

**Agenda for the Regular Meeting of the Board of Directors
Tuesday – February 9, 2016**

5:30 PM - Marinwood Community Center Classroom

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

Time*	Description:	Board Action
A. 5:30 PM	CALL TO ORDER	
B. 5:30 PM	CLOSED SESSION <i>Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Jack Hughes, Liebert Cassidy Whitmore. Represented Employees: Marinwood Professional Firefighters</i>	
C. 7:30 PM	OPEN SESSION: CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
D. 7:30 PM	AGENDA	Adopt
E. 7:35 PM	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to limit comments to two minutes. Speakers may comment only on Closed Session and non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
F. 7:45 PM	POLICY MATTERS 1. Ordinance 2011-03: Revision to Ordinance to Require Leash Restrictions on Multi-Use Trails including Marinwood Park Panhandle Trail	Approve Revision
G. 8:15 PM	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of January 12, 2016 b. Bills Paid Nos. 690-773	Approve
H. 8:25 PM	DISTRICT MATTERS 1. Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities <i>Committee Member(s): Jeff Naylor, Bill Shea</i> 2. Update from Ad-Hoc Committee to Review, Revise, Create District Policies & Procedures: Review of Draft Board Bylaws. <i>Committee Member(s): Izabela Perry</i> 3. Update on Upcoming Accounting System Transition 4. District Website: Potentially appoint board member to work with staff to identify potential updates and possible rework of current District website	Review Review Appoint
I. 8:55 PM	FIRE DEPARTMENT MATTERS 1. Draft Minutes of Fire Commission Meeting of February 2, 2016 2. Fire Department - Activity Summary Report for January, 2016 3. Fire Chief Report 4. Update on Implementation of Paramedic Personnel on Engine 5. Date of Next Fire Commission Meeting – March 1, 2016	Review Review Review
J. 9:15 PM	PARK AND RECREATION MATTERS 1. Draft Minutes of Park & Recreation Commission Meeting of January 26, 2016 2. Integrated Pest Management (IPM) Policy – <i>Created and recommended for board approval by Park & Recreation Commission</i> 3. Recreation and Park Maintenance Activity Reports 4. Date of Next Park & Recreation Commission Meeting – February 23, 2016	Review Approve Review
K. 9:35 PM	NEW AND OTHER BUSINESS 1. SEED Solar Power Project: Status Update 2. Appointments of Liaison Directors to LAFCO and Shared Services Agreement/San Rafael 3. Requests for Future Meeting Agenda Items	Appoint
L. 9:55 PM	RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST	
M. 10:00 PM	ADJOURN DATE OF NEXT REGULAR BOARD MEETING – March 8, 2016 at 7:30 PM	

Memo



To: Board of Directors
From: Eric Dreikosen, District Manager
cc:
Date: February 4, 2016
Re: Revision to Ordinance 2011-03

Board of Directors,

For clarification, I have outlined below the section of Ordinance 2011-03 proposed for revision through recommendation by the Park & Recreation Commission. The practical effect of this revision would require dogs to be kept on-leash while using the trail immediately south of Quietwood Dr along Miller Creek ("Panhandle Trail"). The ***boldfaced and italicized*** section below represents the proposed addition to the current ordinance.

I have included a complete copy of the current Ordinance 2011-03 for reference. Immediately following are correspondences received from Marinwood residents regarding the issue.

From Ordinance 2011-03 (page 1):

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

(c) "Park" is a park, open space, reservation, playground, recreation center, or any other area in the District owned or used by the District, such as pedestrian walkways ***and multi-use trails***, and devoted to active or passive recreation.

Respectfully,

Eric Dreikosen
District Manager

MARINWOOD COMMUNITY SERVICES DISTRICT

ORDINANCE 2011- 03

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(k) Conduct commercial activities:

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

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

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

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

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

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

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

- (a) Allow a domestic animal to run at large in any park. All domestic animals in parks shall be restrained at all times on leashes not to exceed six feet in length and adequate to control the animal in accordance with the requirements of this section, and no more than three can be under the control of a single individual.
 - (i) An exception is made for Marinwood CSD open space lands, where dogs and other domestic animals are allowed off-leash when within the view of, and under the direct and immediate voice control of a responsible person. Up to three dogs per individual are allowed without leashes on designated fire protection roads, but the responsible person must possess leashes not to exceed six feet in length for each dog or animal so that they shall be prepared to restrain their animals, if necessary.
- (b) Allow any dog or other domestic animal to enter designated environmentally sensitive or restricted areas of District lands;
- (c) Allow any dog or other domestic animal to interfere with, bother or disturb others using District lands;
- (d) Allow any dog or other domestic animal to hunt, pursue or harass other animals or wildlife;
- (e) Bring or keep a noisy, vicious or dangerous dog or other animal;
- (f) Bring or keep a dog four months of age or more without proof that the dog has a valid rabies inoculation and a valid license;
- (g) Fail to promptly remove from District lands any dog or other domestic animal after being ordered by District personnel or law enforcement officers to do so;
- (h) Allow excrement from dogs under their control to remain on District land or trails;
- (i) Tie or hitch an animal to a tree or plant;
- (j) Ride or lead a horse except on designated bridle trails and fire roads or in areas otherwise permitted. Where permitted, horses shall be thoroughly broken and properly restrained and ridden with due care, and shall not be allowed to graze or go unattached, nor shall they be hitched to any rock, tree or shrub.

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

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

Exception is made for:

- (i) Persons using paved parking areas and other specified areas.
- (ii) Persons performing construction or maintenance work under District direction.
- (iii) Persons having recorded easement rights to cross Marinwood CSD property within such recorded easement.
- (iv) Persons who have obtained permission of the Fire Chief or Recreation Director or Park and Open Space Manager to operate a vehicle on any existing driveway or roadway in the pursuit of a District-approved activity.
- (v) Persons riding a non-motorized bicycle on paved pathways, designated bike trails, or open space fire protection roads not signed against such use, provided that bicycles not be operated at speeds in excess of 15 miles per hour, or in excess of 5 miles per hour when passing others or in blind turns, or in any manner which may endanger the safety of others or compromise the protection of facilities and environmental resources.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

AYES: Dandridge, Anderson, Green, Hansell, Read

NOES:

ABSENT:

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

ATTEST:

Carolyn Sullivan
Secretary to the Board of Directors

Sec. 2(p) as amended 5/25/77.

Sec. 18 as amended 9/22/81.

Revised 11/8/2011

Eric Dreikosen

From: Kim <kuniyo@sbcglobal.net>
Sent: Sunday, January 24, 2016 5:44 PM
To: edreikosen@marinwood.org
Subject: Panhandle Dog Leash Policy

I am a 28 year resident of Marinwood and fully support eliminating off leash dogs in the Panhandle.

I have had numerous encounters with off leash dogs in the Panhandle and have had to ask owners to make sure their dog is under control because I had a dog, who wouldn't do well with any encounter with a dog rushing up to us. I had to pick up my terrier many times to keep him from such encounters. I have had off leash dogs jump on me to get to my dog. I gave up enjoying the Panhandle because of these encounters.

I believe the area should be "on leash" at all times, so that everyone can enjoy the Panhandle. Further, I believe owners of off leash dogs are frequently unaware of where their dogs do their business. That means their dog messes are left for the rest of us or the wildlife.

I am simply amazed at how many dog owners are unaware or insensitive of the impact of their off leash dogs on others and the environment and in many instances, feel a certain entitlement to their dogs' behaviors. It simply isn't right to impose that on the rest of us.

Thank you for your consideration of my comments. Please forward them to the Board for their consideration on the vote.

Sincerely,
Kim Natuk

Eric Dreikosen

From: Susan Lewis <suelewis@mac.com>
Sent: Monday, January 25, 2016 10:58 AM
To: Marinwood Csd
Subject: Off leash dogs on Marinwood's panhandle trail

> Dear Justin,

>

> I'm a longtime Marinwood resident who regularly hikes and runs along Marinwood's panhandle trail. Until this article appeared in the IJ (<http://www.marinij.com/social-affairs/20160122/marinwood-considers-leash-requirement-on-popular-trail>), I was under the impression that dogs were to be on leash on the trail — as the sign says. On February 9, I hope that you and the Community Services District Board will vote to require dogs on leash on the trail for the following reasons:

>

> — I have observed off-leash dogs growling, barking, jumping on, and even biting on-leash dogs — I myself have been threatened by off-leash dogs. When I request that owners put their dogs on a leash, they ignore me or argue with me, sometimes vehemently.

> — I hesitate to hike this trail with my small grandchildren because of intimidating dogs — I have observed off-leash dogs disturbing birds and other wildlife, as well as relieving themselves in the creek and on the path without owners picking up after them.

>

> I understand that most pet owners are very responsible, and that a leash requirement would be a hardship. But how long before a dog attacks an adult or a child with serious consequences?

>

> There are many trails and open areas surrounding the Marinwood community. Are these not available for off-leash dogs? Also, would a dog park near the Marinwood Community Center be feasible? I've seen excellent results in San Mateo's Laurie Meadows Park since a dog park was installed there last year.

>

> Marinwood is a great community with excellent leaders like you. Please vote to keep the panhandle trail safe for all of us.

>

> Yours respectfully,

> —Sue

>

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Eric Dreikosen

From: Linda Barnello <barnello@pacbell.net>
Sent: Monday, February 01, 2016 2:54 AM
To: Eric Dreikosen
Cc: Jnaylor567; Bill Shea; Izabela Perry; Leah Kleinman-Green; Justin Kai; Shane DeMarta; Troach
Subject: MCSD Board Meeting on 2/9/16 - Ordinance 2011-03 Clarification of Multi-Use Trail Dog Rules

Please add this letter to the Agenda/packet for the 2/9/16 MCSD Board Meeting, Ordinance 2011-03 Review Recommended Revision to Request Leash Restriction on Multi-Use Trails, Including Marinwood Park Panhandle Trail.

I am writing to you, to ask for your support in the clarification of Marinwood Ordinance 2011-03, designating multi-use trails exactly like 99.8 % of all Marin County/Districts/Water Districts/Towns/Unincorporated areas, etc.. Dogs must be kept ON leash on all multi-use trails. The words "multi-use trails" were inadvertently left off the 2011 Ordinance regarding Marinwood Parks, Open Space, and Dog rules. The Marinwood Board and the District Manager at the time, approved this Ordinance, intending to make Marinwood's rules duplicate Marin County's Rules.

You might have seen Bruce Anderson's Nextdoor post stating..... " Another consideration is the liability of the CSD if someone gets hurt, bitten or attacked by an off-leash dog. Since it occurred on public property the CSD could be liable if they don't have published ordinances that can be enforced." Bruce also said "The original ordinance modified in 2011 was done because a 3 year old was bitten in the park by an off-leash dog supposedly just being friendly. The owner was shocked that her dog made such a move. The child is the one who suffered." Bruce was a Board member at that time.

One of the reasons the Park & Rec Commission recently chose to clarify the leash law on the multi-use trail known as the Panhandle, is due to the hundreds of children who walk thru that area every day, to and from school. There have been many instances of off leash dogs frightening children (and adults as well) in the Parks and Panhandle.

The Marinwood Ordinance states in Section 1. Definitions (b) that "Open Space" refers to lands owned and maintained by the District in a natural, undeveloped state, and open to the public."

The Ordinance states in Section 1. Definitions (c) that "Park" is a park, open space, reservation, playground, recreation center, or any other area in the District owned or used by the District, such as pedestrian walkways, and devoted to active or passive recreation."

The Ordinance states later in Section 3. (Animal Regulations: "No person in a District Park, without express permission of the District, shall (a) Allow a domestic animal to run at large in any park."

