

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

7:30 PM - Marinwood Community Center Classroom

Time	Description:	Board Action
7:00 PM	CLOSED SESSION <i>Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working condition matters, pursuant to Government Code section 54957.6</i>	
A. 7:30 PM	CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
B. 7:30 PM	AGENDA	Approve
C. 7:35 PM	ADOPTION OF 'ROSENBERG'S RULES OF ORDER' FOR ALL BOARD AND COMMISSION MEETINGS	Approve
D. 7:40 PM	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of February 10, 2015 b. Draft Minutes of Special Meeting of February 24, 2015 c. Bills Paid nos. 726-815	Approve
E. 7:50 PM	OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to limit comments to two minutes. Speakers may comment only on non-agenda and Closed Session items. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff, or refer the matter to a future meeting agenda.</i>	
F. 8:00 PM	CORRESPONDENCE 1. Stephen Nestel, February 16, 2015 providing video and "cheat sheet" links re: Rosenberg's Rules of Order	Review
G. 8:05 PM	FISCAL MATTERS 2014-2015 Budget Amendment 2015-2016 Preliminary District Budget – All Departments 2015-2016 Budget Adoption Process Timeline	Approve Review Set Timeline
H. 8:45 PM	FIRE DEPARTMENT MATTERS 1. Draft Report of Fire Commission meeting of March 3, 2015 2. Fire Chief Activity Summary Report 3. Draft Resolution for California Fire Assistance Agreement 4. Shared Services Update 5. Date of next commission meeting – April 7, 2015	Review Review Review Review
I. 9:05 PM	PARK AND RECREATION MATTERS 1. Draft Report of Park and Recreation Commission meeting of February 24, 2015 2. Recreation and Maintenance activity reports 3. Date of next meeting – March 24, 2015	Review Review
J. 9:25 PM	NEW AND OTHER BUSINESS 1. Marin LAFCO: Election Ballot for Special District Member & Alternate 2. Marin/Sonoma Mosquito and Vector Control District: Assessment Ballot 3. Requests for Future Meeting Agenda Items	Vote Vote
K. 9:35 PM	RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST	
	DATE OF NEXT REGULAR BOARD MEETING – April 14, 2015 at 7:30 PM	



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.



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INTRODUCTION

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

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

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

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

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

Establishing a Quorum

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

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

The Role of the Chair

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

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

The Basic Format for an Agenda Item Discussion

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



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

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

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

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

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

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

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

This is done in one of three ways:

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

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

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

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

Motions in General

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

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

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

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

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

The Three Basic Motions

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

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



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

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

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

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

Multiple Motions Before the Body

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

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

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

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

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

To Debate or Not to Debate

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

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

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

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

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



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

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

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

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

Majority and Super Majority Votes

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

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

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

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

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

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

Counting Votes

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

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

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

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

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

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



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

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

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

*How does this work in practice?
Here are a few examples.*

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

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

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

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

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

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

The Motion to Reconsider

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

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

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

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

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



Courtesy and Decorum

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

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

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

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

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

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

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

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

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

Special Notes About Public Input

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

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

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

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



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Simple Parliamentary Procedures Cheat Sheet

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

Meeting Basics

Establish a quorum

Call meeting to order

Move through agenda

Adjourn meeting

Motions 101

Basic Motions

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

Meeting Motions

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

Super Majority Motions

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

A motion can be made and seconded by any member.

Agenda Item Discussions

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

Prepared by:



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Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday February 10, 2015

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

Present:

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

Absent: Deana Dearborn.

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

Park and Recreation Commissioners: Chair Izabela Perry.

Others Present: Stephen Nestel and Linda Barnello.

Call to Order and Pledge of Allegiance

Agenda

Read commented she would like to adopt Rosenberg's Rules. Barnello objected due to this not being properly placed on the agenda. Read then asked for adoption of Rosenberg's Rules to be placed on the March agenda.

Consent Calendar

Barnello stated the agenda should state the minutes are "draft". Read replied it is not necessary.

- a. *Minutes of Regular Meeting of January 13, 2015:* Barnello stated she was inquiring about unfunded "pension" not unfunded "health" costs. Nestel objected to Sullivan's interpretation of the meeting.
- b. *Bills paid nos. 637-725:* Kai questioned claim 641; why youth program salaries were so high. Sullivan replied it was due to Holiday Camp. Read added Holiday Camp revenues were around \$16,000.
- c. *County of Marin 2014/2015 Annual Statement of Investment Policy:* No comments.
- d. *County of Marin 12/31/14 Report of County, Schools and District Investments:* No comments

M/s Hansell/Kai to approve consent calendar. Motion carried unanimously.

Open Time for Items not on Agenda

Nestel stated there is no need for speakers to be limited to two minute speaking allowances. He stated he is very tired of the nasty comments being made by Board members. Additionally he asked the Board to direct Eric to include his sent emails in the Board packet under correspondence. Read replied that Nestel's correspondence was included in this month's packet. Dreikosen requested any future emails clearly state they are to be added as correspondence to the Board.

Barnello commented she was unable to discern via the past Board packets how much the District needs to pay for unfunded liabilities. Read replied the number will be coming from PERS (Public Employees Retirement System), Horne was able to come up with an estimate and that is the closest the District knows at this point in time. Roach commented it will not be effective until next fiscal year. Barnello stated she would like to know the exact date the first Manager replacing Horne refused the District's offer. Read replied she does not know the date offhand, but asked Barnello to call her. Barnello asked the status of the solar project. Dreikosen replied there are no new updates. Perry asked if the CSD could host an informational meet and greet with the new Supervisor. Read stated she would contact Connolly's office. Hansell requested no staff time be spent on the matter.

Perry inquired about the recent car thefts and break-ins and questioned if camera surveillance could be an option for the neighborhood. Read replied they would need to be monitored and the District doesn't have staff capacity. Roach commented he had spoken with the Sherriff and they will be stepping up patrols in the neighborhood.

Nestel stated in regards to the solar project he had looked at the community center roof on google and stated there is enough space to install the solar panels; a structure at the pool facility should not be built.

Correspondence

1. *MCSD, December 3, 2014 support letter to the Board of Supervisors re: Nomination of Lucas Valley Road for Caltrans Scenic Road Designation:* The Board acknowledged the letter.
2. *Stephen Nestel, January 14, 2015 providing information re: Rosenberg's Rules of Order and Council Protocols for City of Sausalito:* The Board acknowledged the correspondence.

Fire Department Matters

1. *Draft Report of Fire Commission meeting of February 4, 2015:* No additions.
2. *Fire Chief Operations Report:* No additions.
3. *2015/2016 Fire Department Budget:* Roach commented this is the first draft, it needs a preliminary approval so it can be given to the County. Marinoff was at the Fire Commission meeting and did have comments which were addressed. Roach reported in regards to Firefighter overtime, he will prepare a breakdown of

operational versus OES. Read stated she would like to see operational OT versus OT related to workers compensation. She asked Roach to add a sub category in the budget relaying this information. Kai asked if “light duty” was a current line item. Roach replied no. Kai asked why “consultant fees” were over budget. Read replied it is due to the head hunter. Sullivan added she had divided up the cost by three departments.

M/s Hansell/ Shea to approve 2015/2016 Fire Department Budget. Motion carried unanimously.

4. *Implementation of Paramedic Program:* Roach commented the current \$85 the Marinwood residents are paying might have to be increased to \$90, but it will have to be placed on the upcoming November ballot. Perry stated the District should have a paramedic agreement in place before the community votes. Hansell stated he is disappointed in the lack of cooperation by the Marinwood Union and strongly agrees with Perry. Kai asked with the departure of our current employee who is a paramedic how soon could Marinwood have another paramedic on staff. Roach replied it depends if the next hire is held in-house, but the process is two years. Read commented Marinwood does have access to San Rafael’s hire list. Perry asked if the District pays for paramedic school. Read replied not historically. Kai asked the cost. Roach replied \$6,000-\$10,000. Roach commented if the District would like to pay for an employee to attend paramedic school the Board could request the employee sign a contract stating promised length of employment.
5. *Light-Duty Policy:* Roach commented he had used Larkspur’s policy as a template. He suggested forwarding it to County Counsel for review. Hansell commented the wording “...as needed on a limited temporary basis” seems a bit vague. Roach replied the policy will have to be on a case by case basis and will depend on the employee. Perry asked if the employee can refuse light-duty. Roach replied he is unsure. The Board decided to forward the policy to County Counsel for review.
6. *Shared Services Update:* Read commented Marinwood owes San Rafael \$4,000 for the OES reimbursement the District received for having a San Rafael firefighter go out on strike team with engine 58.

Park and Recreation Matters

1. *Draft Report of Park and Recreation Commission meeting of January 27, 2015:* Perry commented she hopes to see support for forming a committee to focus solely on our creek. Nestel commented the Board refused to name names regarding the multiple absences in the Park and Recreation Commission, these absences should be accounted for. Perry replied the Commission had reviewed the roles and responsibilities of Commissioners and it was agreed upon for the Chair to contact the Commissioner absent and inquire for the reason of absence. Perry commented initially she had requested that three absences would result in removal, but that idea was dismissed. Dreikosen commented in regards to a creek committee the question arose as to the Commission’s authority to create an ad-hoc committee; or is that the authority of the Board? Kai commented John Tune’s name was absent from the list of attendees. Sullivan apologized. Barnello questioned why the hours of the Commission meetings were reduced. Read replied, the Commission sets its own agenda, there should be no mandatory time frame. Perry commented the Commission would like to keep a tight schedule and to keep in mind staff’s time.
2. *Proposed Pool Rates for 2015 season:* DeMarta reported staff is requesting a 5% increase to pool memberships. Nestel commented drop-in rates need to be raised. DeMarta replied staff will look at increasing drop-in rates for 2016.
M/s Shea/Kai to approve proposed pool rates for 2015 season. Motion carried unanimously.
3. *Proposed Camp Rates for 2015 season:* DeMarta reported staff is requesting a 7% increase in rates based upon staffing increases and vendor increases. With a 7% increase Marinwood will still remain competitive.
M/s Kai/ Shea to approve proposed camp rates for 2015 season. Motion carried unanimously.
4. *Recreation and Maintenance activity reports:* DeMarta stated “Raise a Glass” the winter wine tasting is scheduled for February 28th from 2-5, thirteen wineries will be representing. Breakfast with Bunny is scheduled for April 4th, thank you to the Lion’s Club who will be hosting the egg hunt. A new event called “Marinwood Happy Hour” will debut on April 10th; Baeltane Brewing will be coming and serving. Staff is working on another new event, “Enchanted Tea Party” which will be held on April 19th. DeMarta commented the Park Maintenance staff has almost completed the projects at Creekside Park, painting the benches and arbor. They are helping install the new pool equipment and hope to be ready for the Waterdevils begin date. DeMarta commented he and the Park staff had met with Commissioner John Tune regarding some Park maintenance; Tune is a great asset to have and thanked him for his time. DeMarta also noted the pool consultant had come out to access and bid out the necessary pool heaters and filters. The District decided upon Pool Solutions and they began work this week. The total cost for these pool items is around \$24,000 and will be taken from the Measure A funds. Nestel asked if DeMarta thinks “Happy Hour” will be a good revenue stream. DeMarta replied the company will be donating the beer and for the first event the profits will be split 50/50. If it is successful it may become a semi-regular event. Barnello asked how the Recreation department is going to increase the number of summer camps being offered. DeMarta replied we are increasing our Summer Specialty Camps at offsite locations.

5. Reallocation of Measure A Funds for FY 2014/15: Hansell noted a Board approval is not necessary, but thanked DeMarta for reporting on the issue.
M/s Hansell/ Kai to approve reallocation of Measure A Funds for FY 2014/15. Motion carried unanimously.

New and Other Business

1. *Call for Nominations- Marin LAFCO, Special District Elections:* Kai stated he would like to be nominated and commented he had attended last months LAFCO workshop.
M/s Shea/ Hansell to nominate Justin Kai to Marin LAFCO, Special District Elections. Motion carried unanimously.
2. *Call for Nominations – CSDA Board of Directors, Bay Area Network, Seat A:* There was no interest.
3. *Notification of Nominations – 2015 Election SDRMA Board of Directors:* There was no interest.
4. *Posting of Board Member Personal Contact Info on Agency Website:* Read commented it would be good to have a phone number for each Board Member on the website.
M/s Hansell/ Shea to approve posting of Board Member Personal Contact Info on Agency Website. Motion carried unanimously.
5. *Other New Business:* Hansell commented the Board should have a liaison for personnel. Read commented she would be the liaison, she has good resources.

Recognitions and Board Member Items of Interest

Dreikosen commented Marinwood CSD has been recognized from SDRMA for going five years with no property/liability claims.

Kai commented he would like to recognize Esteban Cespedes for his employment with Marinwood and wishes him well as he moves on to another Department.

CLOSED SESSION

Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working condition matters, pursuant to Government Code section 54957.6: Closed session began at 9:15PM. Closed session ended at 10:28PM, the Board had no action items to report and gave direction to the Districts lead negotiator.

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

The meeting was adjourned at 10:29PM.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Special Board of Directors Meeting
Tuesday February 24, 2015

Time and Place: 6:00PM Marinwood Community Center classroom.

Present:

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

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Firefighters Brian Smith, Ryan Brackett and Jeff Smith, Administrative Assistant Carolyn Sullivan.

Fire Commissioners: Jeff Naylor, Ron Marinoff, Greg Stilson and Rudy Gelenter.

Others Present: Stephen Nestel and Linda Barnello.

Call to Order and Pledge of Allegiance

Discussion and direction from the Board to District staff regarding immediate hiring need, future Fire Department strategic direction as it relates to transition to an advanced life support (ALS) Engine Company and associated hiring/training

Read stated the Department needs to hire a Firefighter due to the fact Firefighter Cespedes will be leaving to go to San Rafael. Chief Grey has been very cooperative and given the District four names and associated paperwork for potential hires. The Board needs to decide on a policy for new hires as it relates to an ALS Engine Company. Read stated the District does have a temporary Firefighter that may be hired, but he is not a paramedic. Dearborn stated Marinwood has a hire list as well. Roach commented the list has been reduced due to hiring's elsewhere.

