California minimum wage law and sick leave law will affect the District.

DeMarta stated he and his staff are recommending a 5% increase to pool memberships. Oyserman questioned why the drop-in rates are not being increased; it seems unfair to the residents. DeMarta replied it does not make sense to raise drop-in rates each year by 5% because it would only equal .30 cents or so. DeMarta added there are perks for being a member such as discounted camp rates and full access to the pool facility. Drop-in customers are only allowed access during the Recreational swim time and it is hard to sell people on a drop-in fee of \$30 for a family to swim for about two hours. Perry commented she does feel the price of a family pool membership is getting pricy, but that is her personal opinion. Call commented she would like to see a Senior rate option for drop-in patrons. DeMarta replied our Senior demographic does not usually purchase a drop-in day pass because it does not allow them to swim during the adult lap swim times. Paoli agreed, the senior demographic purchases memberships for lap swim. Call replied it sends a positive message to our community. Tune agreed with Perry, the membership rates are getting pricy, one would have to attend all 28 weeks to make it feasible. Valentine would like the Commission to entertain the idea to increase the perks one gets with a membership such as free/reduced rates for Community Events. Oyserman stated she has concerns with revenue generators; the pool needs upgrades. DeMarta replied we are gaining ground, last year we broke even, and it was a big deal. Perry commented she would like to see the Waterdevil rates revised. The pool opens a month early to cater to their practice times.

M/s Valentine/ Perry to approve Pool Rates as recommended. Ayes: Valentine, Perry, Tune and Paoli. Nays: Call.

**2015 Camp Rates**

Robyn Bruton stated staff has recommended a 7% increase. The increase will help offset the small raise in counselor pay as well as operational costs. With this increase Marinwood will be a bit higher than San Rafael and Novato, but less than Strawberry and Mill Valley. DeMarta commented it is a higher percentage than he would like, but the rates are still

reasonable. Perry commented it is a great value for a wonderful program. Oyserman agreed, based upon opinions she had heard, and is glad to see a 7% increase. Oyserman asked what Strawberry and Mill Valley have that we do not. DeMarta replied nothing, we have a more defined age group, and offer more enrichment. Tune asked if DeMarta would consider different percentage increases for resident versus non-resident. DeMarta replied the non-residents do subsidize the residents, but does not feel it is necessary to have different percentages.

M/s Perry/Oyserman to approve 2015 Camp Rates as recommended. Motion carried unanimously.

### **2015 Pool Rates (re-visit)**

Dreikosen stated he had a point of order regarding a motion held previously. Valentine, being the alternate seat on the Commission may not bring forth a motion. The Commission noted they had been unaware of that, Perry requested another motion me made.

The previous motion was withdrawn.

M/s Paoli/ Tune to approve 2015 pool rates as recommended. Ayes: Paoli, Tune, Perry and Oyserman. Nays: Call.

### **Park and Recreation Report**

DeMarta reported the next Community Event is "Raise a Glass" a winter wine tasting on February 28<sup>th</sup> from 2-5.

Dreikosen noted the \$20 admission price is a great deal for the chance to taste from thirteen local wineries. Oyserman noted next year the event should charge for childcare.

DeMarta continued Holiday Camp went well and staff has decided to add CIT's for our non-summer camps in the future.

Bruton added having CIT's will be a great opportunity to raise money and prepare our future counselors.

DeMarta reported the 2015/16 budget will be coming to the Commission in February.

DeMarta noted in regards to Park maintenance the staff is moving out the old pool equip and prepping the area for new heaters and filters. The pool will be ready to open in March and the new equipment will increase efficiencies. The staff did playground updates, replacing the sand in the sandbox and doing safety upgrades. The Creekside Park pergola had been pressured washed and prepped for painting as well as the benches. Staff has gone though and tidied up the park panhandle, eliminated unnecessary mounds of dirt as well as trimmed the blackberry bushes. DeMarta is working on safety concerns with staff as well, providing them with proper first aid kits and CPR/First Aid Training.