Section 3. (a) is further broken down into sub-section (i) stating "An exception is made for Marinwood CSD open space lands, where dogs and other domestic animals are allowed off leash" "up to three dogs per individual are allowed without leashes on designated fire protection roads"

The area in question, that this Ordinance clarification will remove all ambiguity from, is the Panhandle. This is a two block stretch of trail/park land/open space, running behind the houses on Quietwood Drive, that is semi-maintained by the Marinwood Parks Department. Weeds, grasses, and foxtails are mowed, bushes and trees are planted, some trees are trimmed or cut down, wood chips are scattered to create walking paths in a picnic area and a treed area next to the Miller Creek, and trash receptacles, a dog waste receptacle, along with ash from barbecues in the picnic area are emptied twice weekly.

The Panhandle is designated as a multi-use-trail on Marinwood's CSD Parks and Open Space Map. You can view this map on Marinwood's website, www.marinwood.org, or purchase it at the Community Center. (This map also shows the miles and miles of designated fire roads/trails where dogs can be off leash in Marinwood and Lucas Valley, plus neighboring areas.) There are also two dog parks less than three miles away. And don't forget backyard play-dates. So please don't let anyone convince you that there is no place in Marinwood for off leash dogs.

I am advocating for this Panhandle area to be safer for on-leash dogs, senior citizens, and children. Hundreds of people (at least half school children) use this park/trail/pathway every day. I estimate that of the about 100 dogs on the Panhandle daily, 65% are on leash.

Many leashed dogs have been attacked by un-leashed dogs in the Panhandle, including my 7 year old basset hound who has been attacked (while on leash) three times by three different un-leashed dogs, in the last 2 ½ years. You may have read that my Emmy was attacked from behind last September, sustaining \$984 in Emergency/Vet bills, including surgery to repair her ripped ear. You also read that this same dog, while again racing off-leash with his bicycling owner, attacked another leashed dog in the Panhandle, grabbing/biting her neck, in January 2016.

I have read local website postings, from people who have stopped walking the Panhandle and/or no longer take their dogs there, due to threats from off-leash dogs. I walk my dogs through there less often and carry pepper spray. I do not want to walk my dogs on Marinwood's miles of trails, designated as Fire Roads, where dogs can be racing off-leash. That would be way too unpredictable. It would also be too dangerous for myself (a senior) and for my short-legged senior dogs. I would like to see a safer Panhandle.

To the Board - Please show support by voting to clarify the Marinwood Ordinance 2011-03, designating multi-use trails exactly like 99.8 % of all Marin County/Districts/Cities/Water Districts/Towns/Unincorporated areas etc.. Dogs must be kept on leash on all multi-use trails. Thank you.

Linda Barnello 355 Pinewood Drive, San Rafael (Marinwood) 415-472-4947

Eric Dreikosen

From: Stephen Nestel <stephennestel@gmail.com>
Sent: Thursday, February 04, 2016 10:24 PM
To: Eric Dreikosen
Subject: Keep the last area of Marinwood "leash optional" in keeping with the 60 year tradition.

As a dog owner and lover of the park, I am opposed to leash law on the nature trail because it is an unnecessary and unenforceable ordinance that may actually lead to MORE dogs behaving poorly. A law is no substitute for a well trained dog and while "making it illegal to have dogs off leash" may make us feel better, it won't make dogs better behaved. Dogs are social creatures, need exercise and nature to be "well balanced" . It is when a dog lacks these things problems begin.

I estimate that over 100 dogs a day are walked along the nature trail in Marinwood Park. With an estimated 36,000 dog walks per year in the park it is rare to hear of an incident. The county already has ordinances to deal with aggressive dogs. We don't need to restrict 99.9% of the community to address a few unruly pets.

When the leash law was written in 2011 after much discussion, the CSD decided to leave the pan handle open for off leash walking. It was a reasonable compromise as the REST OF THE COMMUNITY is mandatory on leash. A few incidents after literally hundreds of thousands of dog walks does not warrant breaking with our 60 years of freedom to enjoy nature with our "best friend"

This is a wonderful community. Lets preserve the freedom in the park for ALL OF US to enjoy.

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday January 12, 2016

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

Closed Session

Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore. Represented employees: Marinwood Professional Firefighters. Closed session began at 5:30pm. Closed session ended at 7:15pm. No action was taken; the Board advised its representatives.

Present:

Board Members: President Justin Kai, Bill Shea, Izabela Perry, Leah Kleinman-Green and Jeff Naylor.
Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Joel White, Sean Day and Cesar Correa and Administrative Assistant Carolyn Sullivan.
Others Present: Michael O'Connor, Stephen Nestel, Linda Barnello, Bill McNicholas and Ray Day.

Open Session Call to Order and Pledge of Allegiance

Agenda

Kai requested a moment of silence for former Board member Walter Dods who passed away.
Kai requested items F and G be switched.
Roach introduced the newest Fire Department Firefighter Sean Day.

Fiscal Matters

1. *Presentation of Fiscal Year 2014-2015 Audited Basic Financial Statements and Management Report-Michael O'Connor, CPA of RJ Ricciardi, Inc.:* O'Connor presented the draft Audit. O'Connor had corrected a few items on pages 5,9,12 and 33 which he distributed to the Board and members of the public. The changes were re-classifications, not material changes to the audit. Day questioned if the future solar purchase power agreement will be specifically shown on the 2015-2016 Audit. O'Connor replied no, it is an operating expense.

M/s Shea/ Perry to approve and accept the Fiscal Year 2014-2015 Audited Financial Statements and Management Report with changes made and presented. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea.
Nays: None. Motion carried unanimously.

2. *Fiscal Year 2015-2016 Year to date Budget Actuals:* The Board reviewed the budget to actuals ending December 31, 2015.

Consent Calendar

a. *Draft Minutes of Regular Meeting of December 8, 2015:* Kai stated under *New and Other Business, Item 3, Election of Board Officers: President and Vice President* he would like to add the following to the minutes.

Barnello (speaking to Director Kai) stated she's noticed a pattern now of whoever's the chair is very bombastic and bullying and slams the gavel and points fingers and it happened with Hansell, it happened with Read and now it's happening with you from the last couple of sessions, including today. You are not at all relaxed, you constantly are looking at the time and cutting people off and interrupting, and I think what would be nice if you do become the board president, that you would try and calm yourself down, and don't puff yourself up thinking you're this big hammerhead that can knock people. I'm just saying, and I said this to Hansell as well, you know how Hansell was with you screaming and yelling and pounding and everything, ok? You are becoming Hansell and Read, and I just wanted to say I hope you will not become Hansell and Read, because it would be really nice to have a much more calm board. That's all.

Nestel stated Justin's a good guy, I consider you a friend. Don't take this as, I too want to see a different decorum happen here. I think, unfortunately, the new boards model themselves after the old boards. I think this is a problem that has been around for a while. I could name a couple of board members that were just as bad as a couple of people mentioned. Anyhow, I know each one of you individually, I've always supported the notion of Justin as president, so good idea, I hope you vote him in unanimously.

b. *Bills paid nos. 579-689:* No additional discussion.

M/s Kleinman-Green/ Shea to approve consent calendar with changes to the minutes. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Procedural Matters

1. *Review of Rosenberg's Rules of Order: Adopted Parliamentary Procedures for District Board and Commission Meetings:* Kai commented he had requested this item placed on the agenda due to multiple outbursts by community members in past meetings; Kai added these continuous outbursts will not be tolerated.

District Matters

1. *Clarification on Composition of Ad-hoc Committees Approved December 8, 2015:* Dreikosen commented the committees are set and they are limited to two Board Members comprising the entire committee. The committees may meet with staff or community members in pursuit of research and information.

2. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities. Committee Member(s), Bill Shea and Jeff Naylor:* Shea commented the OPEB liabilities are growing, but there are options to curb the growth. At this time the committee is still gathering information. Naylor commented the committee is reviewing the actuarial's from PERS and will have more information by February and will post all the information the committee compiles for Board and public review. Nestel questioned if the committee is assuming the staffing levels will remain the same. Naylor replied at this point, yes.

3. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures. Committee Member(s), Izabela Perry:* Perry commented she will have an update for the February Board meeting.

4. *Update on Incoming Accounting System Transition:* Naylor reported himself, Shea, Dreikosen and Sullivan met with Dan Hom from Novato Fire Protection District to get an idea of their Quick Books accounting system which is mostly independent from the County accounting system. Dreikosen commented he needs to contact Roy Given, the Director of Finance at the County to inquire a timeline for the County accounting transition. Shea stated it was a good meeting; there is going to be a lot of work for Dreikosen and Sullivan either way the Board decides to transition. Naylor added there will be a lot of infrastructure work and security controls if the CSD decides to go independent from the County.

Public Comment Open Time for Items not on the Agenda

Barnello read two prepared statements:

The Brown Act provides that the legislative body shall not prohibit a member of the public from criticizing the policies, procedures, programs, or services of the agency, or of the acts or omissions of the legislative body. (54954.3(c).) Public meetings of governmental bodies have been found to be limited public fora. As such, members of the public have broad constitutional rights to comment on any subject relating to the business of the governmental body. Any attempt to restrict the content of such speech must be narrowly tailored to effectuate compelling state interest. Specifically, the courts found that policies that prohibited members of the public from criticizing school district employees were unconstitutional. (Leventhal v. Vista Unified School Dist. (1996) 936 F.Supp. 951; Baca v. Moreno Valley Unified School Dist. (1996) 936 F.Supp. 719.) These decisions found that prohibiting critical comments was a form of viewpoint discrimination, and that such a prohibition promoted discussion artificially geared toward praising (and maintaining) the status quo, thereby foreclosing meaningful public dialogue.

54954.3.(a) Every agenda for regular meetings shall provide an opportunity for members of the public to directly address the legislative body on any item of interest to the public, before or during the legislative body's consideration of the item, that is within the subject matter jurisdiction of the legislative body, provided that no action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of Section 54954.2.

Bill McNicholas commented the Board should investigate SolEd and do the proper due diligence. Nestel stated the CSD does not know the track record of who is providing the long term financing; it is a company run by kids.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of January 5, 2016:* Roach stated James Rey is the new Chair.

2. *Fire Department- Activity Summary Report for December, 2015:* Roach stated there is a definite increase in calls due to the shared services agreement. Barnello commented she had been attending the San Rafael Fire Department meetings and was informed that 90% of Fire calls are medical in nature. Nestel commented if 90% of calls are medical then the CSD's Fire Department is not tailored to its needs. Captain White replied the Marinwood Fire Department is a full service department.

3. *Fire Chief Report:* Roach stated the new engine is estimated to arrive in late January.

Park and Recreation Matters

1. *Ordinance 2011-03: Review Recommended Revision to Require Leash Restrictions on Multi-Use Trails including Marinwood Park Panhandle Trail:* Perry stated there have been reports of dog attacks since the passing of the Ordinance in 2011 which prompted the discussion at the Park and Recreation Commission meeting. The Commission felt the safety of the residents and school children was the most important factor in the decision to add verbiage of "multi-use trails" in the Ordinance. The Commission acknowledged that the CSD has no tool for enforcement, but the update in the Ordinance will allow the proper authorities to enforce the rules. Naylor commented he had concerns with

this topic not being vetted in the public forum for the appropriate amount of time. Kai agreed with Naylor. DeMarta added that the signage at the park panhandle would also need updating. Nestel commented the original intent of the 2011 Ordinance was to allow dogs off leash in the panhandle.

M/s Perry/ Kleinman-Green to table further discussion until the February 2016 Board Meeting. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

2. *Recreation and Maintenance Activity Reports*: No further discussion.

3. *Proposed Camp and Pool Rates for 2016 Season*: DeMarta stated the staff is proposing a 3% increase to camp fees for 2016. Kai asked if staff has implemented a financing fee for payment plans. DeMarta replied yes, there will be a \$25 fee for payment plans as well as a \$25 fee for any changes to said payment plans.

M/s Perry/ Kleinman-Green to approve proposed camp rates for 2016. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

DeMarta stated staff is proposing no increase in pool fees for the 2016 season. DeMarta added competing pools are not increasing prices for the 2016 season.