Roach thanked the Board for this meeting and commented this policy is not an easy decision. Roach added he had given the Board a memo and would recommend hiring Jeff Smith, the current temporary Firefighter on staff, but does understand the desire to move towards an ALS Engine Company.

Kai asked if the Fire Commission had made a recommendation. Roach replied they spoke, but there was no consensus.

Roach commented the Labor group did state they support hiring a paramedic for the next hire. Kai stated having all future hires as paramedics would be ideal, but at this time the District does not have a paramedic agreement in place.

Kai stated he supported Roach's recommendation.

Roach commented the District may not hire a paramedic due to the fact there is no agreement in place. Read responded the Shop Steward assured her today that the "meet and confer" would be solved very quickly. Marinoff asked what is stalling the agreement now; the Board needs to push the Union.

Kai asked about the paramedic training schedule. Roach replied it would be a two year process for a Marinwood Firefighter. If the District hires a paramedic from San Rafael they would be certified in April. Read questioned if Kai would be willing to wait that long. Kai responded he believed in awarding loyalty and Jeff Smith has proven himself. Additionally he is a resident of Marinwood which is a great asset. Read responded this community wants paramedics immediately in the Department.

Hansell stated it is his belief that the Department Heads should hire personnel, not the Board; and will support Chiefs recommendation. Additionally he does not believe in setting a policy in place that restricts the Board; the staffing language in the current MOU has hurt the District financially. The Districts paramedic agreement has been shut down by the leader of the Union and Hansell has zero confidence the Union leader will have a quick resolution to the "meet and confer".

Kai agreed if the agreement were already in place this District could hire a paramedic.

Dearborn agreed with Hansell on the hiring process; it is a staff responsibility, not a Board responsibility. Dearborn added she also supports Chiefs recommendation. Dearborn noted the paramedic agreement has been stalled by the Union; Cespedes has been certified for six months. Dearborn is not comfortable with implementing a policy without an agreement in place.

Shea stated the sentiment from the Union is that the District is losing a paramedic therefore the District should be hiring a paramedic. Shea stated he will support Roach's recommendation, but does feel the District needs to start pushing for a paramedic policy.

Marinoff suggested allowing Jeff Smith to finish his hours as a temporary Firefighter before being hiring as full time staff and request he attend paramedic school.

Nestel stated he agreed with Hansell and commented the District needs to keep in mind the pay scale and size of the District.

Greg Stilson the Departments Volunteer Captain commented he is the only paramedic in the room, but does agree with the Boards majority to wait until an agreement is in place before implementing a policy. Stilson added he had seen Jeff Smith grow through the volunteer program; he lives in Marinwood and will be a great asset to the Department.

Rudy Gelenter a Fire Commissioner stated Jeff Smith is a great example of the Marinwood Volunteer program. It will be great to have an ALS engine company someday, but the District should not rush into a policy. Gelenter urged the Board trust the Fire Chiefs recommendation.

Brian Smith a Marinwood Firefighter stated Jeff Smith has been a great volunteer and temporary firefighter. Smith stated the Department knows an ALS engine company is the best for this community, but it has to be done the right way.

Barnello stated she agrees with Hansell, the Union has stalled. Barnello asked the Board to keep in mind costs and the details should be worked out before any paramedic is hired. This community has a fantastic Fire Department.

Naylor commented most of this community is ignorant, but the carrot of the shared services agreement was a paramedic department; the District is six weeks away from the anniversary of the agreement and we are no closer to having a paramedic on the engine at all times.

No action was taken by Board.

Closed Session

Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working conditions matters, pursuant to Government Code section 54957.6.

The Board did not meet in closed session.

The date of the next Regular Board meeting is March10, 2015 at 7:30PM.

The meeting was adjourned at 7:05PM.

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 March 10, 2015

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
726	AFLAC	127.40	Disability Ins.	1100	5130120	103000	127.40
727	Marinwood CSD	73,388.48	Fire Reg. Salary	3100	5110110	103000	31433.58
			Fire Overtime	3100	5120110	103000	2546.1
			Shift Cap/Work Week	3100	5110319	103000	1,849.29
			4850 pay	3100	5110110	103000	3,860.50
			Admin. Asst	3100	5110210	101000	464.14
			Admin. Mngr	3100	5110110	101000	1,865.60
			Admin. Mngr	3100	5110210	101000	1,311.80
			Admin. Asst	3100	5110210	101000	464.14
			Admin Asst	2100	5110210	101000	232.07
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Admin Mngr	2100	5110210	101000	655.90
			Admin Mngr	1100	5110210	101000	655.90
			Rec Salary	2100	5110110	103000	10,625.93
			Rec Hourly	2100	5110210	103000	198.75
			Park Salary	1100	5110110	102000	7,057.22
			Park Hourly	1100	5110210	103000	262.50
			Bldg. Attendant	2100	5110210	104000	482.00
			Preschool	2100	5110210	108000	7,522.63
			Adult Prog.	2100	5110210	111000	150.00
			Payroll Billing	3100	5210230	103000	94.89
			Payroll Billing	2100	5210230	103000	52.95
			Payroll Billing	1100	5210230	103000	16.01
			FICA	3100	5140140	103000	2713.92
			FICA	2100	5140140	103000	2,046.90
			FICA	1100	5140140	103000	535.00
			CA/EDU	3100	5140145	103000	168.47
			CA/EDU	2100	5140145	103000	735.56
			CA/EDU	1100	5140145	103000	258.77
			Benefit withholding		2120066	103000	-6,737.64
728	Marin Pro Firefighters	345.50	Union Dues Balance jan	3100	5211330	103000	345.50
729	PERS Retirement	18,278.22	Retirement 2-6-15	3100	5130510	103000	14,742.04
				2100	5130510	103000	2,049.21
				1100	5130510	103000	1,486.97
730	Delta Dental	2,463.37	Dental Ins Feb.	3100	5130120	103000	1,334.82
				2100	5130120	103000	448.93
				1100	5130120	103000	679.62
731	Marinwood CSD	70,540.61	Fire Reg. Salary	3100	5110110	103000	31,754.88
			Fire Overtime	3100	5120110	103000	5,605.56
			Shift Cap/Work Week	3100	5110319	103000	1,096.80
			4850 Pay	3100	5110110	103000	3,539.20
			Admin Asst	3100	5110210	101000	528.72
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Mngr	3100	5110210	101000	972.14
			Admin Asst	2100	5110210	101000	528.72
			Admin Asst	1100	5110210	101000	264.35
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Admin Mngr	2100	5110210	101000	486.07
			Admin Mngr	1100	5110210	101000	486.07
			Rec Salary	2100	5110110	103000	10,513.60
			Rec Hourly	2100	5110210	103000	840.00
			Park Salary	1100	5110110	102000	6,211.20
			Bldg. Attendant	2100	5110210	104000	602.00
			Preschool	2100	5110210	108000	3,785.50
			Youth Prog	2100	5110210	110000	315.00
			Adult Prog.	2100	5110210	111000	170.00
			Payroll Billing	3100	5210230	103000	106.78
			Payroll Billing	2100	5210230	103000	48.71
			Payroll Billing	1100	5210230	103000	14.21

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			FICA	3100	5140140	103000	2,914.95
			FICA	2100	5140140	103000	1,776.61
			FICA	1100	5140140	103000	470.28
			CA/EDU	3100	5140145	103000	-1.80
			CA/EDU	2100	5140145	103000	431.16
			CA/EDU	1100	5140145	103000	97.65
			Benefit withholding		2120066	103000	-6,748.95
732	Ca Assoc of Pro Fire	214.50	Long Term Dis. March	3100	5130120	103000	214.50
733	Marin Pro Firefighters	560.00	Union Dues Feb.	3100	5211330	103000	560.00
734	AFLAC	127.40	Disability Ins.	1100	5130120	103000	127.40
735	PERS Retirement	18,015.09	Retirement 2-20-15	3100	5130510	103000	14,477.53
				2100	5130510	103000	2,042.88
				1100	5130510	103000	1,494.68
736	PG&E	1,332.60	Streetlights Jan	4100	5210825	103000	1,332.60
737	PG&E	726.69	Electricity Jan	3100	5210810	103000	144.30
				2100	5210810	103000	344.02
				1100	5210810	103000	238.37
738	Nextel	214.22	Cell phones	3100	5210725	103000	214.22
739	American Messaging	24.32	Text svcs	3100	5210725	103000	24.32
740	Comcast	134.00	Interweb March	3100	5210725	103000	67.00
				2100	5210725	103000	67.00
741	AT&T	79.00	Interweb Park	1100	5210725	103000	79.00
742	AT&T	1,237.73	Phones Feb	3100	5210725	103000	236.20
				2100	5210725	103000	885.92
				1100	5210725	103000	115.61
743	Siemens	257.25	Streetlights Jan	4100	5210915	103000	257.25
744	Sun Iron Works	80.00	Maint Repairs	3100	5220210	103000	80.00
745	LN Curtis & Sons	408.26	Boots	3100	5220810	103000	408.26
746	Central States	34.26	Vehicle Maint	3100	5210910	103000	34.26
747	Hook Fast	1,869.14	Firefighter Maint	3100	5220825	103000	1,869.14
748	Diego Truck	44.41	Vehicle Maint	3100	5210910	103000	44.41
749	O'Neil Custom Embroid.	43.70	FF Embroidery	3100	5220825	103000	43.70
750	North Bay Overhead Door	409.00	FH Maint	3100	5220310	103000	409.00
751	Vanguard Cleaning	295.00	Janitorial Feb	2100	5211110	103000	295.00
752	Happy Feet Soccer	540.00	Youth Prog	2100	5210146	110000	540.00
753	Mad Science	648.00	Youth Prog	2100	5210146	110000	648.00
754	Playwell Teknologies	660.00	Youth Prog	2100	5210146	110000	660.00
755	Marin Dance Theatre	351.00	Intro to Dance	2100	5210146	110000	351.00
756	GreatAmerica Financial	822.58	Xerox machine	3100	5220130	101000	246.77
				2100	5220130	101000	493.55
				1100	5220130	101000	82.26
757	Lincoln Equip	1,027.60	Pool Filter media	2100	5220215	105000	1,027.60
758	Lucas Valley HOA	384.00	Tennis Ct Rentals	2100	5220819	109000	384.00
759	Leslie's Pool Supply	221.05	Pool Chems	2100	5220810	105000	221.05
760	Tamalpais Hardward Floor	1,800.00	Floor Maint	2100	5220310	104000	1,800.00
761	Once Upon a Song	250.00	Tea Party	2100	5220819	112000	250.00
762	Dixie School District	125.00	Room Rentals	2100	5220819	110000	125.00
763	Carquest Auto Parts	52.17	Vehicle Maint	3100	5210910	103000	52.17
764	Western Exterminator	223.50	Pest Control	3100	5220310	103000	149.25
				2100	5220310	104000	74.25
765	Home Depot	27.65	Grounds Maint	1100	5220310	103000	27.65
766	Co of Marin Tax Collect	564.43	Vehicle Maint	1100	5210910	103000	197.57
			Gas	1100	5220610	103000	366.86
767	Central States Fire	79.46	Door Switch	3100	5210910	103000	79.46
768	Co of Marin Tax Collect	1,691.25	County Counsel	3100	5210131	103000	1,101.88
				2100	5210131	103000	422.81
				1100	5210131	103000	166.56
769	Landesign	2,985.00	Landscape Contract	1100	521125	103000	2,985.00
770	Hagel	489.63	Janitorial Suppl	2100	5220827	103000	489.63
771	Bucks Saw Service	1.96	Maint Repairs	1100	5220310	103000	1.96
772	West End Nursery	547.20	Grounds Maint	1100	5220310	103000	547.20
773	Ewing Irrigation	349.98	Grounds Maint	1100	5220310	103000	66.42
			Pest Control	1100	5211532	103000	283.56
774	Marin Landscape Material	358.61	Grounds Maint	1100	5220310	103000	358.61
775	Diego Truck	44.41	Vehicle Maint	3100	5210910	103000	44.41
776	NuCo2	23.33	Pool Chems	2100	5220810	103000	23.33
777	US Bank	5,242.41	Extinguisher/Equip Maint	3100	5220210	103000	1,458.31