Barnello stated she will not be paying for a handrail near the panhandle, but it should not be eliminated from the list of maintenance issues. DeMarta replied he is working on finding a solution for that area. Barnello asked why a cooler had been chained to a bench near the horseshoe pits. DeMarta replied he is unsure, but will ask around. Barnello also asked DeMarta to purchase the least expensive dog waste bags in the future.

### **Q&A discussion with staff re: items not otherwise covered on the agenda**

Perry commented she had met with DeMarta to speak about the maintenance of the creek. Perry suggested maybe the District should have a Creek Committee to focus on restoration and clean-up. Valentine stated an ad-hoc Committee might have merit. Call stated this could be added as an agenda item. Barnello stated there already is a "Friends of Miller Creek" group lead by Stephen Nestel.

The meeting concluded at 8:57PM.

The date of the next Park and Recreation Commission meeting is February 24, 2015 at 7:30pm in the Community Center Classroom.

Respectfully submitted,  
Carolyn Sullivan

# 2015 Pool Rates Proposal

2014 Rates			3% increase			5% increase			7% increase		
<b>Daily Drop-in</b>	non-res	res	non-res	res	non-res	res	non-res	res	non-res	res	
Adult	\$8	\$7	\$8	\$7	\$8	\$7	\$8	\$7	\$8	\$7	
Child	\$7	\$6	\$7	\$6	\$7	\$6	\$7	\$6	\$7	\$6	
Senior	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
babies	(≤1) free	free	(≤1) free	free	(≤1) free	free	(≤1) free	free	(≤1) free	free	
Deck use	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
<b>Punch Passes</b>											
# of punches	5	5	5	5	5	5	5	5	5	5	
Price	\$30	\$25	\$30	\$25	\$30	\$25	\$30	\$25	\$30	\$25	
Price per visit	\$6	\$5	\$6	\$5	\$6	\$5	\$6	\$5	\$6	\$5	
<b>Membership</b>											
Season	3/31-10/17 (28 weeks)		3/30-10/16 (28 weeks)		3/30-10/16 (28 weeks)		3/31-10/17 (28 weeks)		3/31-10/17 (28 weeks)		
Family	(3-4) \$389	\$311	(3-4) \$401	\$320	(3-4) \$409	\$327	(3-4) \$416	\$333	(3-4) \$416	\$333	
Additional member	\$32	\$21	\$32	\$21	\$32	\$21	\$32	\$21	\$32	\$21	
Individual	\$198	\$158	\$204	\$163	\$208	\$166	\$212	\$169	\$212	\$169	
Couple	\$297	\$237	\$306	\$244	\$312	\$249	\$318	\$254	\$318	\$254	
Senior	(60+) \$149	\$119	(60+) \$154	\$123	(60+) \$156	\$125	(60+) \$159	\$127	(60+) \$159	\$127	
Senior Couple	\$224	\$179	\$231	\$184	\$235	\$188	\$240	\$192	\$240	\$192	

Recommended Rates for 2015

# 2015 Camp Rates Proposal

	2014 Rates		3% Increase		5% Increase		7% Increase	
	non-res	res	non-res	res	non-res	res	non-res	res
Camp (9-3pm)	\$199	\$170	\$205.00	\$175.00	\$209.00	\$179.00	\$213.00	\$182.00
Price/hour	\$6.63	\$5.66	\$6.83	\$5.83	\$6.97	\$5.95	\$7.09	\$6.06
Before Care (7:30-9:00am)	\$40.00						\$40.00	
Price/hour	\$5.30						\$5.30	
After Care (3-6pm)	\$78.00						\$78.00	
Price/hour	\$5.20						\$5.20	
Before and After Care	\$100.00						\$100.00	
Price/hour	\$4.40						\$4.40	
Daily Drop-In	\$42.00		\$43.00		\$44.00		\$45.00	
Price/hour	\$7		\$7.16		\$7.30		\$7.50	

Recommended Rates for 2015

# Park & Recreation Report – January 2015

Shane DeMarta, Recreation Director

## Recreation Activities

### Winter/ Spring Events:

#### ***“Raise a Glass” a Winter Wine Tasting***

“Raise a Glass” which will be held Saturday, February 28<sup>th</sup> from 2-5pm. We have 13 wineries that will be pouring, food provided by Marinwood Market and music by Eclair de Lune.