M/s Kleinman-Green/ Naylor to approve proposed pool rates for the 2016 season. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Dreikosen informed the Board that Oyserman has stepped down from the Park and Recreation Commission due to personal reasons.

New and Other Business

1. *Appointments of Liaison Directors to Fire and Park and Recreation Commissions*: Kai appointed Perry to liaison to the Fire Commission. Kai appointed Naylor to the Park and Recreation Commission.

2. *Initial Discussion regarding Current District Website and Potential Revisions*: Perry commented the website functions fine, but it needs more content regarding District business. Naylor stated the Fire Department should be on the CSD's website. Dreikosen commented the Grand Jury is currently conducting a study of all Special District websites. Kai volunteered to help Perry work on this topic.

3. *Requests for Future Meeting Agenda Items*:

- ~ Website update.
- ~ MERA appointment.
- ~ LAFCO point person.
- ~ Solar project update (if there is a progress report).

Recognitions and Board Member Items of Interest

Kai proposed staff send the Dods family a sympathy card.

The meeting was adjourned at 10:31pm.

The date of the next Regular Board Meeting was set for February 9, 2016.

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 9, 2016

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
690	AIG Life	347.76	Life Ins Feb.	3100	5130120	103000	173.42
				2100	5130120	103000	94.30
				1100	5130120	103000	80.04
691	PERS Retirement	12,564.83	Retirement 1/22/16	3100	5130510	103000	9,773.04
				2100	5130510	103000	1,618.51
				1100	5130510	103000	1,173.28
692	PERS Health	41,226.64	Health Ins. Feb	3100	5130120	103000	22,827.72
				2100	5130120	103000	8,071.60
				1100	5130120	103000	10,327.32
693	PERS Retirement	12,885.29	Retirement 1/8/16	3100	5130510	103000	10,097.06
				2100	5130510	103000	1,616.73
				1100	5130510	103000	1,171.50
694	Vision Svcs Plan	420.85	Vision Ins Feb.	3100	5130120	103000	254.73
				2100	5130120	103000	94.13
				1100	5130120	103000	71.99
695	Delta Dental	2,109.94	Dental Ins. Jan.	3100	5130120	103000	1,226.07
				2100	5130120	103000	408.62
				1100	5130120	103000	475.25
696	Marinwood CSD	82,719.66	Fire Reg. Salary	3100	5110110	103000	36,154.16
			Overtime	3100	5120110	103000	16,540.92
			Shift Cap/Work Week	3100	5110319	103000	403.69
			4850 Pay	3100	5110110	103000	2,495.36
			Admin Asst	3100	5110210	101000	536.79
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Asst	2100	5110210	101000	536.79
			Admin Asst	1100	5110210	101000	268.39
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Rec Director	2100	5110110	103000	2,647.12
			Rec Director	1100	5110110	103000	1,134.48
			Rec Salary	2100	5110110	103000	6,830.40
			Park Salary	1100	5110110	102000	6,272.00
			Park Hourly	1100	5110210	102000	292.50
			Bldg Attendant	2100	5110210	104000	524.00
			Summer prog	2100	5110210	107000	652.50
			Preschool	2100	5110210	108000	3,231.35
			Youth Prog	2100	5110210	110000	383.00
			Payroll billing	3100	5210230	103000	126.23
			Payroll billing	2100	5210230	103000	40.07
			Payroll billing	1100	5210230	103000	13.65
			FICA	3100	5140140	103000	783.89
			FICA	2100	5140140	103000	1,588.79
			FICA	1100	5140140	103000	474.95
			CA/Edu	3100	5140145	103000	4,030.50
			CA/Edu	2100	5140145	103000	592.27
			CA/Edu	1100	5140145	103000	186.25
			Benefits Witholding		2120066	103000	-7,751.59
697	Marinwood CSD	85,998.13	Fire Reg. Salary	3100	5110110	103000	34,175.60
			Overtime	3100	5120110	103000	12,292.74
			Shift Cap/Work Week	3100	5110319	103000	1,653.53
			4850 Pay	3100	5110110	103000	2,495.36
			Admin Asst	3100	5110210	101000	516.61
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Asst	2100	5110210	101000	516.61
			Admin Asst	1100	5110210	101000	258.30
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Rec Director	2100	5110110	103000	2,647.12
			Rec Director	1100	5110110	103000	1,134.48
			Rec Salary	2100	5110110	103000	6,830.40
			Park Salary	1100	5110110	102000	6,272.00

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			Park Hourly	1100	5110210	103000	975.00
			Bldg Attendant	2100	5110210	104000	240.00
			Summer prog	2100	5110210	107000	1,000.00
			Youth Prog	2100	5110210	110000	9,948.75
			Payroll billing	3100	5210230	103000	132.96
			Payroll billing	2100	5210230	103000	64.42
			Payroll billing	1100	5210230	103000	18.02
			FICA	3100	5140140	103000	3,649.77
			FICA	2100	5140140	103000	2,126.58
			FICA	1100	5140140	103000	474.95
			CA/Edu	3100	5140145	103000	1,402.20
			CA/Edu	2100	5140145	103000	833.97
			CA/Edu	1100	5140145	103000	186.26
			Benefits Withholding		2120066	103000	-7,578.70
698	Cal PERS	3,671.00	Unfunded Liability Jan.	2100	5130510	103000	2,033.00
				1100	5130510	103000	1,638.00
699	Cal PERS	13,384.00	Unfunded Liability Jan.	3100	5130510	103000	13,384.00
700	AFLAC	127.40	Disability Ins.	1100	5130120	103000	127.40
701	Verizon Wireless	83.84	Mobile Dec.	3100	5210725	103000	83.84
702	PG&E	1,575.13	Electricity Dec.	3100	5210810	103000	416.00
				2100	5210810	103000	679.98
				1100	5210810	103000	479.15
703	AT&T	267.15	Phones Dec.	3100	5210725	103000	161.99
				2100	5210725	103000	86.64
				1100	5210725	103000	18.52
704	MMWD	1,576.44	Water Oct-Dec	3100	5210835	103000	100.00
				2100	5210835	103000	390.51
				1100	5210835	103000	1,085.93
705	PG&E	835.53	Gas Dec	3100	5210810	103000	774.93
				2100	5210810	103000	60.60
706	AT&T	70.00	Park Internet	1100	5210725	103000	70.00
707	American Messaging	4.94	Messaging svcs	3100	5210725	103000	4.94
708	PG&E	1,342.16	Streetlights Dec	4100	5210825	103000	1,342.16
709	Wesco Graphics	13,591.20	MW Review	2100	5210122	103000	13,591.20
710	Marin Mommies	202.50	Annual Marketing	2100	5210122	103000	202.50
711	Praxair	113.75	Pool Chems	2100	5220215	105000	113.75
712	Marin IJ	447.20	Annual Subscription	3100	5220110	103000	447.20
713	Grainger	74.61	Lamps	3100	5210910	103000	74.61
714	DMV	25.00	Registration	1100	5210910	103000	25.00
715	Co. of Marin Registrar	8,271.15	Board & Measure H & I	3100	5211545	103000	4,135.57
				2100	5211545	103000	575.93
				1100	5211545	103000	3,559.65
716	US Bank	6,659.80	Physician svcs	3100	5140130	103000	25.87
			Gas	3100	5220610	103000	357.51
			Travel	3100	5211440	103000	35.00
			Bldg Maint	3100	5220310	103000	150.97
			Office expenses	3100	5220110	103000	168.92
			Bagala Class A Uniform	3100	5220825	103000	1,193.54
			Phones	3100	5210725	1030000	356.68
			Education classes	3100	5211320	103000	656.53
			Comm. Events	2100	5220819	112000	1,159.28
			Youth Prog	2100	5220819	110000	409.95
			Office expenses	2100	5220110	103000	778.55
			Preschool	2100	5220819	108000	160.00
			Adult Prog	2100	5220819	111000	309.38
			Marketing	2100	5210122	103000	30.88
			CC Maint	2100	5220819	104000	112.39
			Office/ Park supplies	2100	5211325	103000	701.56
			Aerator rental	1100	5220215	103000	52.79
717	Western Exterminator	225.00	Pest Control	3100	5220310	103000	151.50
				2100	5220310	103000	73.50
718	Inland Business	138.52	Copy machine Jan.	3100	5220130	103000	41.56
				2100	5220130	103000	83.11
				1100	5220130	103000	13.85
719	Ricciardi, RJ	5,508.25	Audit	3100	5210210	103000	2,754.12
				2100	5210210	103000	1,377.06
				1100	5210210	103000	1,377.07

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
720	Northwest Cascade	180.85	Porta Potty	1100	5211220	103000	180.85
721	Costco	351.40	Office supplies	2100	5220110	103000	55.66
			Comm. Events	2100	5220819	112000	295.74
722	Ewing Irrigation	140.06	Pool Maint	2100	5220215	105000	28.56
			Grounds maint	1100	5220310	103000	111.50
723	Marin Sanitary Service	2,265.60	Garbage Dec.	3100	5210815	103000	226.56
				2100	5210815	103000	453.12
				1100	5210815	103000	1,585.92
724	Landesign	2,985.00	Contract landscaper	1100	5211125	103000	2,985.00
725	Leslie's Pool Supplies	150.94	Pool Chems	2100	5220810	103000	150.94
726	Hagel Svcs	398.97	Janitorial Supplies	3100	5220827	103000	200.00
				2100	5220827	103000	198.97
727	Grainger	72.34	Fire Equip	3100	5220210	103000	72.34
728	Jackson's Hardware	152.16	Pool Equip Supplies	2100	5220215	105000	152.16
729	Comcast	136.17	Internet	3100	5210725	103000	68.08
				2100	5210725	103000	68.09
730	Pitney Bowes	500.00	Postage	3100	5220110	103000	110.00
				2100	5220110	103000	390.00
731	Comcast	152.21	Cable Firehouse	3100	5210725	103000	152.21
732	Landesign	2,985.00	Landscape Contractor	1100	5211125	103000	2,985.00
733	Co. of Marin Sheriff	20.00	Id's	3100	5220810	103000	20.00
734	R&S Erection	608.50	Bldg. Repairs	3100	5220310	103000	608.50
735	All Star Rents	724.75	Equip Rental	1100	5211220	103000	724.75
736	Project A	120.00	Email Svcs	3100	5210725	103000	60.00
				2100	5210725	103000	60.00
737	Marin Co. Fire Chief Assoc	372.89	MarinMap subscription	3100	5211320	103000	372.89
738	Municipal Emerg. Svcs	15.00	Vehicle maint	3100	5210910	103000	15.00
739	Hook Fast	6.31	Fire Equip	3100	5220825	103000	6.31
740	Jubilee Jumps	155.00	Bounce house	2100	5220819	110000	155.00
741	Diego Truck	77.22	Vehicle maint	3100	5210910	103000	77.22
742	National Appliance	390.71	Oven repair	3100	5220310	103000	390.71
743	Postal Palace	23.01	FedEx	3100	5220110	103000	23.01
744	Marin Trophies Treasures	125.35	Plaque	3100	5211310	103000	125.35
745	DC Electric	240.48	Streetlights Dec	4100	5210915	103000	240.48
746	Marin Ace Hardware	218.26	Office supplies	1100	5220110	103000	110.29
			Pool maint	2100	5220215	105000	10.91
			Bldg Maint	2100	5220310	104000	38.74
			Grounds maint	1100	5220310	103000	46.31
			Fire equip	3100	5220210	103000	12.01
747	Staples	753.71	Office supplies	3100	5220110	103000	296.58
				2100	5220110	103000	457.13
748	Roys Sewer Svcs	170.00	Sewer cleaning	3100	5210835	103000	56.68
				2100	5210835	103000	56.66
				1100	5210835	103000	56.66
749	Bucks Saw Svcs	64.26	Equip Maint	3100	5220210	103000	64.26
750	Marin Landscape Material	384.77	Sand	1100	5220310	103000	384.77
751	SBA Svcs	2,210.00	Janitorial	2100	5211110	103000	2,210.00
752	Krav Maga	500.00	Classes	2100	5220819	110000	250.00
				2100	5220819	111000	250.00
753	Jet Mulch	5,625.06	Playground Fiber	2100	5220819	107000	4,000.00
				1100	5220310	103000	1,625.06
754	Airgas	39.84	Co2	2100	5220810	105000	39.84
755	Co. of Marin Tax Collect	335.16	Vehicle maint	3100	5210910	103000	100.00
			Gas	1100	5220610	103000	220.56
			Gas	3100	5220610	103000	14.60
756	Grainger	384.58	Janitorial Supplies	2100	5220827	103000	384.58
757	Dixie School District	8,323.65	Streetlight repair	4100	5210915	103000	8,323.65
758	Smiths Gopher/Mole	300.00	Pest Control	1100	5211532	103000	300.00
759	Project A	40.00	Email Svcs	3100	5220110	103000	20.00
				2100	5220110	103000	20.00
760	United Camps Conferences	1,480.50	Overnight camp	2100	5220819	107000	1,480.50
761	Jubilee Jumps	205.00	Bounce house	2100	5220819	110000	205.00
762	Bank of NY Mellon	6,050.00	Building Loan	3100	5211715	103000	3,025.00
				2100	5211715	103000	3,025.00
763	US Postmaster	1,000.00	Bulk mail	2100	5220110	103000	1,000.00
764	Pitney Bowes	116.00	Meter lease	2100	5220110	103000	116.00
765	Ca. Dept of Justice	32.00	Fingerprinting	2100	5210128	103000	32.00