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			Office Supply	3100	5220110	103000	46.17
			Gas	3100	5220610	103000	303.03
			Food	3100	5220826	103000	63.20
			Cell phones	3100	5210725	103000	55.85
			Janitorial	3100	5220827	103000	105.20
			Bldg Maint	3100	5220310	103000	62.05
			Travel	3100	5211440	103000	50.00
			Office Supply	2100	5220110	103000	504.20
			Janitorial Suppl	2100	5220827	103000	114.08
			Youth Prog	2100	5220819	110000	718.23
			Marketing	2100	5210122	103000	362.28
			Adult Prog.	2100	5220819	111000	431.75
			Rescue Tubes	2100	5220819	105000	102.80
			Rec Supply	2100	5220819	103000	12.54
			First Aid	1100	5220828	103000	184.33
			Office Supply	1100	5220110	103000	46.19
			Safety clothing	1100	5220825	103000	622.20
778	Northwest Cascade	180.85	Porta Potty	2100	5211110	103000	180.85
779	Jubilee Jumps	153.75	Bounce House	2100	5220819	110000	153.75
780	ECMS	45.87	FF Clothing	3100	5220825	103000	45.87
781	LN Curtis & Sons	57.50	Boot zipper	3100	5220825	103000	57.50
782	Gockel, Gary	24,945.00	Pool Heaters/Filters	3100	5220910	103000	24,945.00
783	Allen Heating Sheet Metal	283.00	Maint.	3100	5220310	103000	141.50
				2100	5220310	103000	141.50
784	Toshiba Business	1,037.81	Toshiba counter	3100	5220130	101000	311.34
				2100	5220130	101000	622.69
				1100	5220130	101000	103.78
785	Toshiba Financial	229.29	Toshiba Contract	3100	5220130	101000	68.78
				2100	5220130	101000	137.58
				1100	5220130	101000	22.93
786	Staples	15.14	Office Supply	2100	5220110	103000	15.14
787	Grainger	1,227.09	Janitorial	3100	5220827	103000	74.00
				2100	5220827	103000	1,153.09
788	Marin Sanitary Svcs	2,204.54	Garbage Jan.	3100	5210815	101000	220.45
				2100	5210815	101000	440.91
				1100	5210815	101000	1,543.18
789	Marin Co Fire Chief	135.00	Marin Co Chief dinner	3100	5211310	103000	135.00
790	State of Ca Dept Justice	160.00	Fingerprints	2100	5210128	103000	160.00
791	Inland Business	166.51	Xerox machine	3100	5220130	101000	49.95
				2100	5220130	101000	99.91
				1100	5220130	101000	16.65
792	Marin Resource Recovery	227.50	Dump Fees	1100	5210815	101000	227.50
793	Pitney Bowes	116.00	Postage	2100	5220110	103000	116.00
794	Hertz Equip.	86.34	Equip Rental	1100	5211220	103000	86.34
795	Ace Promotional	209.50	Park clothing	1100	5220825	103000	209.50
796	American Soil	70.79	Plant materials	1100	5220310	103000	70.79
797	Cal Steam	427.91	Toilets	2100	4211110	104000	427.91
798	Kaiser	1,672.00	Physician svcs	3100	5140140	103000	1,672.00
799	Perry and Tyler	522.93	Dental	3100	5130120	103000	522.93
800	Landscapes Unlimited	212.17	Grounds Maint	1100	5220310	103000	212.17
801	Thompson, Gene	50.00	Telephone Maint	3100	5210725	103000	50.00
802	DeMarta, Shane	200.07	Travel	2100	5211440	103000	200.07
803	Clippinger, Skip	357.00	Ballroom dance	2100	5210146	103000	357.00
804	Mount, Amanda	551.15	Yoga classes	2100	5210146	111000	551.15
805	DeMarta, Shane	368.00	Digital review	2100	5210122	103000	368.00
806	Kenley, Scott	287.50	Legal fees	3100	5210131	103000	287.50
807	DeMarta, Shane	52.32	Marketing	2100	5210122	103000	20.00
			Fingerprints	2100	5210128	103000	32.32
808	Cantua, Nanette	150.00	Refund Bldg deposit	2100	4410225	103000	150.00
809	Marin Co Office of Edu	25.00	Refund Bldg deposit	2100	4410225	103000	25.00
810	Clark, Gisele	602.70	Art Classes	2100	5210146	110000	602.70
811	Boya, Traci	180.00	Marketing	2100	5210122	103000	180.00
812	Mehciz, Gerald	3,868.00	Tennis prog	2100	5210146	109000	3,868.00
813	Costello, Christine	933.75	Zumba Fitness	2100	5210146	111000	933.75
814	Laing, David	1,075.50	Boxing classes	2100	5210146	111000	37.50
			Tae Kwon Do	2100	5210146	110000	1,038.00
815	McBride, Ann	517.30	Irish Dance	2100	5210146	110000	517.30

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
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TOTAL:		254,365.15					254,365.15
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Total by Department:							
	Streetlights			4100			1,589.85
	Fire Department			3100			162,804.03
	Recreation Department			2100			72,484.84
	Park Department			1100			30,973.02

Eric Dreikosen

From: Stephen Nestel <stephennestel@gmail.com>
Sent: Monday, February 16, 2015 10:14 AM
To: Eric Dreikosen
Subject: Cheat sheet for Rosenbergs Rule of Order. Please distribute to Board and March Agenda.

Helpful Cheat sheet on Rosenbergs Rules of Order.

<http://www.publiclawgroup.com/wp-content/uploads/2012/08/RSHS-Parliamentary-Procedures-Cheat-Sheet1.pdf>

A video presentation can also be seen at <https://vimeo.com/25152753>

Please distribute to the CSD Board and add to the March Agenda.

Thank you.

Stephen Nestel

March 10, 2015

Budget Adjustment

I have attached to this memo a budget adjustment that is necessary to authorize continued payment of invoices for services and supplies in the Marin County SAP system. We have adopted similar adjustments each of the last three years, when the SAP system begins to give an alarm message for every payment voucher entered once the Department is within 10% of its total budget.

The expenditure increases are offset by increases in revenues. One notable increase is caused by the receipt and expenditure of CSA 13's contribution to the new Type 1 Fire Engine.

Note: Revenue GL Account balances are shown with a negative symbol; we have maintained the format because that is how the amounts must be entered into SAP.

ERIC

Martinwood Community Services District Budget Amendments
for approval by Board of Directors March 10, 2015

Note: To conform to the County SAP financial reporting system, Revenue items have a debit balance

Fund	Fund Center	GL Account	GL Account Name	Functional Area	7/1/2014 Budget	Amended Budget 3/10/15	Adjustment	Totals
Park Department								
73700	6103011000	4110110	Revenue					
			Prop Taxes- Current Secured	3000	-237,538	-243,538	-6,000	-7,600
73700	6103011000	4110145	Prior Year ERAF/Reverse ERAF	3000	0	-1,600	-1,600	
Expenditure								
73700	6103011000	5210120	Consultant fees	3000	500	2,500	2,000	
73700	6103011000	5210815	Garbage, dump	3000	19,040	24,040	5,000	
73700	6103011000	5220220	Maintenance - Open Space	3000	2,500	6,000	3,500	
73700	6103011000	5220310	Maintenance supplies, land & buildings	3000	20,000	25,000	5,000	
73700	6103011000	5220910	Capital Outlay - Park Improvements	3000	7,000	15,000	8,000	23,500
Rec Department								
73700	6103012000	4110110	Revenue					
			Prop Taxes- Current Secured	3000	412,566	403,566	-9,000	
73700	6103012000	4110145	Prior Year ERAF/Reverse ERAF	3000	0	-2,700	-2,700	
73700	6103012000	4631920	Summer programs	7000	-709,684	-759,684	-50,000	
73700	6103012000	4631917	Pool Revenue	5000	-207,000	-217,000	-10,000	
73700	6103012000	4631922	Youth programs - Youth	10000	-102,837	-112,837	-10,000	-81,700
Expenditure								
73700	6103012000	5210120	Consultant fees	3000	500	6,500	6,000	
73700	6103012000	5210146	Recreation Program Contracts - Summer	7000	30,470	38,470	8,000	
73700	6103012000	5220110	Office expense	3000	20,500	25,500	5,000	
73700	6103012000	5220215	Pool supplies	5000	13,000	22,000	9,000	
73700	6103012000	5220310	Community Center maintenance	4000	6,000	11,000	5,000	
73700	6103012000	5220819	Recreation supplies - general	3000	2,000	4,000	2,000	
73700	6103012000	5220819	Recreation supplies - aquatic	6000	5,000	10,000	5,000	
73700	6103012000	5220819	Recreation supplies - summer	7000	126,000	156,000	30,000	
73700	6103012000	5220819	Recreation supplies - tennis	10000	0	2,000	2,000	
73700	6103012000	5220819	Recreation supplies - adult	11000	500	2,500	2,000	
73700	6103012000	5220819	Recreation supplies - community	12000	16,700	26,700	10,000	
73700	6103012000	5220827	Lanitorial supplies	3000	12,000	19,000	7,000	
73700	6103012000	5220916	Rec Equipment	3000	0	20,000	20,000	111,000
Fire Department								
73700	6103013000	4110110	Revenue					
			Prop Taxes- Current Secured	3000	-600,096	-615,096	-15,000	
73700	6103013000	4110120	Prop Taxes - Current Unsecured	3000	-12,653	-19,653	-7,000	
73700	6103013000	4110145	Prior Year ERAF/Reverse ERAF	3000	0	-4,000	-4,000	
73700	6103013000	4570110	Expense Reimbursements	3000	0	-130,500	-130,500	-156,500
Expenditure								
73700	6103013000	5210120	Consultant fees	3000	1,000	15,000	14,000	
73700	6103013000	5211140	Vegetation Management	3000	0	5,000	5,000	
73700	6103013000	5220610	Fuel	3000	8,000	10,000	2,000	
73700	6103013000	5220825	Uniforms and personalsupplies	3000	7,062	9,062	2,000	
73700	6103013000	5220916	Fixed Assets - new fire engine lease	3000	53,000	141,000	88,000	111,000
Total Increase in Expenditure							245,500	
Total Increase in Revenue							-245,800	
Net Change to Budget							-300	

Marinwood CSD
Budget 2015 - 2016, Summary of all Departments

July 1, 2015 Beginning Balance:

Marin Co. Fund 73700			
Wells Fargo Payroll			
Wells Fargo Savings			
<u>Cash on Hand for Deposit</u>			
Total	0	Fund Balance	0

OPERATIONS

Revenue	Department	Revenue		
	Park Department	353,294		
	Recreation Department	1,583,490		
	Fire Department	1,684,640		
	Street Light	23,960		
	<u>Property Tax</u>	<u>1,537,054</u>		
	Total	5,182,438	Revenue	5,182,438

Operating Expense	Department	Expenditures
	Park Department	557,235
	Recreation Department	1,906,932
	Fire Department	2,277,042
	<u>Street Light</u>	<u>23,960</u>
	Total	4,765,170

Capital Expense	Department	Capital Expenditures	
	Park Department	15,000	
	Recreation Department	51,000	
	Fire Department	58,838	
	<u>Street Light</u>	<u>0</u>	
	Total	124,838	Expenditure

	Net Operational and Capital	292,430
Reserves and Contingencies		
Reserve for Capital replacement; 2.25% of total revenue	120,000	
Unfunded Liabilities Reserve; 3.25% of total revenue	170,000	
<u>Fund Balance restoration; 1% of total revenue</u>	<u>50,000</u>	
Total	340,000	Contingencies

Projected Change in Available Fund Balance: (47,570)

Projected Available Fund Balance as of June 30, 2015: (47,570)

Marinwood Community Services District
Fiscal Year 2013-2014 Budget to Actuals Comparison
as of February 28, 2015

Department	Budget 2014-15	Actual to 2/28/15	%	Draft 2015-16	
Park					
Revenue					
Taxes	277,357	173,462	62.5%	0	-100.00%
Special Taxes	328,644	180,645	55.0%	337,544	2.71%
Grants	7,000	7,000		15,000	114.29%
<u>Miscellaneous</u>	<u>750</u>	<u>9,291</u>	<u>1238.8%</u>	<u>750</u>	0.00%
Total	613,751	370,398	60.3%	353,294	-42.44%
Expenditure					
Salaries and Benefits	433,537	313,046	72.2%	399,978	-7.74%
Services and Supplies	148,480	121,151	81.6%	155,321	4.61%
Debt Service	1,934	1,816	93.9%	1,936	0.10%
<u>Capital Expenditure</u>	<u>7,000</u>	<u>13,250</u>	<u>189.3%</u>	<u>15,000</u>	114.29%
Total	590,951	449,263	76.0%	572,235	-3.17%
<i>Park Revenue minus Expenditure</i>	<i>22,800</i>	<i>-78,865</i>		<i>-218,941</i>	
Recreation					
Revenue					
Taxes	481,049	272,709	56.7%	0	-100.00%
User Fees	1,355,496	873,547	64.4%	1,479,840	9.17%
Grants	58,000	71,222	122.8%	51,000	-12.07%
<u>Miscellaneous</u>	<u>59,650</u>	<u>71,896</u>	<u>120.5%</u>	<u>52,650</u>	-11.74%
Total	1,954,195	1,289,374	66.0%	1,583,490	-18.97%
Expenditure					
Salaries and Benefits	1,287,501	856,689	66.5%	1,306,769	1.50%
Services and Supplies	505,231	391,135	77.4%	542,738	7.42%
Debt Service	60,175	51,667	85.9%	57,425	-4.57%
<u>Capital Expenditure</u>	<u>58,000</u>	<u>64,450</u>	<u>111.1%</u>	<u>51,000</u>	-12.07%
Total	1,910,907	1,363,940	71.4%	1,957,932	2.46%
<i>Rec Revenue minus Expenditure</i>	<i>43,288</i>	<i>-74,567</i>		<i>-374,442</i>	
Fire Department					
Revenue					
Taxes	700,692	396,586	56.6%	0	-100.00%
Special Taxes	963,336	530,451	55.1%	988,746	2.64%
Contracts for Service	652,677	350,913	53.8%	680,294	4.23%
Grants & Reimbursements	0	327,724		0	
<u>Fees, recoveries, interest</u>	<u>15,600</u>	<u>2,141</u>	<u>13.7%</u>	<u>15,600</u>	0.00%
Total	2,332,305	1,607,815	68.9%	1,684,640	-27.77%
Expenditure					
Salaries and Benefits	1,936,852	1,375,641	71.0%	1,996,358	3.07%
Services and Supplies	198,110	158,686	80.1%	205,848	3.91%
Debt Service	77,551	70,009	90.3%	74,836	-3.50%
<u>Capital Expenditure</u>	<u>59,238</u>	<u>128,135</u>	<u>216.3%</u>	<u>58,838</u>	-0.68%
Total	2,271,751	1,732,471	76.3%	2,335,880	2.82%
<i>Fire Dept. Revenue minus Expendi</i>	<i>60,554</i>	<i>-124,656</i>		<i>-651,240</i>	
Street Light					
Revenue					
Special Taxes	23,960	13,265	55.4%	23,960	0.00%
Loan and rebate	0	0			
<u>Interest</u>	<u>0</u>	<u>0</u>		<u>0</u>	
Total	23,960	13,265	55.4%	23,960	0.00%
Expenditure					
Services and Supplies	19,850	13,662	68.8%	19,850	0.00%
<u>Capital Expenditure</u>	<u>4,110</u>	<u>0</u>		<u>4,110</u>	0.00%
Total	23,960	13,662		23,960	0.00%
<i>Street Light Revenue minus Expendi</i>	<i>0</i>	<i>-398</i>		<i>0</i>	
TOTAL REVENUE	4,924,211	3,280,851	66.6%	3,645,384	-25.97%
Add Estimated Property Taxes				1,537,054	
TOTAL EXPENDITURE	4,797,568	3,559,337	74.2%	4,890,008	1.93%
Change in Fund Balance	126,642	-278,486		292,430	130.91%