#### ***Breakfast with Bunny***

The longstanding Breakfast with Bunny and Egg Hunt will take place Saturday, April 4<sup>th</sup> starting promptly at 10am. The Las Gallinas Lions put a lot of work into the event and run the egg hunt; the Recreation staff provides breakfast shortly thereafter.

#### ***Marinwood Happy Hour (new event)***

We have a new event this spring, “Marinwood Happy Hour.” The goal for this event is to have a casual gathering of residents who can come and mingle, listen to music, and have a beer or beverage. Ideally, we will have one brewery come to each event to pour. For the first night we have Baeltane Brewery coming to provide beer. In addition, we will have \$5 child care available.

The first event is scheduled for Friday, April 10<sup>th</sup> from 6-9pm.

### Mid-Winter Camp:

Mid-Winter Camp will take place the week of February 16<sup>th</sup> here at the Marinwood Community Center. In the past we held camp at Miller Creek, however the Marinwood Preschool has decided to take the week off so we’re able to host camp here which will save us approx. \$800 in rental fees. We are nearly full in all age groups.

**2015 Camp and Pool Rates (approval):**

- We are recommending an increase of 7% for summer camps for the 2015 season. Normally, my recommendation is for a 5% increase; however we will be experiencing higher costs this summer due to an increase in camp staff pay as well as higher supply costs. A 7% increase makes us competitive with other local camps. We will be priced higher than camps in Novato, City of San Rafael, San Anselmo and Corte Madera. Mill Valley, Strawberry and most of the private camps are a higher rate.

We had record profits in camps last summer (\$287,000) and with a 7% increase we are positioned to meet or surpass our 2015 revenue goals.

- We are recommending a 5% increase in pool membership rates for the 2015 season. We have historically raised fees by 3-5%. We are recommending 5% because of infrastructure/operating costs we will be incurring to get the pool up and running this season including, two new heaters and a new filter. Our pricing makes us competitive with TL and Hamilton pools.

The Park and Recreation Commission reviewed my recommendations at the January meeting and approved both recommended rates.

## **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:**

#### Community Center:

- Installed 4 new bathroom faucets
- Removed men's room partition, sanded and painted.
- Fixed 2 leaking toilets

#### Pool:

- Removed tot pool heater and filter
- Removed one mail pool heater
- Removed sand media from tot pool filter

#### Playgrounds:

##### Creekside Park:

- Sanded and stained 6 benches
- Sanded and stained 2 picnic tables
- Sanded and stained larger shade structure
- Pressure washed all playground equipment
- Dug out clogged drains
- Removed two truckloads of leaf debris from landscaped areas
- Installed new shade cloth and roof framing on shade structure (in-progress)
- Add sand to playground (in-progress)
- Add new fall material (March)

##### Mini-Park

- Pressure Washed playground
- Landscaping to begin in March

#### Main Park:

- Work to begin in March

#### Turf:

- Met with Park and Recreation Commissioner John Tune to discuss turf recommendations
- Staff aerated, seeded and top-dressed pool lawn, Mini-Park and Creekside Park
- The same process will begin in a few weeks on the Marinwood Park turf

#### Community Center Landscaping:

- Added plantings in front of Marinwood sign (located in front of Community Center)
- Adding new plants as well as pruning throughout the landscaping here at the Community Center (in-progress)

#### Pool: (Measure A Funding)

- Staff has been diligently working to get the pool up and running for the start of the Marinwood Waterdevils season (March 2<sup>nd</sup>). We have hired Pool Solutions Group to install the needed equipment to get the pool functioning properly. They will be installing the following:
  - New Tot pool heater and filter
  - New Main Pool Heater
  - Repair second Main Pool Heater
  - Replumb several areas of the pool
  - Install proper venting for heaters

After receiving many bids we decided upon *Pool Solutions Group* because they are one of only a few commercial pool installers. They have a great reputation and were the only outfit that could install the equipment within the time frame needed. The cost for the new equipment and installation is approx. \$24,000. We are also eligible for some rebates through PG&E that we will get back by going with more efficient equipment.