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
766	Costello, Christine	1,432.50	Zumba classes	2100	5210146	111000	1,432.50
767	McBride, Ann	389.20	Irish dance	2100	5210146	110000	389.20
768	Day, Sean	600.00	ACLS/PALS classes	3100	5211320	103000	600.00
769	Bagala, John	656.53	ACLS/PALS classes	3100	5211320	103000	656.53
770	Papanikolaou, John	130.00	OSHA edu.	3100	5211320	103000	130.00
771	Davenport, Brad	140.00	ICS 300/400	3100	5211340	103000	140.00
772	Fretwell, Lucas	50.00	BAPPOA Membership	2100	5211330	103000	50.00
773	Hyo Soap, Sim	1,200.00	Tae Kwon Do classes	2100	5210146	110000	1,200.00
TOTAL:		342,648.61					342,648.61

Total by Department:		
Streetlights	4100	9,906.29
Fire Department	3100	198,592.67
Recreation Department	2100	96,589.70
Park Department	1100	52,890.24

Memo

To: Eric Dreikosen
From: Jeff Naylor, Bill Shea
Date: February 4, 2016
Re: Marinwood CSD Unfunded Future Liabilities Status Report

Here is a summary of findings and discussion since the January Board meeting.

- At the start of fiscal year 2015-2016 the Marinwood CSD had an unfunded accrued pension liability \$2,925,538.
- We continue to make the mandated current month percentage payments as well as the monthly portion of the Unfunded Liability to CalPERS.
- If all things remain the same, by continuing to honor our commitment by year end 2022 our pension liability would be reduced to \$671,053.
- Alternatively if CalPERS were to reduce their discount rate by 1% in the next fiscal year with that being the only change in the first assumption we would reduce our Unfunded Liability by only \$29,782.

The District is not addressing the OPEB liability which stood at \$6.477M (future value) as of 7/1/2015 beyond the "pay as you go" scheme. This means that the unfunded healthcare benefit will continue to grow and jeopardizes the District's ability to pay for future retiree healthcare benefits. Just to stop the growth of that liability will require the District to set aside substantial sums equal to or in excess of the 6.5% of revenues (\$334K based on 2015/16 projected revenues) the District lists on its statements but is not currently committing to reserves. The 2015 actuarial report indicates the value to stay even with the current liability would be just over \$351K. Reserving either of those totals would eliminate the forecast net profit for 2015/16 and result in a loss of approximately \$110-120K.

The District is not required to fund this liability but places its current employees at risk by not doing so.

The team has:

- Met three times since the January board meeting but has not met with any non-district personnel during that time
- Defined a list of options to address these liabilities

- Defined a list of stakeholders to include in any discussion of adopting containment measures
- Considered adopting a single annual payment option for pension liabilities
- Considered making the OPEB liability the exclusive target for restricted reserves.
- Discussed identifying an investment company/arrangement for those funds
- Initiated a comparison of pension benefits offered to employees of Marin County Fire and Safety service providers.

Draft Version. Presented to Board on February 9, 2016

Marinwood
Community Services
District Board of
Directors Bylaws

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Article 1: Mission Statement

The Board of Directors is the governing body of the Marinwood Community Services District (MCSD) and acts collectively to provide strategy, policy, and oversight to ensure the District fulfills its mission.

Article 2: Place of Business

The Board of Directors will conduct business in meetings open to public in accordance with the Ralph M. Brown Act (California Government Code 54950 et sec.)

Article 3: Directors

Election

Make-up

The Board of Directors consists of five individuals who shall be of voting age and residents of the MCSD.

Oath of Office

The Oath of Office shall be administered by the District Manager. Oaths may be taken as schedules allow or at a Board meeting. If the oath is taken outside of a meeting, the District Manager shall report as such at the next regular Board meeting. A copy is kept on file at the District office and the original is sent to the Marin County Elections Department.

The members of the Board of Directors, and persons elected but who have not yet assumed office as members of the Board, will fully comply with the provisions of The Brown Act.

Term of Office

Individuals on the Board of Directors are elected for a four –year term. The positions are staggered, so every two years at least two vacancies are created. Individuals who are elected to the Board of Directors shall take office at the first meeting of the Board of Directors following the publication of certified election results. Individuals who are appointed take office when they are sworn into office.

Responsibility and Authority

The Board of Directors is responsible for establishing policies, providing oversight, and setting direction and vision for the District. This includes approving ordinances, resolutions and policies guiding the operation of MSCD.

Compensation

Individuals serving on the Board of Directors serve without remuneration.

Resignation

Individuals serving on the Board of Directors may resign their position for any reason by submitting their decision in writing (email or hard copy) to the District Manager who will forward this document to other members of the board within the same business day.

Vacancies

Once a resignation letter has been received, the District has a total of sixty (60) days in which to take action (Government Code §1780). If the Board fails to take action within sixty (60) days or if there is a lack of a quorum to take action, Government Code §1780 provides that the Marin County Board of Supervisors may appoint a successor to fill the vacancy (verify).

The District Manager has to publish the notice of vacancy within three (3) business days from the time he is informed of the resignation and at least fifteen (15) days before the Board appoints a new Director. The notice shall appear on District's website, social media and the local paper, and outline the appointment process, due date, and require a resume detailing qualifications and experience from the candidates.

Appointments

All applications for the vacant Board position shall be included in the agenda packet for the regular meeting of the Board of Directors taking place at least fifteen (15) days after the posting, and all candidates shall be encouraged to attend. The Board may hear candidate statements and shall vote to select the new Director.

A Director appointed to fill a vacancy that occurs the first half of a term of office and at least 130 days prior to the next general district election shall serve until the next scheduled election that takes place. The winner of the election then serves the remainder of the term.

A Director appointed to fill a vacancy that occurs during the first half of a term of office but less than 130 days prior to the next general district election, or that occurs during the second half of a term of office, shall serve until the expiration of the term of office.

The District Manager shall notify the Marin County Elections Official within fifteen (15) days of appointment.

Board Officers

At the regular Board of Directors meeting in December, the Directors shall elect one of their members as Board Chair and another member as Vice Chair. The term of office for each shall be one year. The elected Board Chair and Vice Chair may be re-elected by the Board for a maximum of four terms. Should the Board Chair resign during the term, the Vice Chair becomes the Board Chair for the remainder of the term and a new Vice Chair is elected by the Board of Directors during the next regular Board meeting. Should the Vice Chair resign, a replacement shall be appointed at the next regular meeting by a majority vote of the Board. The replacement completes the term of the replaced officer.

Responsibility and Authority of the President

The Board President shall have following authority:

- a. Call meetings of the Board, giving notice as prescribed by law;
- b. Coordinate preparation of meeting agendas with the District Manager;
- c. Serve as chairperson at all Board meetings;
- d. Sign all instruments to carry out the requirements and the will of the Board;

- e. Confer with the District Manager or designee on crucial matters which may occur between meetings;
- f. Be the Spokesperson for the Board; and
- g. Perform other duties as authorized by the Board.

The Board President shall have the following duties:

- a. Call the meeting to order at the appointed time;
- b. Be responsible for the orderly conduct of all Board meetings in accordance with Rosenberg's Rules of Order;
- c. Announce the business to come before the Board in its proper order according to the agenda;
- d. Enforce the Board's policies in relation to the District's business and the conduct of meetings;
- e. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- f. Explain what the effect of a motion would be if it is not clear to every member of the Board;
- g. Restrict discussion to the question when a motion is before the Board;
- h. Rule on parliamentary procedure; and
- i. Put motions to a vote, and state clearly the results of the vote.

Decisions of the President are final, unless overruled by the 3-1 vote of the other Directors. Because of his/her role, the President shall speak last during the discussion and debate stage and only make or second a motion unless no other Director will do so at that time.

Responsibility and Authority of the Vice-President

The Vice President shall act if the Board President is absent or unable to act and shall exercise all of the powers of the Board President on such occasions.

Duties of All Board Members

If the Board President and Vice President are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting. Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. Information may be requested from staff before meetings.

Requests for information from the staff will be channeled through the District Manager. Information that is exchanged before meetings shall be distributed through the District Manager, and all Directors shall receive all information being distributed.

Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at Board meetings. Directors shall defer to the chairperson for conduct of meetings, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed.

All powers of the District shall be exercised and performed by the Board as a body. Individual board members, except as provided in this manual or otherwise authorized by the Board, shall have no independent power to act for the District, or the Board, or to direct staff of the District. As individuals, board members may not commit the District to any policy, act, or expenditure.

Appointed Officers

Responsibility and Authority of the District Manager

The District Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the District Manager. The District Manager shall be responsible for:

- a. The implementation of policies established by the Board of Directors for the operation of the District;
- b. The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Directors;
- c. The supervision of the District's facilities and services; and
- d. The supervision of the District's finances.

Board Secretary

Counsel

The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities. Legal counsel shall be the legal advisor of the District and shall perform such duties as may be prescribed by the Board of Directors. Legal Counsel is required to review and approve District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall serve at the pleasure of the Board, and shall be compensated for services as determined by the Board. Legal Counsel reports to the Board as a whole. In order to streamline legal services, one point of contact for the Board shall be appointed by the Board President. Legal Counsel shall also be available to the District Manager for consultation on applicable issues and activities. Individual Board members may contact the District's legal counsel if they feel something illegal or inappropriate has occurred. However, Board members and the District Manager should use their best judgment before incurring legal fees.

Auditor

The District Auditor shall be appointed by the Board by a majority vote in a public meeting. Selection of the Auditor shall be done in a noticed public meeting and at least every three (3) years. The auditor will be responsible for conducting an annual audit of the District's books, records, and financial affairs in accordance with state and federal law and presenting the findings of the annual audit at a regularly scheduled meeting of the Board.

Other Consultants

The Board may appoint, employ, fix the compensation of, and prescribe the duties and authorities of other professional consultants as necessary for the business of the District.

Article 4: Meetings

All meetings are to be properly noticed in accordance with The Ralph M. Brown Act (Government Code Sections 54950 and following). All meetings of the Board of Directors and committees shall be open and public and all persons shall be permitted to attend any public meeting of the Board of Directors, except closed sessions as permitted by law.