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

Cost Center **6103011100**

Draft 3/6/15

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 2/28/2015	% Budget 2014-15	Budget 2015-16	% Change
EXPENDITURES:							
EXPENDITURE: SALARIES & EMPLOYEE BENEFITS							
5110110		Regular Salaries					
	101000	Administrative	21,045	17,946.87	85.3%	24,252	15.2%
	103000	Rec Director (30%)				29,497	
	103000	Park & Facilities Maintenance	203,018	151,042.68	74.4%	163,071	-19.7%
5120110	103000	Overtime, park	<u>100</u>			<u>500</u>	400.0%
		Total Regular Salaries	224,163	168,989.55	75.4%	217,320	-3.1%
5110210		Extra Hire Salaries					
	101000	CSD Office hourly (Carolyn/Tom)	4,197	6,712.27		5,247	
	103000	Extra Hire Grounds	<u>2,000</u>	<u>861.25</u>		<u>5,760</u>	
		Total Extra Hire Salaries	6,197	7,573.52	122.2%	11,007	77.6%
		Total salaries	230,360	176,563.07	76.6%	228,327	-0.9%
		Employee Benefits					
5130120	103000	Group Insurance	125,876	78,319.27	62.2%	80,958	-35.7%
5130510	103000	PERS	27,712	25,946.51	93.6%	35,649	28.6%
5140115	103000	Workers Compensation Insurance	30,100	19,231.78	63.9%	35,893	19.2%
5140130	103000	Physician services	500			500	
5140140	103000	Social Security/Medicare	17,623	12,085.41	68.6%	17,467	-0.9%
5140145	103000	Unemployment insurance	<u>1,366</u>	<u>899.46</u>	65.9%	<u>1,184</u>	-13.3%
		Total Benefits & Employer Expense	203,177	136,482.43	67.2%	171,651	-15.5%
TOTAL SALARIES & EMPL. BENEFITS			433,537	313,045.50	72.2%	399,978	-7.7%

EXPENDITURE: SERVICES & SUPPLIES							
5210120	103000	Consultant fees, GASB 45 val.	500	2,510.72	502.1%	500	
5210131	103000	Legal expenses	500	2,272.56	454.5%	500	
5210210	101000	Audit fees(25%)	3,200	3,171.25	99.1%	3,300	3.1%
5210215	101000	Banking fees		388.91			
5210230	103000	Payroll services	600	520.85		600	
5210525	101000	General insurance	9,225	8,925.12	96.7%	9,225	
5210530	101000	Legal Settlements					
5210725	103000	Phone & Radio	1,144	930.11	81.3%	1,200	4.9%
5210810	103000	Electricity - PG&E	4,000	1,994.66	49.9%	4,000	
5210815	101000	Garbage, dump	19,040	14,970.80	78.6%	19,040	
5210835	103000	Water & sewer	15,000	10,984.77	73.2%	15,000	
5210910	103000	Vehicle Maintenance	2,000	1,150.45	57.5%	3,000	50.0%
5210920	103000	MERA operations - 10%	1,456	1,514.30	104.0%	1,456	
5210940	103000	Maintenance - park tractor & equip	2,500	639.27	25.6%	1,500	-40.0%
5211110	103000	Janitorial contract					
5211125	103000	Park and community landscape contract	40,000	22,961.54		40,000	
5211130	103000	Creek maintenance					
5211140	103000	Park and community landscape special	10,000	7,829.04			
5211220	103000	Equipment Rental	2,180	813.18	37.3%	4,200	92.7%

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 2/28/2015	% Budget 2014-15	Budget 2015-16	% Change
5211320	103000	Education & training supplies	200				
5211325	103000	Conferences, mtgs					
5211330	103000	Membership dues	650	1,847.00	284.2%	1,900	192.3%
5211340	103000	Training Expense - Park	850	1,204.98	141.8%	2,000	135.3%
5211440	103000	General travel	800	892.63	111.6%	800	
5211520	103000	Recruiting ads & legal notices					
5211528	103000	Tree Services				8,000	
5211532	103000	Weed and pest control	500	349.26	69.9%	2,000	300.0%
5211545	101000	Election expense - Board				1,750	#DIV/0!
5211610	103000	Permits, Co. auditor fees, LAFCO share	1,500	577.03	38.5%	700	-53.3%
5220110	103000	Office expense	500	556.89	111.4%	1,000	100.0%
5220130	101000	Reprod. costs, copy machine 10%	650	768.65	118.3%	650	
5220210	103000	Replacement equipment & furnishings	1,500	124.79	8.3%	3,000	100.0%
5220215	103000	Small tools	800	1,847.30	230.9%	800	
5220220	103000	Maintenance - open space	2,500	4,800.00	192.0%	2,500	
5220310	103000	Maintenance supplies, land & buildings	20,000	21,212.65	106.1%	20,000	
5220610	103000	Gasoline, fuel	3,000	2,052.47	68.4%	3,000	
5220810	103000	Misc supplies, community exp	1,000				-100.0%
5220819	103000	Reg supplies	200			200	
5220825	103000	Uniforms & safety clothing	885	1,095.76	123.8%	700	-20.9%
5220826	103000	Food supplies				500	
5220827	103000	Household & janitorial supplies	1,500	2,059.76		2,000	33.3%
5220828	103000	First Aid supplies	100	184.33		300	200.0%
5420515		Co Pooled Investments interest					
TOTAL SERVICES & SUPPLIES			148,480	121,151.03	81.6%	155,321	4.6%
EXPENDITURES: DEBT SERVICE							
5211710	103000	MERA 10% principal	1,224	1,204.01	98.4%	1,418	15.8%
5211715	103000	MERA 10% interest	710	612.27	86.2%	518	-27.0%
TOTAL DEBT SERVICE			1,934	1,816.28	93.9%	1,936	
EXPENDITURES: FIXED ASSETS: (Sch. C)							
5220910	103000	Cap. Outlay - Park Improvements	7,000	13,250.00			
5220916	103000	Equipment & tools				15,000	
TOTAL FIXED ASSETS			7,000	13,250.00		15,000	
EXPENDITURES: CONTINGENCIES & RESERVES							
		<i>Capital Reserve (2.25%)</i>		<i>7,900</i>			
		<i>Unfunded Liabilities (3.25%)</i>		<i>11,500</i>			
		<i>Fund Balance Restoration (1%)</i>		<i>3,500</i>			
		Total:		<u>22,900</u>			
TOTAL CONTINGENCIES & RESERVES							
TOTAL PARK BUDGET			590,951	449,262.81	76.0%	572,235	-3.2%
REVENUE OTHER THAN TAXES							
		Rebates					
4410125	103000	Interest -Pooled Investments	500	174.42		500	

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 2/28/2015	% Budget 2014-15	Budget 2015-16	% Change
4410127	103000	Interest -Pooled Investment ERAF	100			100	
4530516	103000	Measure A Parks & Recreation	7,000	7,000.00		15,000	
4530527	103000	State Grants					
4540510	103000	Fed. Park Srvcs					
4511210	103000	HOPTR		3,002.94			
4570110	103000	Reimbursed expenses		1,113.50			
4710631	103000	Misc. revenue - contract services					
4710642	103000	Miscellaneous	150	5,000.00		150	
4810250	103,000	Operating Transfers In					
TOTAL REVENUE OTHER THAN TAXES			7,750	16,290.86		15,750	103.2%

REVENUE SUMMARY

		Estimated Property Tax Revenue:					
4110110	103000	Current Secured	238,976	134,460.93	56.3%		
4110111		SB2557 Admin fees`	(4,302)	(1,904.46)			
4110115	103000	Unitary	1,521	4,310.24			
4110120	103000	Current Unsecured	4,955	6,948.85	140.2%		
4110140	103000	Excess ERAF	30,447	15,992.87	52.5%		
4110145	103000	PY/Reverse ERAF		1,535.26			
4110210	103000	Supplemental		10,647.55	#DIV/0!		
4110215	103000	Supplemental Assessment, Current	5,250	290.93	5.5%		
4110225	103000	Supplemental Assessment, Redem.	120	206.44	172.0%		
4110310	103000	Prior Secured	390				
4110510	103000	Prior Unsecured		973.64	#DIV/0!		
4560110	103000	In-lieu, Housing					
		Total Estimated Property Tax Revenue:	277,357	173,462.25	62.5%		
4120610	103000	Special Tax	329,844	181,312.93	55.0%	338,744	
4120611	103000	Administrative fee for Special Tax	(1,200)	(667.82)		(1,200)	
TOTAL BUDGET FUNDING			613,751	370,398.22	60.3%	353,294	
TOTAL PARK BUDGET			590,951	449,262.81	76.0%	572,235	-3.2%

To be provided from taxes and fund balance:

218,941

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

6103012100

Draft 3/6/15

GL	Functional Expense	Budget	Actual	% Budget	Budget	%
Account	Area Object	2014-15	2/28/2015	2014-15	2015-16	Change

EXPENDITURES:

5110110	Regular Salaries					
	101000 Admin	21,045	17,946.86	85.3%	24,252	15.2%
	103000 Rec Director (70%)	0		0.0%	68,825	0.0%
	103000 Recreation	<u>272,340</u>	<u>177,816.54</u>	<u>65.3%</u>	<u>179,379</u>	-34.1%
		293,385	195,763.40	66.7%	272,456	-7.1%
5110210	Extra Hire Wages					
	101000 Office hourly (Carolyn/Tom)	10,494	11,444.55	109.1%	10,494	0.0%
	103000 Overtime					
	103000 General	6,000	5,118.25	85.3%	6,000	0.0%
	104000 Building attendant & janitorial	12,900	8,009.00	62.1%	12,900	0.0%
	105000 Pool salaries	126,000	90,401.82	71.7%	140,000	11.1%
	106000 Aquatics	35,000	34,494.30	98.6%	45,000	28.6%
	107000 Summer programs	350,048	250,835.86	71.7%	357,581	2.2%
	108000 Preschool	105,000	55,144.97	52.5%	105,000	0.0%
	110000 Youth programs	28,300	12,215.17	43.2%	28,300	0.0%
	111000 Adult programs	2,000	1,961.50	98.1%	2,000	0.0%
	112000 Community events	1,400	635.75	45.4%	700	-50.0%
	113000 Swim team wages	<u>50,000</u>	<u>9,970.00</u>	<u>19.9%</u>	<u>50,000</u>	0.0%
		727,142	480,231.17	66.0%	757,975	4.2%
	Total Wages	1,020,527	675,994.57	66.2%	1,030,431	1.0%
	Benefit & Employer Expenses					
5130120	103000 Group insurance	99,596	36,525.18	36.7%	85,384	-14.3%
5130510	103000 PERS	33,713	35,199.42	104.4%	44,088	30.8%
5140115	103000 Workers Compensation Ins.	33,348	35,086.82	105.2%	46,037	38.1%
5140130	103000 Physician services	500		0.0%	500	0.0%
5140140	103000 Social Security/Medicare	78,817	57,602.93	73.1%	79,330	0.7%
5140145	103000 Unemployment Insurance	<u>21,000</u>	<u>16,279.78</u>	<u>77.5%</u>	<u>21,000</u>	0.0%
		266,974	180,694.13	67.7%	276,338	3.5%
510000		1,287,501	856,688.70	66.5%	1,306,769	1.5%

5210120	103000 Consultant fees	500	6,425.95		500	0.0%
5210122	103000 Marketing expense	28,500	14,555.01	51.1%	30,000	5.3%
5210128	103000 Fingerprints	5,000	2,140.32	42.8%	5,000	0.0%
5210131	103000 Legal expenses	1,000	1,271.81	127.2%	1,000	0.0%
5210146	Recreation Program Contracts					
	107000 Summer program contracts	30,470	32,313.09	106.0%	32,907	8.0%
	109000 Tennis contracts	44,000	29,473.00	67.0%	44,000	0.0%
	110000 Youth Program contracts	28,025	16,174.67	57.7%	31,215	11.4%
	111000 Adult program contracts	21,020	18,502.20	88.0%	20,450	-2.7%
	112000 Community Recreation contracts	0			0	

GL	Functional	Expense	Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	2/28/2015	2014-15	2015-16	Change
5210210	101000	Audit fees	3,200	3,171.25	99.1%	3,300	3.1%
5210215	103000	Banking services	800	408.45	51.1%	800	0.0%
5210230	103000	Payroll services	3,500	2,101.65	60.0%	3,500	0.0%
5210525	103000	General insurance	8,500	7,884.44	92.8%	8,500	0.0%
5210530	101000	Legal settlements					
5210725	103000	Phone & Radio	3,580	2,587.19	72.3%	3,580	0.0%
5210810	103000	Gas & Electric service	35,000	24,471.86	69.9%	35,000	0.0%
5210815	101000	Garbage, dump	5,440	3,492.61	64.2%	5,440	0.0%
5210835	103000	Water & sewer	1,696	759.70	44.8%	1,696	0.0%
5211110	104000	Janitorial contract	25,000	16,242.89	65.0%	25,000	0.0%
5211115	104000	Maintenance - special bldg*	0			0	
5211315		Staff training					
	103000	Recreation training expense	400	360.00	90.0%	400	0.0%
	105000	Pool training	1,000	1,303.02	130.3%	1,200	20.0%
5211320	103000	Books, publications, reference mat'l					
5211325	103000	Conferences, mtgs	3,000	0.00	0.0%	3,000	0.0%
5211330	103000	Membership dues	2,200	2,212.00	100.5%	2,200	0.0%
5211440	103000	General travel	2,000	887.63	44.4%	2,000	0.0%
5211520	103000	Publication & legal notices	500	0.00	0.0%	500	0.0%
5211545	101000	Election expense	1,750	0.00	0.0%	1,750	0.0%
5211610	101000	Permits, Co. Finance, LAFCO	2,500	577.03	23.1%	1,700	-32.0%
5220110	103000	Office expense	20,500	19,123.58	93.3%	20,500	0.0%
5220130	101000	Copy machine 60%, + outside printin;	6,200	4,704.65	75.9%	6,200	0.0%
5220215	105000	Maintenance - pool misc & equipmen	13,000	11,248.89	86.5%	20,000	53.8%
5220310	104000	Maintenance - Community Ctr	6,000	6,100.59	101.7%	6,000	0.0%
5220810	105000	Pool chemicals	14,000	8,265.99	59.0%	14,000	0.0%
5220819		Recreation supplies					
	103000	General recreation supply	2,000	3,372.04	168.6%	3,000	50.0%
	104000	Building rec supply					
	105000	Pool Supplies	6,500	1,714.01	26.4%	6,500	0.0%
	106000	Aquatic Supplies	5,000	4,512.52	90.3%	6,000	20.0%
	107000	Summer program expense	126,000	91,578.39	72.7%	147,700	17.2%
	108000	Preschool supplies	600	784.76	130.8%	1,000	66.7%
	109000	Tennis class supplies	0	816.00		600	
	110000	Youth Program expense	5,150	3,978.04	77.2%	3,200	-37.9%
	111000	Adult program expense	500	2,071.58	414.3%	2,000	300.0%
	112000	Community Recreation expense	16,700	23,510.20	140.8%	16,400	-1.8%
5220825	105000	Pool guard clothing	1,000	718.19	71.8%	1,500	50.0%
5220826	105000	Vending machine supplies	10,000	8,166.88	81.7%	10,000	0.0%
5220827	103000	Janitorial supplies	12,000	12,167.65	101.4%	12,000	0.0%
5220828		First aid supply					
	105000	Pool first aid	1,000	626.22	62.6%	1,000	0.0%
	107000	Summer first aid supply	500	358.65	71.7%	500	0.0%
5420500	103000	Interest on County Pooled Invest.	0			0	
TOTAL SERVICES & SUPPLIES			505,231	391,134.60	77.4%	542,738	7.4%