We would like to use Measure A funding for this expense since it was not budgeted for. By doing so we would move the following projects:

- New Reception Hall Lighting
- Staining of the wood exterior for the Community Center

These projects would be completed in September, rather than this spring.

#### MISC:

I met with SmartLights, Energy Solutions this past week for an audit of our interior and exterior lighting. They will email the results within the next 2 weeks.

# MARIN LAFCO

Political Subdivision of the State of California

**DATE:** December 12, 2014  
**TO:** Independent Special Districts, Presiding Officers  
**FROM:** Candice Bozzard, Clerk to the Commission  
**RE:** CALL FOR NOMINATIONS

## **Special District Elections**

Attached is a copy of the approved policy and guidelines for Special District Member elections to LAFCO. Also enclosed are nomination forms and nominee qualification forms to participate in the following two elections. Please be aware that if your district wishes to nominate a person for both positions, separate forms must be completed for each election.

### Regular Member Selection

Regular Member Dennis Rodoni has served as the regular member of the Commission since May of 2001 and has been re-elected to serve an additional four four-year terms. This term will end in May 2015. A mail ballot election must be held to select or reselect a member for this position, serving a four-year term ending in May 2019.

### Alternate Member Selection

The alternate special district member Jack Baker has served as the alternate special district member since 2013 when he was elected to serve the remainder of the Alternate Special District Member term that will end in May 2015. A mail ballot election must be held to select a member for this position, serving a four-year term ending in May 2019.

*Chairperson:* Jeffrey Blanchfield / *Vice Chairperson:* Dennis J. Rodoni  
*Regulars:* Susan Adams, Judy Arnold, Carla Condon, Craig K. Murray, Gary Phillips  
*Alternates:* Jack Baker, Christopher Burdick, Kathrin Sears, Herb Weiner  
*Executive Officer:* Keene Simonds

## **Marin Local Agency Formation Commission**

555 Northgate Drive, Suite 230 • San Rafael, California 94903  
Telephone (415) 446-4409 • Facsimile (415) 446-4410 • General E-Mail: [staff@marinlafco.org](mailto:staff@marinlafco.org)  
[www.marinlafco.org](http://www.marinlafco.org)

## **Selection Schedule**

The Commission will receive nominations through **February 12, 2015**. Enclosed are forms for nominations and for statements of candidate qualifications. Supportive materials are accepted.

Mail ballots will be distributed by certified mail on February 13, 2015. The Candidate Qualification forms and any supportive materials will be distributed with the mail ballot. The final date the LAFCO office will receive ballots is 5:00PM on **April 14, 2015**. Ballots are accepted by postal mail, electronic mail at [staff@marinlafco.org](mailto:staff@marinlafco.org) or by facsimile to (415) 446-4410. The newly-selected or re-appointed candidates will be seated at the June 11, 2015 Marin LAFCO Commission meeting.

Should you require any assistance, have questions or comments, please contact the Marin LAFCO office at (415) 446-4409.

### Attachments:

1. Policy and Guidelines for Special District Member Elections
2. Regular Seated Member Nominations Form
3. Regular Seated Member Statement of Qualifications Form
4. Alternate Seated Member Nomination Form
5. Alternate Seated Member Statement of Qualifications Form

## **Special District Member Selection**

Government Code §56332(c)(1) provides for selection of regular and alternate special district LAFCO members by a mail ballot process when the Executive Officer determines that a meeting of the special district selection committee is not feasible. Meetings of the Marin County Special District Selection Committee have previously failed to reach a quorum, indicating the infeasibility of Selection Committee meetings.

It is the policy of Marin Local Agency Formation Commission to conduct selection proceedings of regular and alternate special district members by a mail ballot process.