Time and Place of Regular Meetings

Regular meetings of the MCSD Board of Directors shall be the second Tuesday of each month. The open session part of the meeting shall start at 7:30 PM with the optional closed session taking place either preceding or following the open session. However, if a meeting date shall fall on a legal holiday, the regular meeting shall be moved to a specified date set by the Board.

Special Meetings

Special meetings may be called by the Board President or a majority of the Board, and the purpose of the meeting communicated clearly. The public shall be notified of the meeting at least 24 hours prior. Posting requirements as outlined in The Brown Act shall be followed.

Emergency Meetings

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the 24-hour notice required above. An emergency situation means a crippling disaster or threat of crippling disaster which severely impairs public health, safety, or both, as determined by the District Manager or Board President. Anyone who has requested notice of special meetings in accordance with The Brown Act shall be notified by at least one hour prior to the emergency meeting. In the event that telephone and internet services are not functioning, the notice requirement of one hour is waived, but the District Manager or designee shall notify the public of the emergency special meeting and of any action taken by the Board as soon after the meeting as possible. No closed session may be held during an emergency meeting, and all other rules governing special meetings shall be observed with the exception of the 24-hour notice. The minutes of the emergency special meeting shall include a list of persons the District Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions.

Attendance

Directors make a commitment to attend monthly meetings and actively participate as board members. Directors shall attend all regular and special meetings of the Board unless there is good cause. Directors who will be absent at a meeting shall notify the District Manager as soon as possible.

Article 5: Agenda

Brown Act

The MCSD shall diligently follow the Ralph M. Brown Act (California Government Code 54950 et sec.), which guarantees the public's right to attend and participate in meetings of local legislative bodies.

Setting of the Agenda

The District Manager in cooperation with the Board President shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may request any item to be placed on the agenda by either requesting it during an appropriate part of a public meeting or submitting an agenda request via email to the District Manager at least five (5) business days prior to the date of the meeting. Directors should submit the wording they want on the agenda and designate it as a discussion only item or action item.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- a. The request must be made either verbally during an appropriate part of a public meeting or submitted in writing to the District Manager;
- b. The Board President shall be the sole judge of whether the public request is or is not a "matter directly related to District business" and shall decide, in consultation with the District Manager, whether or not to include the item on the agenda;
- c. No item that is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

This policy does not prevent the Board from hearing public comments at regular meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board.

Publication of Agenda

The District Manager shall prepare and post agendas for each meeting as required by The Brown Act and shall develop an agenda packet which will contain all documents related to the items listed on the agenda. Agendas shall be posted conspicuously for public review at the District office and District's website. Agendas shall be mailed or sent by electronic media to any person who has on file with the District a written request to receive agendas, after the District has received payment of the appropriate fees to cover either faxing or mailing of said agendas. There will be no fee if the agenda is sent electronically.

Regular Meetings

At least seventy two (72) hours prior to the time of all regular meetings, an agenda, which includes all matters on which there may be discussion and/or action by the Board, will be posted.

Special Meetings

The agenda for a special meeting shall be posted at least twenty four (24) hours before the meeting in the same locations as for regular meetings. Agenda packets for special meetings will be available to the Board and the public as soon as they are created, usually no less than ten (10) hours before the special meeting.

Emergency Meetings

The agendas for emergency meetings shall be posted no less than one (1) hour before the meeting in the same locations as for regular meetings. Emergency meetings are called only if there is an issue that severely impairs public health, safety or both, as determined by the District Manager or President of the Board.

Agenda Items

Although the President of the Board of Directors has the final authority on setting the agenda for each meeting, all regular meetings of the Board will have following agenda items:

- a. Call to Order
- b. Agenda Review
- c. Consent Calendar
- d. District Matters

- e. Public Comment – Open Time for Items not on the Agenda
- f. Fire Department Matters
- g. Park and Recreation Matters
- h. Requests for Future Meetings Agenda Items
- i. Recognitions and Board Member Items of Interest
- j. Adjournment

Changes to the Agenda

Any member of the Board of Directors may make a motion that agenda items be presented in different order. A simple majority is needed for approval of the motion.

The Board may take action on an item that is not on the agenda by first identifying the item and upon a determination by a two-thirds vote of the members of the Board of Directors present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of MCSD subsequent to the agenda being posted, as specified in California Government Code Section 54954.2(b).

Correspondence

All written or electronic correspondence addressed to the Board of Directors is to be sent to the District Manager who shall forward it to all the directors and acknowledge this action to the originator. All correspondence received by the Wednesday immediately prior to an upcoming board meeting and pertaining to a specific topic appearing on the board meeting agenda most immediately following receipt of correspondence, shall be included in the agenda packet with all other materials pertaining to the specific agenda topic. All correspondence received after the Wednesday immediately prior to an upcoming board meeting and pertaining to a specific item on the upcoming agenda shall be forwarded to the Board prior to meeting but will not be included in the posted agenda packet.

Consent Calendar

Agendas for Board meetings shall incorporate a consent calendar listing items of a routine nature, not normally requiring discussion. Approval of the consent calendar shall take place by a motion and a second of the Board and passed by a majority vote. Dissenting votes (by name), shall be recorded in the minutes. The following is a list of consent calendar items, which may be amended from time to time by the direction of the Board of Directors or the District Manager, as they deem appropriate:

- a) Approval of Minutes
- b) Approval of Bills paid during the previous month (Payables List)

Public Comment on Agenda Items

Any member of the public may address the Board on any item on the agenda at the time that item is being considered by the Board and the member of the public has been recognized by the Board President. Speakers will be limited to five (5) minutes per agenda item. Additional time may be extended by the Board President. Speakers shall not be allowed to “split” their time, nor shall they be permitted to “reserve” all or any portion of their allotted time. If any person fails or refuses to abide by these rules, causing disruption of the meeting, the Board President, after warning the speaker, may declare that the speaker is disrupting, disturbing or impeding the orderly conduct of the meeting and order the speaker to leave the meeting room.

Action Items

According to Rosenberg's Rules of Order, the public comment will take place only after the technical questions from the Board of Directors have been answered, and before a motion is introduced.

Discussion Items

The Board President shall announce the discussion item and whether the public comment section will take place before or after the discussion by the Board of Directors.

Public Comment on Items not on the Agenda

Any member of the public may address the Board on any item of interest to the public within the subject matter jurisdiction of the District that is not on the agenda during the "Public Comment – Open Time for Items not on the Agenda" section of the meeting. No action shall be taken on any item not appearing on the agenda. The Board shall not engage in debate, dialogue, or take action on any matter brought to its attention under public comment, except to refer the matter to staff or to determine that the matter should be included on a future agenda for consideration and action.

Article 6: Rules of Order for Board and Committee Meetings

Rosenberg's Rules of Order

The MCSD Board of Directors, Commissions and any appointed standing Committees shall follow Rosenberg's Rules of Order. A copy of the rules may be obtained online at https://www.cacities.org/Resources/Open-Government/RosenbergText_2011.aspx or by contacting the District Manager.

Quorum

A quorum is the minimum number of members of the body who must be present at a meeting to legally conduct business, usually meaning one more than half of the body. In the case of MSCD Board of Directors, a quorum is three (3).

Obtaining the Floor

Any Director desiring to speak should address the Board President and, upon recognition, may address the subject under discussion. During public comment sections of the meeting members of the public may obtain the floor only after they raise their hand and are consequently recognized by the President. It is within the President's authority to limit the time allotted to speakers, including Board Members. Only one person at a time may have the floor, and interrupting the speaker is limited to the following instances:

- a. Point of Privilege
- b. Point of Order
- c. Appeal
- d. Call for Orders of the Day
- e. Withdrawing a Motion
- f. Time Limit

For a detailed description of these instances, please consult Rosenberg's Rules of Order.

Decorum

The Board President shall take whatever actions are necessary and appropriate to preserve order and decorum during all meetings of the Board. The Board President shall ask any person making personal, impertinent or slanderous remarks, refusing to abide by a request from the Board President, or otherwise disrupting the meeting or hearing, to leave the room. The Board President may also declare a short recess during any meeting.

If an agenda item does not require a vote, steps one through four (1-4) of Rosenberg's Rules of Order Basic Format for an Agenda Item Discussion shall be followed. In closing, the Board President may ask the District Manager for more information or follow-up.

Manner of Addressing the Board by an Individual

A member of the public wishing to address the Board of Directors may only do so during public comment time by raising his/her hand and waiting to be recognized by the Board President. Time limits of five (5) minutes per speaker may be amended at the discretion of the Board President for all speakers.

Manner of Addressing the Board by a Group of Persons

Whenever a group wishes to address the Board of Directors on a single subject matter, a spokesperson shall be chosen by the group to avoid repetition.

Motions

If the Board of Directors needs to take action, the President shall either invite or make a motion following the public comment section. Any Director may make or second a motion. Once the motion is made and seconded, it opens the issue for discussion and debate by the Board. For more information on specific motions, please refer to Rosenberg's Rules of Order.

Voting

Simple majority

A simple majority is defined as one vote more than fifty (50) percent of the body. In case of MCSD this means three (3) out of five (5) votes. If a vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

Two-Thirds majority

In case a two-third majority is required to pass a motion, four (4) members of the MCSD Board of Directors need to vote in favor with only one opposing.

Tie

According to Rosenberg's Rules of Order, in the event of a tie the motion fails since an affirmative vote is required to pass any motion. If one of the MCSD Directors is absent, two vote in favor and two oppose, the motion fails.

Abstaining

The MCSD shall follow the “present and voting” system, and not count abstention votes on the motion. Members who abstain are counted for purposes of the quorum, but are not counted in the vote. If quorum is three (3), all Directors need to vote, as Board action can be taken only by the vote of the majority of the Board.

Record of Vote

A unanimous vote shall be recorded as such in the meeting minutes. For action taken by motion without the unanimous vote of all Directors present, the names of Directors voting “aye”, “nay” and abstaining shall be entered in the minutes.

Execution of Ordinances, Resolutions and Policies

All approved ordinances and resolutions shall be signed by the Board President and attested by the Board Secretary. Adopted or revised policies shall have the date of adoption or revision listed on the top right-hand corner for verification purposes.

Article 7: Meeting Records

Minutes

The Secretary of the Board of Directors shall keep minutes of all meetings of the Board and any other meetings as required by The Brown Act.

Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each calendar year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting’s minutes:

- a. Date, place and type of each meeting;
- b. Directors present and absent by name;
- c. Administrative staff present by name;
- d. Call to Order time;
- e. Time and name of late arriving Directors or early departing Directors;
- f. Names of Directors absent during any agenda item upon which action was taken;
- g. Summary of staff reports;
- h. Summary of public comments regarding matters not on the agenda, including names of commentators;
- i. Approval of minutes or modified minutes of preceding meetings;
- j. Summary of each agenda item discussed by the Board;
- k. Name of Directors making and seconding motions, and voting “aye”, “nay” or abstaining, unless the vote was unanimous;
- l. Time of meeting adjournment.

Approval of Minutes

A draft of meeting minutes shall be approved, as presented or with modifications, by the Board of Directors at the following meeting. Once approved by the Board, the official minutes shall be kept at the MCSD office for reference. A backup electronic copy will also be kept by the Board Secretary. Minutes of the Board meetings shall be public records open to inspection by the public.

Recordings

As required by the Brown Act, members of the public may take either voice or video recordings of MCSD Board of Directors meetings.

Article 8: Commissions

The MCSD has two advisory commissions aligned with District's mission. The Fire Commission provides guidance and oversight of the Fire Department. The Park & Recreation commission offers controls and direction to the Park & Recreation Department. Meetings of the Commissions are open to the public and take place at 7:30 PM on the first and fourth Tuesday of each month. Each Commission has a set of approved Bylaws and adheres to the Brown Act and Rosenberg's Rules of Order.

Board Liaisons

Every year, at the January meeting, the Board President shall appoint one Director to serve as liaison to each Commission. Those appointments shall be filled by alternate members of the Board, and all Directors are encouraged to serve as a liaison to the Fire or Park & Recreation Commissions at least once. Other Board members may attend commission meetings as observers in accordance with The Brown Act, but have no authority to participate in any way in commission discussions.