GL	Functional	Expense	Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	2/28/2015	2014-15	2015-16	Change
5211710	103000	Principal, expansion loan	50,000	50,000.00	100.0%	50,000	0.0%
5211715	103000	Interest, expansion loan	10,175	1,667.27	16.4%	7,425	-27.0%
TOTAL LOAN PAYMENT			60,175	51,667.27	85.9%	57,425	-4.6%
5220910	103000	Building and Pool Improvements	58,000	45,567.47	78.6%	51,000	-12.1%
5220916	103000	Rec Equipment	0	18,882.24	#DIV/0!	0	
TOTAL FIXED ASSETS			58,000	64,449.71		51,000	
0	Contingency, General (fund bal. unbudgeted)						
		Reserves for equipment - years	<i>Proposed</i>		Budgeted:		
		<i>Solar power/water - 10 yrs</i>	<i>15,000</i>				
		<i>Kitchen Remodel - 2 years</i>	<i>10,000</i>				
		<i>Youth Pool - 8 years</i>	<i>6,500</i>				
		Total:	31,500				
		Board Designated Reserves:					
		<i>Capital Reserve (2.25%)</i>	<i>35,600</i>				
		<i>Unfunded Liabilities (3.25%)</i>	<i>51,500</i>				
5450150		<i>Fund Balance Restoration (1%)</i>	<i>15,800</i>				
		Total:	102,900				
		Contingency for emergencies					
TOTAL CONTINGENCIES & RESE			0			0	0
TOTAL BUDGET RECREATION			1,910,907	1,363,940.28	71.4%	1,957,932	2.5%
REVENUE							
4410125	103000	Interest - pooled investments	500		0.0%	500	0.0%
4410127	103000	Interest - ERAF					
4410215	105000	Pool facility & group picnic rent	16,000	8,063.16	50.4%	16,000	0.0%
4410225	104000	Building rental	43,000	36,882.48	85.8%	43,000	0.0%
4511210	103000	HOPTR	0	392.73	#DIV/0!	0	#DIV/0!
4530516	103000	Measure A Parks & Recreation	58,000	71,222.35	122.8%	51,000	-12.1%
4570110	103000	Reimbursed expenses	500	1,773.43	354.7%	500	0.0%
4631912		Vending & advertising					
	105000	Vending sales	15,000	12,174.13	81.2%	15,000	0.0%
	103000	Ad sales	10,000	3,638.52	36.4%	7,000	-30.0%
4631914	112000	Community recreation activities	21,375	14,174.20	66.3%	20,670	-3.3%
4631915	109000	Tennis	57,000	36,447.65	63.9%	59,000	3.5%
4631917	105000	Pool revenue	65,000	54,816.82	84.3%	82,000	26.2%
	106000	Aquatics, swim classes	85,000	82,631.69	97.2%	105,000	23.5%
	113000	Swim team reimbursement	57,000	59,530.19	104.4%	57,000	0.0%
4631918	105000	Pool membership	62,000	42,685.56	68.8%	60,000	-3.2%
4631919	111000	Adult Programs	36,100	23,841.95	66.0%	36,385	0.8%
4631920	107000	Summer Programs	709,684	427,271.19	60.2%	793,495	11.8%
4631922		Youth Program revenue					
	108000	Preschool	133,000	72,696.84	54.7%	133,000	0.0%
	110000	Youth Programs	102,837	66,860.43	65.0%	102,790	0.0%

GL	Functional	Expense	Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	2/28/2015	2014-15	2015-16	Change
4640329	103000	Unused credit		887.89			
4710615	103000	Donations	1,000	150.00	15.0%	1,000	0.0%
4710642	103000	Miscellaneous	150	523.55	349.0%	150	0.0%
TOTAL NON-TAX REVENUE			1,473,146	1,016,664.76	69.0%	1,583,490	7.5%

Total restricted funds & 6/30 balance budgeted 0

Other Revenue:

Revenue other than taxes 1,473,146 0.0% 1,583,490 0

Estimated Property Tax Revenue:

4110110	103000	Current Secured	415,064	233537.41	56.3%		
4110111	103000	Tax Admin fee - contra revenue	(7,471)	(3307.76)			
4110115	103000	Unitary	2,641				
4110120	103000	Current Unsecured	8,606	8329.21	96.8%		
4110140	103000	Excess ERAF	52,882	27777.09	52.5%		
4110145	103000	P/Y ERAF/Reverse ERAF	0	2666.52	0.0%		
4110210	10300	Supplemental	0	2965.60			
4110215	103000	Supplemental , unsecured	9,118	68.72	0.8%		
4110225	103000	Supplemental Assessment, Redem.	209	237.39	113.6%		
4110310		Prior Year Secured	0				
4110510	103000	Prior Unsecured	0	434.56			
4560110	103000	In-lieu, Housing	0				
			481,049	272,708.74		0	
TOTAL BUDGET FUNDING			1,954,195	1,289,373.50	66.0%	1,583,490	0

TOTAL RECREATION BUDGET 1,910,907 1,363,940.28 71.4% 1,957,932

Surplus: To be provided from Fund Balance and Property Taxes: 374,442

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

Cost Center 6103013100

Draft 3/6/15

Functional Area	Expense Object	Budget 2014-15	Actual 2/28/2015	% Var Percent	Budget 2015-16	% Change
EXPENDITURES: SALARIES & EMPLOYEE BENEFITS						
5110110	Regular Salaries					
101000	Sal. Administration (Dist Mgr 50%)	42,089	35,893.72	85.3%	48,504	15.2%
103000	Sal. Fire Chief				107,432	
103000	Sal. Fire Regular (Schedule A)	944,127	573,378.08	60.7%	828,156	-12.3%
5110313	103000 Holiday Pay	37,346	16,031.40	42.9%	36,896	-1.2%
5110319	103000 FLSA Work-week Adjustment	21,219	18,780.46	88.5%	20,963	-1.2%
5120110	103000 Overtime - General	85,000	60,836.17	71.6%	85,000	0.0%
5120110	103000 Overtime - Industrial Accident					
5120110	103000 Overtime - OES (Reimbursed)		152,721.52			
	Total Regular Salaries	1,129,781	857,641.35	75.9%	1,126,951	-0.3%
5110210	Extra Hire Salaries					
101000	CSD Office hourly (Sullivan/ Horne)	10,494	13,888.78	132.4%	10,494	0.0%
103000	Cadet Program/Extra Hire	0	0.00	-	-	
	Total Extra Hire Salaries	10,494	13,888.78	132.4%	10,494	0.0%
	Total salaries	1,140,274	871,530.13	76.4%	1,137,444	-0.2%
5130120	103000 Group Insurance	266,965	188,105.25	70.5%	284,554	6.6%
5130510	103000 PERS	339,413	198,441.88	58.5%	338,434	-0.3%
5140115	103000 Workers Compensation	95,269	54,336.37	57.0%	141,704	48.7%
5140130	103000 Physicians Services	4,100		0.0%	4,100	0.0%
5140140	103000 Social Security/Medicare	87,722	60,480.16	68.9%	87,014	-0.8%
5140145	103000 Unemployment Insurance	3,108	2,747.58	88.4%	3,108	0.0%
	Total Benefits & Employer Expense	796,577	504,111.24	63.3%	858,914	7.8%
5100000	TOTAL SALARIES & EMPLOYEE BENEFITS	1,936,852	1,375,641.37	71.0%	1,996,358	3.1%

EXPENDITURES: SERVICES AND SUPPLIES							
5210120	103000	Consultant fees	1,000	13,640.85	1364.1%	1,000	0.0%
5210128	103000	Fingerprinting	300	496.00	165.3%	300	0.0%
5210131	103000	Legal Expense	10,000	3,294.63	32.9%	10,000	0.0%
5210210	101000	Audit	6,400	6,222.50	97.2%	6,600	3.1%
5210215	103000	Banking fees	600	798.08	133.0%	600	0.0%
5210230	103000	Payroll services	4,000	2,900.59	72.5%	4,000	0.0%
5210525	103000	General Insurance	13,502	11,441.63	84.7%	13,502	0.0%
5210530	101000	Legal settlements					
5210725	103000	Telephone, broadband, cell	8,000	4,514.41	56.4%	8,000	0.0%
5210810	103000	Power	9,000	7,016.29	78.0%	9,000	0.0%
5210815	101000	Garbage Removal	2,720	1,898.23	69.8%	2,720	0.0%
5210835	103000	Water (\$100/mo) & Sewer (40%)	1,800	1,144.05	63.6%	1,800	0.0%
5210910	103000	Vehicle maintenance	25,000	13,947.30	55.8%	25,000	0.0%
5210920	103000	MERA operation (90% of total)	15,000	13,628.70	90.9%	15,000	0.0%
5210925	103000	Radio Maintenance & Equipment	3,418	2,764.46	80.9%	3,918	14.6%
5211140	103000	Vegetation management	0	2,997.20		-	
5211310	103000	Special progams, awards & incentives	3,000	2,335.55	77.9%	3,000	0.0%
5211320	103000	Educational Materials (Train/Prev/NERT)	5,000	3,882.82	77.7%	5,000	0.0%
5211325	103000	Conferences & meeting expense	1,000		0.0%	1,000	0.0%

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 2/28/2015	% Var Percent	Budget 2015-16	% Change
5211330	103000	Memberships, Dues (offset by payroll ded.)	2,500	3,906.31	156.3%	2,500	0.0%
5211340	103000	Training / Testing (inc.EMT,CPR, FPO, TO)	8,000	1,320.89	16.5%	8,000	0.0%
5211440	103000	Routine Travel	700	958.33	136.9%	1,000	42.9%
5211520	103000	Publications, Legal Notices	400		0.0%	400	0.0%
5211545	101000	Election Exp. (Board, Paramedic)	6,000		0.0%	6,000	0.0%
5211610	103000	County fees, LAFCO share, Hazmat	5,960	2,654.04	44.5%	5,960	0.0%
5220110	103000	Office expense	5,000	7,551.43	151.0%	7,000	40.0%
5220130	101000	Reprod. costs - Xerox 30%	2,000	2,304.92	115.2%	3,000	50.0%
5220210	103000	In-house apparatus & equipment maintenance	5,000	4,768.65	95.4%	5,000	0.0%
5220215	103000	Hydrant Maint.	1,500	60.82	4.1%	1,500	0.0%
5220220	103000	Small tools	500	208.55	41.7%	500	0.0%
5220310	103000	Building Maintenance	8,000	7,002.28	87.5%	9,400	17.5%
5220610	103000	Gasoline, fuel	8,000	7,259.24	90.7%	9,000	12.5%
5220810	103000	Miscellaneous supplies	23,248	17,617.68	75.8%	24,586	5.8%
5220825	103000	Uniforms & personal Supplies	7,062	5,391.66	76.3%	7,062	0.0%
5220826	103000	Food, emergency supplies	1,500	2,066.75	137.8%	1,500	0.0%
5220827	103000	Janitorial & Building Supplies	3,000	2,691.24	89.7%	3,000	0.0%
TOTAL SERVICES & SUPPLIES			198,110	158,686.08	80.1%	205,848	3.9%
EXPENDITURES: DEBT SERVICE							
5211710	103000	Long-term debt principal <i>MERA bond share - 12755</i> <i>Building loan - 50000</i>	62,944	62,831.12	99.8%	62,755	-0.3%
5211715	103000	Long-term debt interest <i>MERA bond share - 4656</i> <i>Building loan - 7425</i>	14,607	7,177.70	49.1%	12,081	-17.3%
TOTAL LOAN PAYMENT			77,551	70,008.82	90.3%	74,836	-3.5%
EXPENDITURES: FIXED ASSETS							
5220910	103000	Improvements	6,238			15,838	
5220916	103000	Other equipment - new fire engine lease	53,000	128,135.00		43,000	
TOTAL FIXED ASSETS			59,238	128,135.00		58,838	
EXPENDITURES: CONTINGENCIES & RESERVES							
		Reserves for equipment replacement		<i>proposed</i>			
		Utility Vehicle		6,000			
		HVAC, Firehouse		8,000			
		Total:		14,000			
		Contingency for Wage Increases:					
Board Designated		Capital Reserve (2.25% of Total Rev)		37,900			
Board Designated		Unfunded Liabilities Reserve (3.25%)		54,800			
Board Designated		Fund Balance Restoration (1%)		16,800			
		Total Board Designated Reserve:		109,500			
TOTAL CONTINGENCIES & RESERVES			0			-	
TOTAL BUDGET			2,271,751	1,732,471.27	76.3%	2,335,880	2.8%

REVENUE: BUDGET FUNDING - FIRE DEPT.