### **Procedure for Special District Member Selection**

1. The Executive Officer shall initiate the mail ballot selection process for special district members 180 days prior to the expiration of the term of a special district member or immediately upon notification that the service of a special district member on LAFCO will end prior to the expiration of his or her term.
2. The Executive Officer shall initiate the mail ballot process by distributing to each independent special district a call for nominations, including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing by special district governing boards within 60 days of the date of the call for nominations. The submittal of a nomination must include a statement of the candidate's qualifications. With the prior concurrence of any special district, the Executive Officer may transmit these materials to and receive nominations from that special district by electronic mail.
3. Within five working days of the close of the nomination period, the Executive Officer shall distribute by certified mail one ballot to each independent special district. The distribution of ballots shall include a statement of qualifications for each candidate on the ballot.
4. Ballots may be submitted by mail or facsimile or electronic mail within 60 days of distribution of the ballots. A majority of independent special district must cast ballots in order to select a special district member. Selection shall be made by majority of votes cast and a majority of independent special districts in Marin County.
5. Ballots cast by each special district must bear the signature of the district's presiding officer. If the presiding officer is unavailable, the district board may authorize another member of the board to cast the district's vote. Ballots may be returned to the LAFCO office by mail or by facsimile or electronic mail.

All ballots and other records of each selection process shall be retained in the LAFCO office for at least four years and shall be available for public inspection.

When more than two candidates are nominated, the ballot form shall provide for selection by majority of votes cast through an "instant runoff" as follows:

- a) Each district casting a vote shall rank the candidates in order of their preference. District boards would simply indicate a "1" next to their first choice, a "2" next to their second choice, a "3" next to their third choice etc.
- b) In counting the votes by the Executive Officer, all first choice votes are counted. If any candidate receives over 50 percent of the first choice votes, that candidate is selected as special district member.
- c) If no candidate receives a majority, then the candidate with the fewest "1" votes is eliminated. The ballots of the supporters of the eliminated candidate are then transferred to whichever of the remaining candidates they marked for their second choice. This process shall be continued until one candidate receives a majority and is selected as special district member.

#### **Vacancy of Special District Member**

Should a vacancy occur during a special district member's term of office, a new appointment shall be made for the unexpired term of the special district member or alternate member according to the process above.



**California Special  
Districts Association**  
*Districts Stronger Together*

**DATE:** January 27, 2015  
**TO:** CSDA Voting Members – BAY AREA NETWORK  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT:** **CSDA CALL FOR NOMINATIONS – Board of Directors  
Bay Area Network, Seat A**

CSDA is conducting a call for nominations for a Bay Area Network, Seat A Director for the remainder of the 2013-2015 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**  
*(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).*

**Nomination Procedures:** Any regular member Independent Special District is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet**

**must accompany the nomination. The deadline for receiving nominations is March 31, 2015.** Nominations and supporting documentation may be mailed or faxed.

Nominated candidates will then be interviewed by the Networks's existing directors and the successful candidate will be appointed by vote of the CSDA Board.

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or [charlottel@cda.net](mailto:charlottel@cda.net).

## Notification of Nominations – 2015 Election SDRMA Board of Directors

January 23, 2015

Mr. William Hansell  
Board President  
Marinwood Community Services District  
775 Miller Creek Road  
San Rafael, California 94903-1323

Dear Mr. Hansell:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2015 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2015-01, Sample Resolution for Candidate Nomination and Candidate Statement of Qualifications.

General Election Information - Three (3) Directors seats are up for election. The nomination filing deadline is Friday, May 1, 2015. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due Tuesday, August 25, 2015.

Nominee Qualifications - Nominees must be a member or the agency's governing body or full-time management employee (see SDRMA Election Policy 2015-01, Section 4.1) and be an active member agency of **both** SDRMA's property/liability and workers' compensation programs. Candidates must be nominated by resolution of their member agency's governing body and complete and submit a "Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:



*From the SDRMA homepage, click on the "2015 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.*

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2016 and expire December 31, 2019.

Nomination Filing Deadline – Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 1, 2015.**

Please do not hesitate to contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2015 SDRMA Board of Director Nominations or the election process.

Sincerely,  
Special District Risk Management Authority

  
Gregory S. Hall, ARM  
Chief Executive Officer