Article 9: Committees

Committees are advisory in nature and should focus on matters which typically require extensive research and review. At the time the Board President forms a committee, he/she shall give instructions of the duties of that committee. Additional duties and functions may be delegated by the Board President, as needs arise. Committees shall present their reports or recommendations at a regular meeting of the Board of Directors. The committee chairman shall notify the District Manager of items to be placed on the agenda where action is needed, if possible, five (5) business days prior to the meeting.

Standing Committees

Standing committees have a continuing subject matter jurisdiction and a meeting schedule fixed by ordinance, resolution, or formal action of the Board of Directors. At the first Board of Directors meeting of the calendar year, the Board President may appoint selected members of the Board, members of the public and District consultants to serve on Standing Committees. A standing committee, even if comprised of less than a quorum of the Board, is subject to The Brown Act. Members of the public may attend meetings of the Standing Committee, and Rosenberg's Rules of Order shall be followed. Board members not appointed to the Standing Committee may attend committee meetings as observers, but have no authority to participate in any way in committee discussions.

Ad Hoc Committees

Ad hoc committees are temporary, advisory committees composed solely of less than a quorum of the Board. An ad hoc committee serves a purpose limited in scope and will be dissolved once its specific task is completed. An ad hoc committee is not subject to the Brown Act (California Government Code section 54952(b)). The President of the Board of Directors shall appoint such ad hoc committees as deemed necessary or advised by the Board. The duties of the ad hoc committees shall be outlined at the time of appointment. An ad hoc committee shall present monthly activity updates during a regular meeting of the Board of Directors, and once its final report has been made the committee shall be considered dissolved. The appointment of an Ad Hoc committee shall include the term "Ad Hoc" in its title.

Article 10: Compliance

Government Code Sec.61000-61009 - Community Services District Law

Following are links to the sections in the California Government Code pertaining to Special Services Districts:

California Government Code	Topic
<u>Sections 61000-61009</u>	Introductory Provisions
<u>Sections 61010-61014</u>	Formation
<u>Sections 61020-61022</u>	Initial Board of Directors
<u>Sections 61025-61030</u>	Reorganizing the Board of Directors
<u>Sections 61040-61048</u>	Board of Directors
<u>Sections 61050-61053</u>	District Officers
<u>Sections 61060-61070</u>	General Powers
<u>Sections 61100-61107</u>	Authorized Services and Facilities
<u>Sections 61110-61119</u>	Finance
<u>Sections 61120-61124</u>	Alternative Revenues
<u>Sections 61125-61131</u>	Capital Financing
<u>Sections 61140-61226.5</u>	Zones

Brown Act

MCSD is obligated to comply with the Ralph M. Brown Act (Government Code Sec. 54950-54963)

Code of Ethics

Board members, in the performance of their official duties and responsibilities, will not discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition or disability. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances.

Public Officials are required to conduct the public's business free of prohibited conflicts of interest. MCSD policies and procedures are consistent with the laws set forth in California Government Code Section 87100 (verify), and following, and provisions of the Fair Political Practices Act and Fair Political Practices Commission (FPPC) regulations.

Furthermore, in order to assist in the governance of the behavior between and among members of the Board of Directors, the following rules shall be observed:

- a. Each Director shall be respected and respectful.
- b. The needs of the District's constituents should be the priority of the Board of Directors.
- c. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.
- d. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being offensive. Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of said action.
- e. A Board member will not include false or misleading information in a candidate's statement for a general District election filed pursuant to Section 13307 of the Elections Code.

Membership in Associations

The MCSD shall hold membership in national, state, and local associations that apply to the functions of the District. All Directors shall look upon such membership as an opportunity for in-service training. The District shall maintain membership in the following associations and shall insure that annual dues are paid when due:

- a. California Special Districts Association
- b. Marin Emergency Radio Authority
- c. Other associations whose membership dues are approved by a majority of the Board at a regular meeting or the annual budget session.

Training

Brown Act and Ethics Training

As MCSD Board of Directors serves without remuneration, Brown Act and ethics training is not required by law. However, as it is the Board's goal to provide the best possible service to the community, all Directors shall complete online courses in on these subjects within two (2) months of election or appointment to the Board of Directors, and at least once every two years thereafter. The state Fair Political Practices Commission has made the AB 1234 Local Ethics Training available at no cost to satisfy the local officials' ethics training requirement. Should an alternative course be used, it needs to comply with the California Attorney General and the Fair Political Practices Commission. The Brown Act training can be taken through the CSDA. Directors shall obtain proof of participation after completing the ethics training, and the District Manager will retain those certificates for at least five (5) years. These documents are public records subject to disclosure under the California Public Records Act. Any director that serves on the Board of another agency is only required to take the training once every two years.

Other Training, Education and Conferences

Members of the Board of Directors are encouraged, but not obligated, to attend educational conferences and professional meetings that further Directors' understanding of District's business.

Participation in all training or attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences will not be covered by the District, although members of the Board of Directors may take advantage of special discounts offered by a business to all legislative bodies or offered to the District because of MCSD's membership in a particular organization.

There is no limit to the number of Directors attending a particular conference or seminar, but if three or more members of the Board attend a particular conference or seminar, they are prohibited from discussing MCSD business amongst each other so as not to violate The Brown Act.

Chain of Command

Directors should function as a part of the whole. Issues should be brought to the collective attention of the Board, rather than to individual members selectively.

All Directors may directly approach professional staff members to obtain information needed to supplement their knowledge and improve decision-making.

Following issues shall be channeled directly to the District Manager:

- a. Requests by individual Directors for substantive information and/or research from District staff;
- b. Specific complaints from residents regarding items within MSCD's purview;
- c. Any concerns for safety or hazards;
- d. Questions involving personnel, any legal action, land acquisition and development, finances, and programming.

Proper Use and Safeguarding of District Property and Resources

Except as specifically authorized, a Board member will not use or permit the use of District owned vehicles, equipment, telephones, materials or property for personal benefit or profit. A Board member will not ask or require a District employee to perform services for the personal benefit or profit of a Board member or employee. Each Board member must protect and properly use any District asset within his/her control, including information recorded on paper or in electronic form. Board members will safeguard District property, equipment, information, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

Violations of Policies and Laws

A perceived violation of policies and laws by a Director should be brought to the attention of the Board President or the full Board of Directors for investigation and consideration of any appropriate action.

Remedies include:

- a. adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy;
- b. referral of the violation to the District's Legal Counsel

Article 10: District Records

Record keeping

Public records of the MCSD shall be open to inspection as provided in the California Public Records Act.

Most recent copies of the following documents shall be kept in the District office and be available on District's website at all times:

- a. Board of Directors and Commissions bylaws
- b. Map of MCSD property
- c. Shared Services Agreement

Following documents shall be kept in the District office and be available on District's website for a period of 3 years:

- a. Agendas and minutes of Board Meetings
- b. Financial Audits
- c. MCSD Budgets
- d. CALPERS Pension Valuation Reports

Requests for Public Records

Copies of agendas and other writing (except for privileged documents as allowed by law) distributed to a majority of the Board of Directors at open Board meeting shall be made available to the public. A limited quantity of such documents (based on normal audience attendance) shall be copied in advance of each meeting and made available to the public in attendance at no charge.

Members of the public requesting copies of public documents that are not available on District's website shall submit a written request to the District Manager. If the copy is available in electronic format, it will be provided to the requester within three (3) business days. If the document is in hard format only, a copy will be furnished within a reasonable period of time at five (\$.05) cents a copy to defray expenses associated with the copying process.

Members of the Board of Directors may directly approach professional staff members to obtain information needed to supplement, upgrade, or enhance their knowledge to improve legislative decision-making. However, requests by individual Directors for substantive information and/or research from District staff will be channeled through the District Manager.

Confidential Information and Records

The Brown Act sets forth provisions that require public officials to maintain the confidentiality of certain information (California Government Code Section 54963). A Director is not authorized, without approval of the Board of Directors, to disclose information that qualifies as confidential information under applicable provisions of law to a person not authorized to receive it, that (1) has been received for, or during, a closed session of the Board, (2) is protected from disclosure under the attorney/client or other evidentiary privilege, or (3) is not required to be disclosed under the California Public Records Act. Director who willfully and knowingly discloses confidential information received by him/her in the course of his/her official duties for monetary gain may be guilty of a misdemeanor under Government Code Section 1098.

Article 12: Public Complaints

The Board of Directors desires that public complaints be resolved at the lowest possible administrative level, and that the method for resolution of complaints be logical and systematic. A public complaint is an allegation by a member of the public of a violation or misinterpretation of a District policy, state, or federal statute by which the individual has been adversely affected.

The method of resolving complaints shall be as follows:

- a. The individual with a complaint shall first discuss the matter with the MCSD staff with the objective of resolving the matter informally.
- b. If the individual registering the complaint is not satisfied with the disposition of the complaint by the District staff, the complaint may be filed with the District Manager.
- c. If the individual filing the complaint is not satisfied with the disposition of the matter by the District Manager, a written complaint may be filed with the Board of Directors within ten (10) days of receiving the District Manager's decision. The Board may consider the matter at the next regular meeting. The individual filing the complaint may request a written decision from the Board.
- d. If the individual is not satisfied with the result, a written complaint may be filed with the District Attorney's office.

This policy is not intended to prohibit or deter a member of the community or staff member from appearing before the Board to verbally present a testimony, complaint, or statement in regard to actions of the Board, District programs and services, or implementing considerations of the Board.

Article 12: Bylaws Adoption and Amendments

The MCSD Board of Directors reserves the right to modify, supplement, or rescind any provision of the manual, as it deems necessary. Adoption of a new policy or an amendment to an existing policy may be initiated by any Director, or by the District Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to the District Manager, and requesting that the item be included on the agenda of a regular meeting of the Board of Directors. Policies and procedures cannot be amended, altered or modified in any way by oral statements. Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a two-thirds majority affirmative vote of the entire Board of Directors.

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

February 2, 2016 Fire Commission Meeting Minutes

DRAFT

Commissioners:

Present: Jim Rey, Russ Albano, Irv Schwartz, Dan Curran, Ron Marinoff, Tom Elsbree, Greg Stilson

Others in attendance:

Fire Chief Tom Roach, Board Member Izabela Perry, Linda Barnello, Captain Steve Heine

1. Approval of Agenda-Call to order 730 pm.
 - **M/S Marinoff/Albano to approve submitted agenda. All in favor.**

2. Public Comment on Non agenda items.
 - There were none, but the Chief did explain that always needs to be on an agenda to comply with Brown Act requirements.

3. Approval of January 2016 Minutes
 - Commissioner Schwartz mentioned his name was misspelled in the minutes.
 - **M/S Albano/Curran to approve the minutes as amended. All in favor.**

4. January Activity Schedule and Response Report.
 - The January Activity Schedule was reviewed. Commissioner Marinoff asked the additional mera mobile radio for the new engine had been approved by the MERA Governing Body, Chief said it had. There was a question about the Community Service grant the Chief is working on with Tom Boyd and Cameron Case. Chief explained that it is for a disaster preparedness trailed and that grant is through the County Administrators Office with input from the County Supervisors.
 - The January Response Report was reviewed. There was a question as to what the fire response was in Marinwood. Chief explained that it was a trash can fire next to a home. A resident had empty the fireplace ashes into the green garbage can the night before. It had smoldered all night and the next day caught on fire. A postman saw the fire, called 911 and then put water on the fire to keep it in check until the engine company could get there to fully extinguish the blaze. Russ Albano had a question on what a "welfare check" response was. Chief explained residents will occasionally call 911 to have a neighbor checked on if they haven't been seen in a while. It is a code 2 response (no lights and sirens), and the engine company will attempt to make contact with person to ensure they are ok.