Estimated Property Tax Revenue:

SAP	Functional	Expense	Budget	Actual	% Var	Budget	%
	Area	Object	2014-15	2/28/2015	Percent	2015-16	Change
4110110	103000	Current Secured	603,730	339,609.77	56.3%		
4110111	103000	Admin fee for tax collection	-10,867	(4,811.28)			
4110115	103000	Unitary	3,841		0.0%		
4110120	103000	Current Unsecured	12,518	12,115.22	96.8%		
4110140	103000	Excess ERAF	76,919	40,403.04	52.5%		
4110145	103000	P/Y ERAF /Reverse ERAF	0	3,878.57	0.0%		
4110210	103000	Supplemental Assessment, Current	0	4,313.60			
4110215	103000	Supplemental Assessment, Unsecured	13,263	99.95	0.8%		
4110225	103000	Supplemental Assessment, Redem.	303	345.29	114.0%		
4110310	103000	Prior Year Secured	985				
4110510	103000	Prior Unsecured	0	632.09			
4560110	103000	In-lieu, Housing	0				
		Total Estimated Property Tax Revenue:	700,692	396,586.25	56.6%	0	
4120610	103000	Special Tax	966,936	532,413.77	55.1%	992,346	2.6%
4120611	103000	Admin fee for Special Tax collection	-3,600	(1,963.22)		(3,600)	0.0%
4220115		Plan Review fees	5,000	1,570.00		5,000	
4410125		Interest - Pooled Investments	500		0.0%	500	
4410127		Interest - excess ERAF					
4511210	103000	HOPTR	0	571.24		0	
4530527		Grants - two vegetation management projects					
4570110		Expense reimbursements		130,362.00			
4631145		Contracts for service	80,243	67,067.00	83.6%	83,687	4.3%
4631740		Emergency Response Fees (billable)	10,000			10,000	
4640321		CSA 13 contract	572,434	283,846.00	49.6%	596,607	4.2%
4640415		OES reimbursement		197,361.75			
4710615		Donations					
4710642		Miscellaneous revenue	100			100	0.0%
TOTAL FIRE BUDGET FUNDING			2,332,305	1,607,814.79	68.9%	1,684,640	-27.8%
TOTAL FIRE BUDGET			2,271,751	1,732,471.27	76.3%	2,335,880	2.8%

To be provided from property tax and fund balance: 651,240

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

Cost Center 6103014100

Draft 3/6/15

SAP	Functional	Expense	mended Budget	Actual	% Var	Budget	%
	Area	Object	2014-15	2/28/15	2014-15	2015-16	Change
EXPENDITURES: SERVICES & SUPPLIES							
5220110	103000	CSD Admin overhead - (chg to office exp)					
5210237	103000	Special Tax admin					
5210825	103000	Street Light power (295 lights)	16,000	10,620.46	66.4%	16,000	0.0%
5210915	103000	Street Light maint	3,600	2,829.75	78.6%	3,600	0.0%
5211520	103000	Publication, legal notices					
5211610	103000	Marin General Services Authority admin fee	250	212.00	84.8%	250	0.0%
5220916	103000	New street lights	0			0	
		TOTAL SERVICES AND SUPPLIES	19,850	13,662.21	68.8%	19,850	0.0%
EXPENDITURES: CONTINGENCIES & RESERVES							
	103000	Contingency, Special:					
9000010		Major maintenance contingency	4,110			4,110	0.0%
		TOTAL CONTINGENCIES & RESERVES	4,110			4,110	
TOTAL BUDGET			23,960	13,662.21	57.0%	23,960	0.0%
BUDGET FUNDING							
		Taxes					
4120610	103000	Service charge - \$15.00 per impr. par.	24,060	13,315.50	55.3%	24,060	0.0%
4120611	103000	Tax collection fee - contra revenue	(100)	(50.96)	51.0%	(100)	
4410125	103000	Interest - Co. Pooled Investments					
4570110	103000	Rebate from PG&E for LED retrofit					
4810135	103000	Loan Proceeds					
		6/30 fund balance budgeted	0			0	
TOTAL BUDGET FUNDING			23,960	13,264.54	55.4%	23,960	0.0%

March 6, 2015

To: Marinwood Board of Directors
From: Chief Roach

Re: Draft 2015/16 Fire Department budget, Light Duty Policy Update, Volunteer Report, Draft Resolution for California Fire Assistance Agreement, Wildland Season, Commission Meeting

Draft 2015/16 Fire Department Budget

Included in the packet is a draft of the 2015/16 FD budget with the year to date expenditures from this years budget. The department is still waiting for strike team reimbursement from 1 of the 6 strike team assignments. All others have been received for a total reimbursement of \$197,361.75. This offsets much of the OT budget that has been spent. The department is still waiting for one more payment totaling \$49,138. The budget is still a working draft for the Commission. A few changes have been made since the last time the Commission looked at it. Revenue was updated, changes made in the Mera Bond payment schedule between P and I. When the Board looks at the total budget together I expect some feedback and direction at which point additional changes will probably have to be made. The Commission had asked for a break down of OT costs associated with Strike Teams compared to regular department OT.

The District has paid \$152,721.00 in overtime costs associated with strike team assignments. That includes overtime for the personnel assigned to the incident and overtime costs to cover shift back at the station.

The District has paid \$55,230.61 in other related overtime costs for the department. This includes, sick, vacation, school coverage, etc.

The department has been reimbursed a total of \$246,498.65 from the state for costs associated with participating on strike teams. Of that amount \$187,480.73 is related to personnel costs. The remaining \$59,017.92 is for use of the engine and an administrative surcharge.

Draft Light Duty Policy

The light duty policy was forwarded to County Council for review. Jenna Brady emailed me back a number of questions about the policy. I had a long phone conference with her about the policy. She was going to make changes to the policy and render an opinion to the District on the policy but I have yet to receive back either an updated policy or the legal opinion.

Volunteer Staffing

The department did hire six new volunteers who are participating in a countywide volunteer academy consisting of eight consecutive Sundays of training at various fire stations throughout Marin. Mill Valley, Ross Valley, and Marinwood are participating. Marinwood is hosting two Sunday training sessions. Unfortunately two of Marinwood hires had to resign due to injuries sustained in accidents outside of the department. Both will require rehabilitation and free to reapply when healthy and medically cleared by a doctor.

California Fire Assistance Agreement

Included in the Board packet is a draft resolution the District will need to pass before the next fire season. Also included is a report as to why we need to do this. The Commission and Board do not need to adopt it this month, but probably sometime before June 1. It is just information at this point.

Also, Wildland Season is rapidly approaching. During April and May the department will be sending out vegetation management information to homes that interface with the open space. A link to the report by CoreLogic that was written about in the Marin IJ was sent to all Commissioners and Board members.

*Unfortunately there was no quorum at the Commission Meeting in March. We did hold a meeting and reviewed the budget and went through the Chief Report.

March 6, 2015

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

FULL TIME PAID STAFFING

Eleven (11) full time paid personnel including:

Fire Chief Tom Roach

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

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

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

Relief Firefighter-Jeff Smith

Two firefighters off injured. Jeff Smith has been hired to replace the recently departed Este Cespedes.

VOLUNTEER STAFFING

18 Current Volunteers including:

One Volunteer Captain-one undergoing training

3 Volunteer Firefighter/AO’s

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

8 Volunteer Firefighter qualified as a “non responder”

EMERGENCY CALLS

Below are emergency calls for February 2015. The department ran 100 emergency responses, mostly medical aides but did respond to two vehicle fires in San Rafael, one vehicle fire in Novato, one structure fire in San Rafael, one structure fire in Novato, and one vegetation fire in Novato.

	February 2015 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	15	9	1	0	0	na	25
CSA 13	2	1	0	0	0	na	3
New JPA (east of 101)	35	4	5	1	0	na	45
Old JPA (mont marin)	2	2	0	0	0	na	4
SR Mutual Aid	5	1	0	3	0	1	10
MC JPA	5	2	0	0	0	na	7
MC Mutual Aid	0	0	0	0	0	0	0
Novato Matrix	1	0	0	3	0	2	6
Others (list)							
Total number	65	19	6	7	0	3	100

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed three final inspections of new solar systems in Marinwood during February.
- One fire commission meeting was held in February
- I completed two inspections of a new home family daycare in Marinwood during February.

- I attended the Old Dixie Schoolhouse Board meeting in February
- The engine company stopped by a birthday party to show the kids the engine during February.
- Two tours of the fire house were done. One for a parent/child group and one for a kindergarten class.
- I had a meeting with an AT & T representative for a cell site on Marinwood property. Follow up meetings are scheduled.
- I helped facilitate a meeting of Lions Club at the Old Dixie Schoolhouse.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- The on duty engine company taught a county wide volunteer academy day that was held in Marinwood during February.
- The on duty engine company taught a county wide volunteer drill night at Marinwood during February.
- Department Personnel continued with the Target Safety Training Program during February.
- One paid employee continued working on Officer Training.
- All three shifts participated in a multi company drill/training through the Central Marin Training Consortium in February. It was the final section of the structure block training.
- Marinwood is responsible for the CLTC Training delivery during March and April. The topic is auto extrication.
- Four volunteer drills were held in February. Topics included structural firefighting tactics, safety gear review, scba training, and equipment orientation.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during February.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.
- All radio batteries were rotated and charged on a weekly basis during the month.
- Engine 658 had a preventative maintenance check during the month.

**Marinwood CSD
Staff Report**

INSERT DATE Board Meeting

DATE: **INSERT DATE, 2015**
TO: Marinwood CSD Board of Directors
FROM: Tom Roach, Fire Chief
SUBJECT: **Identifying the Terms and Conditions for Fire Department Response Away from the Official Duty Station and Assigned to an Out-of-County Emergency Incident.**

ACTION REQUESTED

For the Board to approve **Resolution #####** identifying the terms and conditions for Fire Department response away from the official duty station and assigned to a mutual aid emergency incident.

SUMMARY

The Marinwood Fire Department adheres to the California Fire Assistance Agreement (CFAA) for reimbursement of out-of-county mutual aid responses. In 2014, the Fire Department responded to six out-of county responses. The total reimbursement amount for these responses was approximately \$200,000. The CFAA has recently been revised with a new agreement being implemented in advance of the 2015 fire season. The new CFAA establishes guidelines to follow to ensure adequate reimbursement for mutual aid responses. Adoption of **Resolution #####** is necessary to be in compliance with the 2015 CFAA and to ensure that the CSD receives compensation for actual hours worked from time of departure through time returned to the official duty station. The elected bodies of all California fire agencies that participate in out-of-county mutual aid are compelled to adopt resolutions in order to ensure proper payment.

FISCAL IMPACT

There is no fiscal impact to approving this request.

ENVIRONMENTAL STATUS

California Environmental Quality Act (CEQA) provisions are not applicable to this request.

BACKGROUND

The State of California Office of Emergency Services (OES) serves as the broker between local government fire departments and the requesting State and Federal agencies for mutual aid responses. Financial reimbursement for the local government fire department's mutual aid responses are set forth in the 2015 CFAA. The 2015 CFAA requires participating fire departments to have a memorandum of understanding (MOU) document on file internally that describes the wages and benefits of all employee classifications that will respond to a mutual aid incident. The Marinwood Fire Department has an MOU on file for its respective labor group.

Additionally, the Agency is required to have a resolution on file that states that Fire Department personnel are paid for all hours, commonly referred to as portal-to-portal, and that our reimbursement procedures are in accordance to the 2015 CFAA. Adoption of this resolution will ensure our ability to recover costs related to mutual aid responses.

DISCUSSION

With increasing frequency, the State of California Fire Department, known as *Cal Fire*, and the Federal Department of Forestry continues to depend on local government resources to assist with large-scale wildland incidents. Additionally, as California's growing population continues to expand into the wildland areas, urban interface fire activity is expected continue to increase in frequency and severity. Participation in the statewide mutual aid system is imperative for two reasons:

1. It provides Marinwood firefighters with the opportunity to assist in the control of large and complex fire incidents. This firefighting experience is directly beneficial to the citizens of Marinwood in the event of significant fire activity occurring in our area. This experience also serves as invaluable training and makes for a more competent and capable firefighting staff to serve and protect our community.
2. Marin County, including Marinwood, is prone to wildfire. It is likely that we will at some point in the future have to rely on the statewide fire mutual aid system to come to our assistance. Having extensive working knowledge of the statewide mutual aid system will help ensure a more seamless regional response.

STAFF RECOMMENDATION

Passage of the attached resolution ensures that the Marinwood CSD will be fully reimbursed for out-of-county mutual aid responses. **Approve Resolution #####**

Respectfully submitted,

Tom Roach, Fire Chief

RESOLUTION
NO. #####

A RESOLUTION OF THE MARINWOOD COMMUNITY SERVICES
DISTRICT IDENTIFYING THE TERMS AND CONDITIONS FOR FIRE
DEPARTMENT RESPONSE AWAY FROM THEIR OFFICIAL DUTY
STATION AND ASSIGNED TO AN EMERGENCY INCIDENT

WHEREAS, the Marinwood Fire Department is a public agency located in the County of Marin, State of California; and

WHEREAS, it is the Marinwood CSD's desire to provide fair and legal payment to all its employees for time worked; and

WHEREAS, the Marinwood Fire Department has in its employ, fire response personnel including: Fire Chief, Fire Captains, Firefighter/Engineers, Firefighter/Paramedics, and Firefighters; and

WHEREAS, the Marinwood CSD will compensate its employees portal-to-portal while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response; and

WHEREAS, the Marinwood CSD will compensate its employees overtime in accordance with their current Memorandum of Understanding while in the course of their employment and away from their official duty station and assigned to an emergency incident, in support of an emergency incident, or pre-positioned for emergency response.

NOW, THEREFORE BE IT RESOLVED that the Marinwood Board of Directors affirms:

1. That personnel shall be compensated according to Memorandum of Understanding (MOU), Personnel Rules and Regulations, and/or other directive that identifies personnel compensation in the workplace.
2. That in the event a personnel classification does not have an assigned compensation rate, a "Base Rate" as set forth in an organizational policy, administrative directive or similar document will to compensate such personnel.
3. That the Marinwood Fire Department will maintain a current salary survey or acknowledgement of acceptance of the "base rate" on file with the California Governor's Office of Emergency Services, Fire Rescue Division.

4. That personnel will be compensated (portal-to-portal) beginning at the time of dispatch to the return to the jurisdiction's assigned station when equipment and personnel are in service and available for agency response.

The foregoing Resolution was duly passed and adopted at an Adjourned Meeting of the Marinwood Board of Directors held in said City on the (day) of (month), (year) by the following vote, to wit:

AYES:

NOES:

ABSENT:

Board President

Attest

Secretary to the Board

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

February 24, 2014

Time and Place: 7:30 Marinwood Community Center Classroom

Present:

Commissioners: Izabela Perry, Kimberly Call, John Tune, Sarah Paoli, Shane Valentine, and Sivan Oyserman.
Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.

Others present: Linda Barnello and Stephen Nestel.

Board members: Justin Kai and Bill Shea.

Agenda

Barnello stated the agenda needs to state the minutes are “draft”.

Public Comment

Perry welcomed Nestel who is part of an organization called “Friends of Miller Creek”. Nestel commented the organization is doing good things; they’ve placed informational signs along the panhandle and have done stream clean-up. The organization is informal and is specifically designed to improve the park panhandle. Their goals and visions are to have the panhandle resemble a nature preserve.

Barnello commented she had weeded a large section of the mini-park and now would be a good time to fix the exposed irrigation and add wood chips to the area. DeMarta replied the mini-park maintenance schedule is set for late March or early April.

Barnello commented in regards to the drafted by-laws, the Commission needs to define the word “inspection”.

Minutes of January 27, 2015 Commission Meeting

Call and Barnello had a few small changes and additions.

Review of Draft Board Minutes of February 10, 2015

No comments.

FY 2015-2016 Park and Recreation Draft Budgets

The Commission reviewed the budgets and had some suggestions. Perry stated the line item for “tree maintenance” is too low; there is a significant amount of deferred maintenance that needs to be done. DeMarta replied the he will re-visit the line item. The Commission will review the Measure A plan next month as well.

Commemorative Plaque for Tom Kunkel Recognizing his Service as Commissioner

Perry commented she had met with Kunkel who expressed his values in the open space and Park Playground. Kunkel humbly suggested a small plaque recognizing his service could be placed near the playground. Call suggested a bench. Tune suggested a plaque set into a stone. Valentine suggested naming the park in his honor. Dreikosen suggested the Commission gather cost analysis before moving ahead for Board approval.

Formation of Miller Creek Special Committee

Perry stated her goals for the committee would be to fundraise, form a volunteer base, utilize grant opportunities and liaise with other agencies. Perry would like to understand what other groups such as “Friends of Miller Creek” are doing and to possibly join forces. Valentine suggested forming an ad-hoc group to achieve the goals; while reporting back to the Commission. Oyserman agreed forming the group ad-hoc and giving them general points to work towards would be helpful. Dreikosen commented agreeing upon 3-5 goals and meeting with staff would be a good beginning point. Oyserman stated she would draft a few goals for review.

Draft Bylaws for Park and Recreation Commission

Call asked the purpose of the document. Dreikosen replied formal bylaws are considered a best practice and commended Perry for her work on the document. Barnello stated the definition for “inspection” needs to be added to the document. Oyserman replied the following line item clearly defines the purpose of the inspections. Call added the Commission should not be micro-managing staff. The Commission did not feel adding more language was necessary. The document will be placed on the March agenda for approval.

Park and Recreation Report

No additional comments.

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

No questions.

The meeting concluded at 9:45PM.

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

Respectfully submitted,
Carolyn Sullivan

Park & Recreation Report – March 2015

Shane DeMarta, Recreation Director

Recreation Activities

Summer Registration:

Summer camp registration is now open. We opened up to Residents only Wednesday, March 4th and will open to non-residents Monday, March 9th. The first week of registration has been very strong; we brought in over \$32,000 in registrations on the first day alone.

Contract Classes:

We recently sent one of our instructors to teach a large CPR and first aid class at Harbor Point Tennis Club in Tiburon that generated \$1250 in profit for Marinwood. In addition, we have contracted to teach several babysitter training classes for the Larkspur Park and Rec. Department which net us approx. \$500 per class.

Winter/ Spring Events:

“Raise a Glass” a Winter Wine Tasting

“Raise a Glass” was a huge success this year. We had 120 participants and everyone had a great time.

Breakfast with Bunny

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

Marinwood Happy Hour (new event)

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

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

Spring Break Camp:

Spring Break camp is scheduled for April 13-17th. Spring Break camp consists of traditional camp games, arts and crafts, swimming and a special event. Spring Break camp always fills to capacity.

Pool Season:

The pool is now open for the Marinwood Waterdevils. The Waterdevils have approx. 200 swimmers this season. This Spring we are also working with the Waterdevils on starting Water Polo classes. We open up to the public Monday, March 30th.

MISC:

- Marinwood Camps were named "Best Camps in the North Bay" by North Bay Bohemian Magazine.

Park Activities

General Maintenance:

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

Projects:

Community

- Pruned all landscaping around Community Center
- Cleaned all underbrush and old woodchips around landscaping
- Added redwood bark to landscaping

Pool:

- Removed tot pool heater and filter (new equipment installed)
- Removed one main pool heater (new equipment installed)
- Upgraded venting for heaters
- Installed new media in main pool filter
- Need to repair chlorine generator for main pool (in-progress)
- Need to repair pool sweep (in-progress)

Playgrounds:

Creekside Park:

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

Main Park:

- Add new fall material (in-progress)

Turf:

- Aeration, top dressing, and seeding will begin on main turf the week of 3/9 (will take approx. 2 months to complete entire area)

MISC:

I met with SmartLights Energy Solutions this past week for an audit of our interior and exterior lighting. I've received the first report which states that we are currently operating a very efficient level with our interior lighting. I am still waiting for the report on exterior lights.

MARIN LAFCO

Political Subdivision of the State of California

DATE: February 18, 2015
TO: Presiding Officers, Marin Independent Special Districts
FROM: Candice Bozzard, Clerk to the Commission
RE: Election for LAFCO Special District Member

The nomination period for special district member election to the Marin Local Agency Formation Commission closed on February 13, 2015. LAFCO staff received six nominations for the seat currently held by Dennis Rodoni. This term of office will end in May of this year. A mail ballot election must be held to select a member for this position, serving a four-year term ending in May 2019. The nominees for regular member are John Carapiet, Sanitary District #5 (Tiburon); Lew Kiou, Almonte Sanitary District; Justin Kai, Marinwood Community Services District; Brad Beedle, Novato Fire Protection District; Jack Baker, North Marin Water District; Pamela Meigs, Ross Valley Sanitary District.

Enclosed are the ballot and candidate qualification forms for participation in the selection process. Please rank your first, second and third choices on the ballot form to enable an “instant runoff”. **Your ranking of second and third choices for use in the instant runoff process is required in elections such as this, where there are more than two nominees.** If ballots are received without rankings for first, second and third choices the ballot will be deemed invalid.

Selection Schedule

The final date the LAFCO office will receive ballots will be **5:00pm on Monday, April 18, 2015**. Ballots will be accepted by mail to the LAFCO office, fax to (415) 446-4410 or by email to staff@marinlafco.org. The newly-elected special district member will be seated at the June 2015 LAFCO meeting.

If your district has questions or comments, please contact the Marin LAFCO office at (415) 446-4409.

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

Marin Local Agency Formation Commission

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

BALLOT FORM

MARIN LAFCO AGENCY FORMATION COMMISSION

SPECIAL DISTRICT REPRESENTATIVE

REGULAR

Purpose of Election: Selection of **Regular Special District Member** to serve until May 2019. Seat currently left vacant.

Voting Procedure: Vote shall be one per district. Ballot may be signed by the District Presiding Officer or a designee appointed by the Board of the District.

Choice of Candidate:

(AS THERE ARE SEVERAL CANDIDATES - PLEASE INDICATE FIRST, SECOND AND THIRD CHOICE TO ENABLE AN "INSTANT RUNOFF" IF NECESSARY.)

- _____ John Carapiet – Sanitary District #5 (Tiburon)
- _____ Lew Kious – Almonte Sanitary District
- _____ Justin Kai – Marinwood Community Services District
- _____ Brad Beedle – Novato Fire Protection District
- _____ Jack Baker – North Marin Water District
- _____ Pamela Meigs – Ross Valley Sanitary District

District

Signature

**RETURN FORM TO MARIN LAFCO AFTER THE DISTRICT'S VOTE,
NO LATER THAN APRIL 18, 2015**

Ballot may be transmitted by facsimile to (415) 446-4410 or
Emailed to staff@marinlafco.org

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: John Carpiet

Name of Special District: SANITARY DISTRICT No. 5 OF MARIN COUNTY

Telephone: (Home) (415) 435-8476 (Work) (415) 575-4840 ^{cel}

Email Address: johncarpiet@gmail.com

Home Address: 4 Lagoon Rd
Belvedere 94920

Work Address: N/A

Present Occupation: Retired

➤ Summary of Qualifications for Position:

➤ Reasons for Applying:

➤ Please list any organizations of which you are an officer or an employee:

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: LEW KIOUS

Name of Special District: ALMONTE SANITARY DISTRICT

Telephone: (Home) 415-383-8750 (Work) 415-389-6112

Email Address: LPKIOUS@SBCGLOBAL.NET

Home Address: 233 PRINCETON AVE.
MILL VALLEY, CA 94941

Work Address: 900 DOLITTLE DR, SUITE 8A
SAN LEANDRO, CA 94577

Present Occupation: SALES MANAGER

➤ Summary of Qualifications for Position:

SEE ATTACHED

➤ Reasons for Applying:

SEE ATTACHED

➤ Please list any organizations of which you are an officer or an employee:

SEE ATTACHED

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

Marin Local Area Formation Commission
Nominee Qualifications- Lew Kiou
Regular Special District Member

- As the President of the SASM Board of Commissioners since 2011 (elected in the last 4 annual elections), member of the Almonte Sanitary District Board since 2008, and resident of Mill Valley since 1983, I am confident in my ability to represent the constituents and issues affecting Southern Marin. I have spoken before the LAFCO Board, and met with its members on many occasions. I strongly feel that Southern Marin needs a voice on LAFCO, a board on which Southern Marin is currently un-represented.

Summary of qualifications for Position:

- President of Board of Commissioners for Sewerage Agency of Southern Marin (SASM) since 2011. In this position, I am focused on the responsible management of SASM's resources to meet the needs of its constituents (residents). As President, I seek the responsible input from all parties and then encourage the Board and SASM toward taking meaningful steps forward. I directly negotiated with the City of Mill Valley an extension of the Operations and Management Agreement by which Mill Valley operates the water treatment plant on behalf of SASM.
- Secretary/Treasurer and Board member of Almonte Sanitary District. I implemented the District's website and expanded our outbound communication. I worked to update and automate our District's operations, such as the digitizing of the District's maps and sewer system records. I have consistently pursued a policy of fiscal conservatism to maintain low, and responsible, rates for our residents.
- Resident of Mill Valley for 30+ years. Lifelong Bay Area resident.
- Successful businessman with experience in achieving consensus and getting results.

Reasons for Applying:

- I believe that with my election to LAFCO, I will be the only representative from Southern Marin, and I believe that representation is critical and vitally important.
- I have seen Marin LAFCO in action, and am aware of its potential value to Marin residents. I am also aware of the challenge to keep LAFCO focused on beneficial actions, as opposed to actions that may be viewed by its Board as a legislative mandate. I believe that I can help to maintain that balance to the benefit of all of Marin.
- I have worked with LAFCO's staff and Board and believe I can develop good relationships within LAFCO to immediately provide positive results.
- I believe I have the perspective, experience, and knowledge to provide value as a member of LAFCO, and to provide value to Marin residents, and specifically the Special Districts of Marin.

Please list any organizations of which you are an officer or an employee:

- Secretary/Treasurer- Almonte Sanitary District
- President: Board of Commissioners- Sewerage Agency of Southern Marin (SASM)

NOTE: While my preference and focus is on becoming the Regular Special District Member of LAFCO, I have been nominated for both the Regular and Alternate positions so that in the event that I am not elected as the Regular Member I would still have an opportunity to represent Southern Marin in the Alternate position. This is completely within the election guidelines. Should I be elected as the Regular member, I would be removed as a candidate for the Alternate position.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: Justin Kai

Name of Special District: Marinwood Community Services District

Telephone: (Home) 415.215.7865 (Work) Same as home

Email Address: kai.justin@gmail.com

Home Address: 240 Cobblestone Drive

San Rafael, CA 94903

Work Address: Same as home

Present Occupation: Real Estate Agent

➤ **Summary of Qualifications for Position:**

Through my interactions with various county residents, my community involvement and time as an elected official, I've developed an understanding that what's best for the public majority isn't always easy to implement, but it is necessary that it is done. These are often the hard choices LAFCO deals with, to execute difficult decisions responsibly for the best interests of the public, which I'm prepared to do.

➤ **Reasons for Applying:**

After attending a recent LAFCO primer workshop, I gained a greater understanding of LAFCO's purpose to promote orderly growth, while ensuring the preservation of Marin's prime agricultural lands. As a resident and local official, I have a strong interest in LAFCO and would be honored to offer my time and serve as the regular special district member.

➤ **Please list any organizations of which you are an officer or an employee:**

N/A

Please return to: **Marin LAFCO**
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: BRAD BEEBLE

Name of Special District: NOVATO FIRE PROTECTION DISTRICT

Telephone: (Home) 415 898-1843 (Work) 415 309-7447

Email Address: BRADBEEBLE@AOL.COM

Home Address: 59 ORCHARD WAY
NOVATO CA 94947-3071

Work Address: 936 B 7th STREET SUITE 246
NOVATO CA 94945

Present Occupation: BUSINESS OWNER - EVENT MEDIC
SERVICES - FIRST AID / SAFETY PRODUCT RESE.

> Summary of Qualifications for Position:

- SERVE ON NOVATO FIRE DISTRICT BOARD 3 TERMS!
- COMMUNITY INVOLVEMENT
- BORN AND RAISED IN MARIN WITH A CLEAR UNDERSTANDING OF THE COUNTY POLITICS AND ACTI

> Reasons for Applying:

CURRENT LAFCO BOARD LACKS FIRE DISTRICT REPRESENTATION.