5. Chief Report
 - Chief gave an update on the fire engine status.
 - Chief gave an update on the current staffing in the department as well as future joint testing and hiring and joint new hire academy in San Rafael. All of which will take place in first half of 2016.
 - Chief gave an update on new hire Sean Day and his preparation to work as paramedic when the position is created and other details that are being prepared for an ALS Engine Company.
 - Chief gave an update on the ISO report and what it could potentially mean for homeowners.
 - Chief and Commission reviewed the strike team reimbursement report. At this point only reimbursement/revenue was available and reported. Chief will have the expense side of strike costs at the March meeting.

6. Future Agenda Items
 - Future agenda items-none
7. Adjourn

Chief Tom Roach

February 3, 2016

To: Marinwood Board of Directors
From: Chief Tom Roach
Re: Activity Summary for January 2016

FULL TIME PAID STAFFING

Eleven (10) full time paid personnel and One (1) Temporary Firefighter including:
Fire Chief Tom Roach

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

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

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

Two firefighter’s off on industrial disability leave. Temporary firefighter Brad Davenport is back on B
shift as of January.

VOLUNTEER STAFFING

21 Current Volunteers including:

One Volunteer Battalion Chief

2 Volunteer Firefighter/AO’s

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

13 Volunteer Firefighter qualified as a “non responder”

EMERGENCY CALLS

Below are emergency calls for January 2016. The department ran 92 emergency responses in January, mostly medical aides but the department did respond to one garbage can fire in Marinwood, two structure fires in San Rafael, and one vegetation fire in Novato.

	January Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	10	4	5	1	0	na	20
CSA 13	5	4	0	0	0	na	9
New JPA (east of 101)	33	5	5	0	0	na	43
Old JPA (mont marin)	1	2	1	0	0	na	4
SR Mutual Aid	4	3	2	1	0	2	12
MC JPA	3	1	0	0	0	na	4
Novato Matrix	0	1	2	2	0	4	9
Others (list)	0	0	0	0	0	0	0
Total number	56	20	15	4	0	6	101

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed five final inspections of new solar systems in Marinwood.
- A Fire Commission meeting was held in January.
- I completed two home remodel inspections in Marinwood during January
- I attended a meeting with the Prescription Drug Abuse founder meeting in January.
- The on duty staff and I went through some new records management training in January.
- I attended the MERA Operations Meeting to explain Marinwood's need for an additional mobile radio be added to the system for the new engine.
- I had a meeting with Cam Case and Tom Boyd to review details for the Community Service Grant.
- I attended the San Rafael/Larkspur/Marinwood Administrative staff meeting to discuss issues with our operational area.
- Two preschool tours were done at the firehouse in January.
- Testing for the Computer Added Dispatch System for Sheriff's Communication Center was done in January.
- A Lion Club CERT Team Meeting was held at the firehouse in January.
- I attended the monthly MERA Governing Body Meeting in January.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during January.
- Sean Day completed his Paramedic recertification in January and did a 24 hour ride along on SRFD Rescue Ambulance to keep his skills sharp.
- Captain White prepared a lesson plan for Commercial Structure Fires and taught three different full days to all companies who participate in CMTC.
- Four volunteer drills were held in January. Commercial Firefighting, Interview Techniques, and the County Wide Volunteer Drill at Mill Valley were topics.
- C Shift continued with new hire training for Sean Day.
- Three volunteers will participate in a new Volunteer Academy sponsored by Mill Valley. It consists of Eight Sundays in a row of training.
- Captain Heine attended a MERA Coverage workshop in January discussing coverage of the new MERA Radio System.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during January.
- All gas-powered equipment was checked weekly during the months.
- All vehicle batteries were serviced and charged on a weekly basis during the months.
- Engine 58 went to Burton Fire Apparatus for the bumper repair in January.
- Three department personnel went back to KME for the final inspection of the engine. The engine is currently in Ontario for final work and will be in Marinwood the week of February 8.

February 3, 2016

To: Marinwood Fire Commission
From: Chief Roach

Re: New Engine Update, Staffing, Succession Planning for Paramedic Program, ISO Report, Strike Team Reimbursement

New Engine Update

The trip back to KME by all accounts went well. Some minor changes were made and the engine made it's way to Ontario this week. Cesar Correa and Steve Heine are flew down for the day last Thursday to work on the final details-radio installation, decal locations, etc. The engine is supposed to be in Marinwood the week of February 8.

Staffing

The department is currently operating with eight full time personnel and one temporary hire for a total of nine-three per shift. Relief FF spot is not filled, or more precisely the relief firefighter is filling in full time on shift. All time off-sick, vacation, class room, special operations time, etc-is being filled with overtime. There are two work related injuries currently out rehabilitating. The department should have more information on both over the next few months.

Succession Planning for implementation of Paramedic Positions

The departments most recent hire, Sean Day, is qualified and certified to act as a paramedic. There are still some details to work out regarding the creation of the paramedic position with the employee group. In the meantime Sean is functioning as an EMT while working at Marinwood. He has been attending the monthly run review training's at Kaiser, he has completed all of his paramedic recertification's, he has been assigned and is completing additional on line Target Safety medical training, and he is doing ride along time on his off days on San Rafael's rescue ambulances. Additional, if time allows, Sean will work some shifts in the emergencies around Marin for additional patient contacts and he is continually looking for paramedic training classes offered around the bay area. All of the documentation has been completed with Marin County EMS to allow Sean to work as a Paramedic under San Rafael's medical direction. Chief Gray has prepared advance life support medical equipment for the Marinwood engines when the department is ready. Captain Heine is researching lock boxes on the engine and I have the narcotic use logs used by San Rafael to secure and track narcotic storage and use.

Chief Gray and I are going to hold a joint Firefighter Paramedic Recruitment during February and March with a possible April date for a joint new hire academy. For Marinwood's last two hires this academy has worked very well.

ISO Report

As mentioned in an earlier email the department received back the ISO Audit Report. Marinwood has been upgraded to a Class 2 Department from a Class 4 Department. The ISO Class rating is used by insurance companies to help determine fire insurance rates for

homeowners. How individual insurance companies factor the Class rating varies with different companies. I am still researching to see if there is a basic formula used before publicizing the new Class Rating. I think each homeowner will have to contact their insurance carrier, advise them of the improved ISO Rating to see if rates can be reduced. A number of factors contributed to the improved rating-ISO now factors in auto aid agreement as personnel available for fire protection so the agreements with Novato FPD and SRFD definitely helped, the department apparatus fleet is newer with a better hose compliment now, the water delivery system for fire protection in Marinwood and Lucas Valley has been vastly improved by MMWD, there is one centralized communications center now, previously there were multiple, and ISO now factors in the ride along time of our volunteer firefighter force as personnel available to assist with fire protection. That accounted for almost one additional firefighter per day, roughly a 25% increase in available personnel. Also, the department's business occupancy inspections, hydrant maintenance, hose testing, vegetation management, codes adoption, and new records management system all helped improve the rating.

*The new ISO rating goes into effect April 1. I will get word out to the public in March on the new rating and encourage them to contact their homeowners insurance carriers to see if rates can be lowered in March.

Strike Team Reimbursement

I have included a spreadsheet with the strike team reimbursements for 2015 (last summer). I have not yet factored out all off the Districts expenses to compare revenue and expenses but will have that done by the March Commission/Board Meeting.

STRIKE TEAM ASSIGNMENTS AND REVENUE

Assignments	June 20-20	June 20-23	July 23-27	July 27-31	July 31-Aug 7	Aug 7-8	Aug 8-20	Aug 25-30	TOTALS
Personnel	3,997.79	15,477.56	22,935.95	24,169.67	38,741.46	6,198.39	86,777.42	36,600.00	234,898.24
Engine	1,120.00	3,360.00	5,620.00	6,060.00	8,960.00	1,280	15,840.00	6,720.00	48,960.00
Admin	511.78	1,883.76	2,855.59	3,022.97	4,770.15	747.84	10,261.74	4,332.00	28,385.83
Total Reimburse	5,629.57 (not received)	20,721.32 (received)	31,411.54 (received)	33,252.64 (received)	52,471.61 (received)	8,226.23 (received)	112,879.16 (not received)	47,652.00 (not received)	312,244.07

received 146,083.34
not received 166,160.73

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

January 26, 2016

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

Present:

Commissioners: Kimberly Call, John Tune, Shane Valentine and Jon Campo.

Staff: Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.

Board Members: Justin Kai and Jeff Naylor.

Others present: Linda Barnello.

Agenda

No changes or additions.

Designation of Commission Chair and Vice Chair for 2016

Valentine volunteered to be Chair. Call volunteered to be Vice Chair.

M/s Tune/ Campo to nominate Valentine as Commission Chair and nominate Call as Vice Chair. Ayes: Call, Tune, Valentine and Campo. Nays: None. Motion carried unanimously.

Public Comment

No comments.

Minutes of November 24, 2015 Park and Recreation Commission Meeting

Call stated she would like to add language to the minutes. "Call stated she personally does not support use of any product of Monsanto due to its reputation of corporate harm". "Call offered to contact the City of Richmond which has banned use of glyphosate and inquire as to their IPM program and their alternatives". "Call commented if the panhandle is adjacent to school property and is a pathway to school than perhaps that would require leash use on that pathway for public safety". Call would like to strike the language "Call replied that since the ordinance was passed there have been instances of dogs being attacked, therefore the ordinance should be updated to require dogs be placed on leash in the panhandle."

M/s Tune/ Campo to approve Minutes of November 25, 2015 as amended. Ayes: Call, Tune, Valentine. Nays: None. Abstaining: Campo. Motion carried.

Review of Draft Board Minutes of December 8, 2015 and January 12, 2016

No comments.

Creation of Report and Recommendation: Park Maintenance Shop Repair/Replacement as assigned by Board of Directors

Valentine commented the Board had asked the Commission to define a plan of action for the maintenance shed. Naylor stated the Board would like to review the risks facing the District and the current shed is in a dilapidated state. Staff needs a safe dry place to keep tools and the Board would like information on the requirements of repair and or replacement of the maintenance shed. Naylor stated Measure A money could possibly be used for the project. Call replied Measure A funds are already earmarked, does the Board have any other revenue streams dedicated for the project. Naylor replied not at this time. Tune asked what year the shed was constructed. DeMarta replied the Maintenance area has been located in the same spot for many decades; past Commissions have tried to replace the maintenance shed, but there were pushbacks from the residents in the area. The residents do not want the shed at that location due to the mild activity it brings, but DeMarta noted the shed does predate the current residents. Call asked if Dreikosen allocated staff time for this project. Naylor replied not at this time. John Tune and Jon Campo volunteered to meet with DeMarta to inspect the current state of the shed and to come up with possible ideas for repair and/or replacement.

Integrated Pest Management (IPM) Plan – Draft

Valentine thanked Call for submitting her findings regarding the City of Richmond's IPM Policy. Call commented Berkeley and Richmond both have bans on herbicides. They have connections with Cal Berkeley and incorporate the use of volunteers to pull weeds and place mulch. Campo commented it is hard to eliminate all herbicides especially when there is the issue of poison oak, invasive species, median stripes and stump trees. The use of herbicides is so infrequent

and in such small amounts it should not be an issue; it is used as a last resort with very specific timing. Campo stated he would like to add a “Pesticide Application Notice” to the current draft IPM for further continuity to the policy. Campo distributed the “Notice” to all Commissioners and members of the public. Tune stated he had written a one page concise “Approved Pesticide List” for inclusion in the IPM. Tune distributed his list to all Commissioners and members of the public. Call commented she would like clarification of the written policy versus the in-use policy. Tune replied the CSD has not used any herbicide in over a year. Call commented she would like the CSD to avoid use of neonicotinoids as well; they are harmful to bees. Valentine thanked Campo and Tune for all the work they dedicated to completing the IPM draft.

M/s Valentine/ Tune to approve Integrated Pest Management Plan with additions by Tune and Campo and recommend approval by the Board of Directors. Ayes: Valentine, Tune and Campo. Nays: Call. Motion carried.

Park and Recreation Reports

DeMarta reported the next community event is “Raise a Glass, a Winter Wine Tasting” which will take place on February 27th from 2-5pm. Staff has been hard at work finalizing the 2016 summer programs and the pool will open in a few weeks for lifeguard training and the swim team. DeMarta commented he had applied to a myriad of grants, but Marinwood is not considered as an underserved area therefore the CSD might not be awarded many grants. DeMarta reported staff is working on providing an after school program for the fall of 2016; space is an issue, but hopefully it will bring in an estimated revenue of \$30,000. The park maintenance staff will be finishing the new pool picnic area by February. Additionally staff had been monitoring culverts in the CSD. Staff has dealt with a few large trees that have fallen and was notified about another tree that had fallen in Lucas Valley Estates.

Requests for Future Agenda Items

- Website review/updates
- Marinwood Wildlife Restoration Foundation and Fund
- General fundraising

The meeting concluded at 9:01PM.

The date of the next Park and Recreation Commission meeting is February 23, 2016 at 7:30PM at the Marinwood Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District Integrated Pest Management Policy

Proposed to Board of Directors: February 9, 2016

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Definition and Purpose

The Marinwood Community Service District (CSD) is committed to safeguarding its grounds, creek and other property that enhance the quality of life for its residents.

The Integrated Pest Management (IPM) policy is a guiding document of Marinwood CSD management of grounds, creek and other property.

The purpose of this IPM policy is to clearly define Marinwood CSD pest management strategy: scope, priorities and means by which these priorities may be realized.

Scope

This policy governs not only employees of Marinwood CSD, but also all contractors hired by the District and persons acting under the authority or on behalf of the District in the care and maintenance of parks, landscaped areas, medians, open space, and other district property. The Marinwood CSD IPM policy applies to rodenticides, insecticides, herbicides, algacides, and fungicides used on lands within the district's purview.

Priorities

No non-exempt herbicide applications shall be permitted within District playgrounds, picnic table areas or turf areas.

The District is fully committed to the use of pesticide alternatives whenever practicable. Currently, Marinwood CSD utilizes mulch materials as a first line of defense against the proliferation of weeds and explores the feasibility and effectiveness of using alternative herbicides such as FIFRA exempt products (herbicides exempted from regulation by the Federal Insecticide, Fungicide, and Rodenticide Act), especially in parks, picnic areas, and other areas with high pedestrian interface. These exempt herbicides are usually also approved for organic food production by the National Organic Program (NOP). Herbicides shall be used only after all other non-pesticide means of weed control have been utilized or have been determined to be not feasible in a particular application due to site factors, ability of staff to provide a particular function or service, or other pertinent factors.

Pesticides shall be selected based on the following criteria:

- Least disruptive of the ecosystem
- Least toxic to non-target organisms
- Least damaging to the general environment
- Least hazardous to human health
- Most cost efficient in the short and long term

Prevention shall constitute the first line of defense from rodent infestation. In case of already existing rodent issue, traps shall be implemented. If traps prove to be ineffective in containment efforts, only first generation type rodenticides may be utilized, following this policy of public notification. First generation type rodenticides limit toxicity in the food chain and prevent secondary harm. Attachment A includes the specific product list allowed to be used on CSD premises. No second generation rodenticides are to be used on Marinwood CSD property.

The Parks & Recreation Department shall strive to keep informed about new developments in pesticide alternatives and implement them whenever possible.

Integrated Pest Management Coordinator

The Parks & Recreation Director shall be designated as the IPM Coordinator and be responsible for implementing the IPM policy; communicating with staff and contractors, ensuring proper employee training, ensuring the application is recorded and documentation available for public review.

Only individuals specifically designated by the IPM Coordinator as Pesticide Applicators shall be permitted to apply pesticides in parks, landscaped areas, medians and open space. Applicators shall possess a Qualified Applicator License or Qualified Applicator Certificate issued by the California Department of Pesticide Regulation.

The IPM Coordinator will need to obtain an Operator ID number from the Marin County Agricultural Commissioner's office. Marinwood CSD shall contract with a Pest Control Advisor (PCA) for written pesticide use recommendations to be submitted to the County Agricultural Commissioner's office annually. The IPM Coordinator will also be required to submit monthly use report forms to the Agricultural Commissioner's office.

Education and Training of Staff

Education and training of personnel is critical to the success of this IPM policy. Employees involved in the maintenance of the Marinwood CSD property and with the purchase, storage, handling, and application of pesticides shall receive all the mandated, necessary, and reasonable training required to perform such work in an efficient and safe manner. Continuing Education Unit (CEU) training in IPM and training in the use of non-chemical methods of pest control are important to a successful program. In addition to formal training, Marinwood CSD shall provide "Safe Handlers" training to all staff assisting in the application, storage or handling of pesticides or pesticide-related equipment. To the greatest extent practicable, the IPM Coordinator will ensure that all contractors hired to perform IPM related work on District's behalf have received appropriate education and training.

Procedures:

Procurement and storage

Pesticide purchases should be limited to the amount expected to be used for a specific application or during the year. Pesticides will be stored and disposed of in accordance with label directions and state and federal regulations. Pesticides must be stored in an appropriate, secured location not accessible to residents or unauthorized personnel.

Identification of Specific Pest Thresholds

A completely weed free environment is not a goal to which the Marinwood CSD shall aspire, neither is it feasible given Park Department staffing levels. The goal is to preserve the function and reasonable aesthetic appearance of public areas and facilities.

Routine inspection and accurate identification of pests are needed to recognize potential problems and determine when action should be taken. An “action threshold” should be determined by the IPM Coordinator, reflecting the pest control objective for each site. As pest management objectives will differ from site to site (e.g. landscape maintenance vs. pest control in buildings), differences should be considered before setting an action threshold.

Notification of Pesticide Applications

The Parks Department shall notify the public of non-exempt pesticide application at affected locations. A public notice will be placed at the treated area 24 hours ahead of application and will remain for 24 hours after application as required by law. Notification locations shall be those places where there is a high level of public contact with the treated area. Notification shall be accomplished by posted signs at reasonable entry point locations. Notices shall include the product name, EPA registration number (if applicable), and contact phone number for more information. Notices shall be posted prior to pesticide application and shall remain in place for at least 24 hours. FIFRA Exempt, NOP approved, or other such non-toxic or botanical pesticides shall be exempt from these notification requirements. A copy of the notice has been included as “EXHIBIT B”.

Record keeping of Pesticide Application

Application records shall include at least the following information: site of application, date of application, target pest, name of the product and active ingredient of the pesticide(s) applied and EPA registration number (if applicable), amount of product applied, and the pesticide signal word.

The IPM Coordinator shall be responsible for maintaining records of all pesticide applications on Marinwood CSD property, whether performed by the District staff, by contractors, or persons authorized to apply pesticides on behalf of the District. These records shall be kept for a period of four (4) years, and available to the public upon request.

Public access to policy, location and updates

The Marinwood CSD is fully committed to providing all pertinent information to the public in a timely, comprehensive, and understandable manner.

This IPM policy will be stored in the office of the IPM Coordinator. The Park and Recreation Commission is responsible for periodically reviewing the policy and suggesting updates to the Board of Directors.

Exemptions

An exemption to this pesticide policy will be made in order to control the proliferation of biting or stinging insects such as yellow jackets, wasps, mosquitoes, and other similar pests. Generally, the control of these insects is administered by the Marin-Sonoma Mosquito and Vector Control District. In addition, the Marinwood CSD will exempt any governmental entity from the provisions of this policy whose authority pre-empts that of the District.

Approved Pesticides

After lengthy deliberations, the Marinwood CSD Park and Recreation Commission decided to adopt the San Francisco 2015 Reduced Risk Pesticide List for use on District's premises. The list can be found on <http://sfenvironment.org/download/san-francisco-2015-reduced-risk-pesticide-list-final-draft>. A version specific to Marinwood is included as "EXHIBIT A".

EXHIBIT A

Approved Pesticide List

Material	Active Ingredient	Signal Word	EPA Registration #	Primary Use
Herbicides				
Fusilade II	Fluazifop-P-butyl	Caution	100-1084	Control Bermudagrass in Landscape
Roundup Custom	Glyphosate, SF	Caution	524-343	Landscape and Aquatic Weeds
Liberate	lecithin, alcohol ethoxylate	Caution	CA 34704-50030-AA	Organic Surfactant for Roundup Custom
Nufarm Polaris Herbicide	Imazapyr, - Isopropylamine salt, 28%	Caution	228-534	Invasive Weeds in Natural Areas
Snapshot 2.5 TG	trifluralin 2.0% isoxaben 0.5%	Caution	62719-175	Selective Preemergence Herbicide for Control of Broadleaf Weeds and Grasses
Insecticides				
Sluggo	Iron Phosphate, SF, EW, OW	Caution	67702-3	Snail and Slug Bait in Landscape
Safer Fruit & Vegetable Insect Killer	Potassium Salts of Fatty Acids, Ethyl Alcohol, SF, OW	Caution	36488-36-ZD-42697	Insecticide
Advion Ant Bait Arena	Indoxacarb 0.1%	Caution	352-664	Insecticide for Ant Control
Advion Ant Gel	Indoxacarb 0.05%	Caution	352-746	Insecticide for Ant Control
Advion Cockroach Bait	Indoxacarb 0.5%	Caution	352-668	Insecticide for Cockroach Control
Advion Cockroach Gel	Indoxacarb 0.6%	Caution	352-652	Insecticide for Cockroach Control
Terro Ant Killer II Liquid Ant Baits, Terro-PCO Liquid Ant Bait	Sodium tetraborate decahydrate 5.4%	Caution	149-8	Insecticide for Ant Control
Fungicides				
Agri-fos	Phosphorous Acid, SF	Caution	71962-1	SOD Treatment - Not for Wild Land Trees
Pentra-bark	Polyethylene Glycol, SF	Caution	83416-50001	Surfactant for Agri-Fos only
Rodenticides				
JT Eaton Bait Block with Peanut Butter Flavorizer	Diphacinone 0.005%	Caution	56-42	Rat control only in situations with high public health concerns where trapping is infeasible

EXHIBIT B

Notice of Pesticide Application

See attached

NOTICE

PESTICIDE APPLICATION

Our IPM Ordinance requires that problems with pests such as weeds, rodents, or insects be solved using lowest risk methods. Where pesticides must be used, only least-toxic products are permitted.



Target Pest: _____

Other Actions Attempted: _____

Area Treated: _____

Pesticide Name(s): _____

Active Ingredient: _____

Signal Word: CAUTION / WARNING / DANGER

EPA Number: _____

Re-Entry Period: _____

Integrated Pest Management Contact Info: _____

Date/Time of Application: BEFORE _____ AM / PM

Date Completed: _____ Spray Postponed Until: _____

Park & Recreation Report – February 2016

Shane DeMarta, Recreation Director

Recreation Activities

Winter Events:

Raise a Glass: Raise a Glass is scheduled for Saturday, February 27th from 2-5pm at the Community Center. We have 20 wineries (we had 14 last year) in attendance this year and look forward to another great event.

Camp:

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

Camp Registration: Camp registration opens for Marinwood Residents/Pool Members on Monday, February 22nd and for non-residents on Monday, February 29th. We expect that most of the younger camps will fill up within the first few week of registration.

Misc:

Marinwood Review: The Marinwood Review is now complete and has been sent to the printers. The Review is also available on our website.

Park Activities

General Maintenance:

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

Projects completed January:

- Excavation, base rock and framing of new picnic area at the pool
- Removal of large tree in Miller Creek
- Tot pool shell repair
- Pool building pressure washing is complete (will be stained in February)

Projects for February:

- Turf restoration in the pool area
- Preparation for opening of the pool (clean main pool, balance chemicals, clean pool facility)