> Please list any organizations of which you are an officer or an employee:

BOARD MEMBER CURRENT PRESIDENT 2015
NOVATO FIRE PROTECTION
DISTRICT

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: Jack Baker

Name of Special District: North Marin Water District

Telephone: (Home) (415) 382-3332 (Work) N/A

Email Address: jckbaker@gmail.com

Home Address: 425 Corte Norte Novato, CA 94949

Work Address: _____

Present Occupation: Registered Civil Engineer (Retired)

➤ **Summary of Qualifications for Position:**

- 1- Served as LAFCO Alternate Special District Member (2013-present)
- 2- Over 30 years service as Director for North Marin Water District
- 3- Over 40 years of engineering experience (6 1/2 with the State of California, 35+ years with County of Marin) in the design and construction of public facilities.
- 4- Served one term as Director for Novato Sanitary District (1978 - 1982).

➤ **Reasons for Applying:**

During the course of employment with County of Marin Department of Public Works (DPW) I have had frequent interactions with Marin County Special Districts as well as the eleven Cities/Towns. Familiarity with these entities and their respective services has enabled me to effectively contribute as a member of the LAFCO decision making process.

➤ **Please list any organizations of which you are an officer or an employee:**

North Marin Water District (Director)

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

REGULAR SPECIAL DISTRICT MEMBER

Nominated for: Regular Special District Representative

Name: Pamela Meigs

Name of Special District: Ross Valley Sanitary District (1)

Telephone: (Home) 258 2882 (cell) 302 0805 (Work)

Email Address: pamela.meigs@sbcglobal.net

Home Address: 310 Cypress Dr. FAIRFAX, CA, 94930

Work Address: 250 Bon Air Rd. Greenbrae, Ca

Present Occupation: Registered Nurse Master in Community Health

> Summary of Qualifications for Position:

* see attached copy

> Reasons for Applying:

* see attached copy

> Please list any organizations of which you are an officer or an employee:

Director - Ross Valley Sanitary District
C.M.S.A. Commission, North Bay Watershed Assc.
* please attached information

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

Local Agency Formation Commission
555 Northgate Drive, Suite 230
San Rafael, CA. 94903

Reasons for Applying for LAFCO:

I have a great love of the land and the community. My passion to serve the community stems from the philosophy to serve "the greatest good for the greatest number" while weighing each community member's needs and requests.

I understand the critical importance of planning effectively for a sustainable future. I enjoy and have the ability to look ahead at the "big picture" when approaching planning.

I enjoy working collaboratively with others (public and private) so that all government agencies are the best they can be. I am a strong team member who is able to evaluate and solve problems efficiently. I recently have created better working relationships with CMSA and RVSD. I have also created liaison and outreach to other municipalities (Fairfax, San Anselmo, Larkspur) for RVSD.

Since young adulthood, I continue to have a great affinity to care for and understand how government promotes and coordinates local lands, especially open space and local government land practices.

My service reflects many years to serve the community especially as a Planning Commissioner for the Town of Fairfax (8 years). The General Plan of Fairfax was drafted and implemented during that time (10 years).

I feel very much at home to continue my service for the community in regards to planning as LAFCO has designated such as: developing spheres of influence for a planned service area boundary, applications of municipal service reviews, approving/reviewing boundary changes if needed, annexations, formation/amending JPA's, and other regulatory planning as ascribed in the policies including most recent 2015 strategic plans for LAFCO.

My experience as a Planning Commissioner for the Town of Fairfax and being a Ross Valley Sanitary District Director (4.5 years) has given me the knowledge to understand regulatory municipal planning, in various ways.

I enjoy working with the public in many ways such as: liaison with community leaders and the public for creating trust and transparency of policy making, education for a means to understand what local governments do, and supporting the public process as open and transparent while allowing the public to weigh in with their input in a respectful/inviting manner. I advocate transparency, integrity and honesty.

One of my interests on LAFCO issues includes mapping urban planning boundaries and urban service boundaries so it is clear to all who is or should be the public service provider, such as unincorporated areas adjacent to special districts, cities, and towns.

I feel strongly that special districts play an important role in Marin's governance. I would be a devoted and diligent voice for all special districts as well as the community at large for LAFCO. I respectfully request your support and vote so I can continue to serve the community as a LAFCO board member.

Pamela Meigs, RN, MSN
pamelameigs@sbcglobal.net
415-302-0805

Marin Local Agency Formation Commission
555 Northgate Drive, Suite 230
San Rafael, CA. 94903

- Bay Area native, and a Ross Valley resident for over 25 years
- A health professional (Registered Nurse) in the community for over 30 years
- Masters in Community Health
- An Advocate of Community Health, the Environment and Fiscal Responsibility
- Over 20 years of community leadership experience
- Past Chair and past member (8 years) of the Fairfax Planning Commission
- Past Co-Chair and initiator of the Fairfax Open Space Committee
- Fairfax Advisory Committee for the Fairfax General Plan
- North Bay Watershed Association, voting member for RVSD
- Former Finance Committee for RVSD, current Finance Committee for CMSA
- Supports Friends of Corte Madera Creek
- Supports RVSD Lateral Grant Program and Lateral Loan Program
- Larkspur Landing Development Committee for RVSD
- Former Secretary for RVSD
- Former RVSD LAFCO Representative
- Past adjunct Professor (Registered nursing) at local Colleges/Universities in the Bay Area
- Long term Sierra Club member
- Environmental Forum Leadership Program
- Director for Ross Valley Sanitary District since 2010 (second term, high vote getter for 2014 election)
- Current Central Marin Sanitary Agency Commission Board member (JPA)
- Graduate of Napa College (AA), Dominican University (BSN) , Holy Names University (MSN), and Diamond Light Massage School (CMT)

I am a registered nurse with a Masters degree in Community Health. I currently work at a local hospital, and have worked there for 30 years. I have been a part-time adjunct professor and faculty member at various Nursing Colleges and Universities in the Bay Area. I volunteered in Lafayette, LA in the aftermath of hurricane Katrina.

I am an activist and leader in the Town of Fairfax. I have served on the Fairfax Planning Commission for over seven years and served as the Chair of the Planning Commission for two years. As a Commissioner, I worked on the Mixed Use Overlay Zone Draft (as a means to promote affordable housing), the recently revised Tree Ordinance, Circulation, Land Use, Safety, and the Open Space Elements for the General Plan (GP) for the Town of Fairfax. My committee work on the GP elements included zoning, municipal ordinances/regulations if required by state and local laws, and all criteria required for creating/updating a GP including mapping. The Fairfax General Plan was completed (2010) with my involvement of many hours with community leaders and the general public. I am the initiator of and past Chair of the Fairfax Open Space (2004) Committee. In the past I have been the Secretary for the Marin County Green Party. I have participated in successful fund raising to acquire nine acres of pristine open space for the people and Town of Fairfax. I have been a volunteer at the annual creek cleanup for the Fairfax Creek. I have been a past member of the General Plan Advisory Committee for the Town of Fairfax and the Tree Committee, which evaluates the hazard and health of trees in the community. I have worked on campaigns for local elections, special tax measures and the campaign for President Obama.

I am a member of Sigma Theta Tau International Honor Society of Nursing, the Sierra Club, Daughters of the Golden West, Young Ladies Institute, the California Nurses Association, the Fairfax Chamber of Commerce, Sustainable Fairfax, Marin Conservation League and the Marin County Women's Political

02-12-'15 09:43 FROM- Sanitary Dist No 1

RECEIVED 02/18/2015 21:27
415-123-4567 T-030 P0006/0006 F-038

Caucus. I have also served as a Girl Scout Leader. I am a mother, grandmother and world adventure traveler.

MARIN LAFCO

Political Subdivision of the State of California

DATE: February 18, 2015
TO: Presiding Officers, Marin Independent Special Districts
FROM: Candice Bozzard, Clerk to the Commission
RE: Election for LAFCO Alternate Special District Member

The nomination period for special district member election to the Marin Local Agency Formation Commission closed on February 13, 2015. LAFCO staff received five nominations for the seat currently held by Jack Baker. This term of office will end in May of this year. A mail ballot election must be held to select a member for this position, serving a four-year term ending in May 2019. The nominees for regular member are Lew Kious, Almonte Sanitary District; Justin Kai, Marinwood Community Services District; Brad Beedle, Novato Fire Protection District; Jack Baker, North Marin Water District; Ron Kosciusko, Richardson Bay Sanitary District.

Enclosed are the ballot and candidate qualification forms for participation in the selection process. Please rank your first, second and third choices on the ballot form to enable an "instant runoff". **Your ranking of second and third choices for use in the instant runoff process is required in elections such as this, where there are more than two nominees.** If ballots are received without rankings for first, second and third choices the ballot will be deemed invalid.

Selection Schedule

The final date the LAFCO office will receive ballots will be **5:00pm on Monday, April 18, 2015**. Ballots will be accepted by mail to the LAFCO office, fax to (415) 446-4410 or by email to staff@marinlafco.org. The newly-elected special district member will be seated at the June 2015 LAFCO meeting.

If your district has questions or comments, please contact the Marin LAFCO office at (415) 446-4409.

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

Marin Local Agency Formation Commission

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

BALLOT FORM

MARIN LAFCO AGENCY FORMATION COMMISSION

SPECIAL DISTRICT REPRESENTATIVE

ALTERNATE

Purpose of Election: Selection of **Alternate Special District Member** to serve until May 2019. Seat currently left vacant.

Voting Procedure: Vote shall be one per district. Ballot may be signed by the District Presiding Officer or a designee appointed by the Board of the District.

Choice of Candidate:

(AS THERE ARE SEVERAL CANDIDATES - PLEASE INDICATE FIRST, SECOND AND THIRD CHOICE TO ENABLE AN "INSTANT RUNOFF" IF NECESSARY.)

- _____ Ron Kosciusko – Richardson Bay Sanitary District
- _____ Lew Kious – Almonte Sanitary District
- _____ Justin Kai – Marinwood Community Services District
- _____ Brad Beedle – Novato Fire Protection District
- _____ Jack Baker – North Marin Water District

District

Signature

RETURN FORM TO MARIN LAFCO AFTER THE DISTRICT'S VOTE,
NO LATER THAN APRIL 18, 2015

Ballot may be transmitted by facsimile to (415) 446-4410 or
Emailed to staff@marinlafco.org

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: Ron Kosciusko

Name of Special District: Richardson Bay Sanitary District

Telephone: (Home) 415 435 0650 (Work) N/A

Email Address: ronkoz@sonic.net

Home Address: 402 Hilary Drive Tiburon CA 94920

Work Address: N/A

Present Occupation: Retired

➤ Summary of Qualifications for Position:

Retired Senior Project Manager for major regional bank specializing in Information Technology; Data Center moves call centers and associated networks

➤ Reasons for Applying:

To provide special district knowledge to the LAFCO Board and apply project management expertise to the LAFCO function.

➤ Please list any organizations of which you are an officer or an employee:

Secretary Richardson Bay Sanitary District, Member Marin County Office of Emergency Services (RACES) Webmaster Sons in Retirement Branch 47, Golden Gate Computer Society School Project

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: LEW KIONS

Name of Special District: ALMONTE SANITARY DISTRICT

Telephone: (Home) 415-383-8750 (Work) 415-389-6112

Email Address: LKIONS@SBCGLOBAL.NET

Home Address: 233 PRINCETON AVE.

MILL VALLEY, CA 94941

Work Address: 900 DOWDLE DR., STE 8A

SAN LEANDRO, CA 94577

Present Occupation: _____

➤ Summary of Qualifications for Position:

SEE ATTACHED

➤ Reasons for Applying:

SEE ATTACHED

➤ Please list any organizations of which you are an officer or an employee:

SEE ATTACHED

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

Marin Local Area Formation Commission
Nominee Qualifications- Lew Kious
Alternate Special District Member

- As the President of the SASM Board of Commissioners since 2011 (elected in the last 4 annual elections), member of the Almonte Sanitary District Board since 2008, and resident of Mill Valley since 1983, I am confident in my ability to represent the constituents and issues affecting Southern Marin. I have spoken before the LAFCO Board, and met with its members on many occasions. I strongly feel that Southern Marin needs a voice on LAFCO, a board on which Southern Marin is currently un-represented.

Summary of qualifications for Position:

- President of Board of Commissioners for Sewerage Agency of Southern Marin (SASM) since 2011. In this position, I am focused on the responsible management of SASM's resources to meet the needs of its constituents (residents). As President, I seek the responsible input from all parties and then encourage the Board and SASM toward taking meaningful steps forward. I directly negotiated with the City of Mill Valley an extension of the Operations and Management Agreement by which Mill Valley operates the water treatment plant on behalf of SASM.
- Secretary/Treasurer and Board member of Almonte Sanitary District. I implemented the District's website and expanded our outbound communication. I worked to update and automate our District's operations, such as the digitizing of the District's maps and sewer system records. I have consistently pursued a policy of fiscal conservatism to maintain low, and responsible, rates for our residents.
- Resident of Mill Valley for 30+ years. Lifelong Bay Area resident.
- Successful businessman with experience in achieving consensus and getting results.

Reasons for Applying:

- I believe that with my election to LAFCO, I will be the only representative from Southern Marin, and I believe that representation is critical and vitally important.
- I have seen Marin LAFCO in action, and am aware of its potential value to Marin residents. I am also aware of the challenge to keep LAFCO focused on beneficial actions, as opposed to actions that may be viewed by its Board as a legislative mandate. I believe that I can help to maintain that balance to the benefit of all of Marin.
- I have worked with LAFCO's staff and Board and believe I can develop good relationships within LAFCO to immediately provide positive results.
- I believe I have the perspective, experience, and knowledge to provide value as a member of LAFCO, and to provide value to Marin residents, and specifically the Special Districts of Marin.

Please list any organizations of which you are an officer or an employee:

- Secretary/Treasurer- Almonte Sanitary District
- President: Board of Commissioners- Sewerage Agency of Southern Marin (SASM)

NOTE: While my preference and focus is on becoming the Regular Special District Member of LAFCO, I have been nominated for both the Regular and Alternate positions so that in the event that I am not elected as the Regular Member I would still have an opportunity to represent Southern Marin in the Alternate position. This is completely within the election guidelines. Should I be elected as the Regular member, I would be removed as a candidate for the Alternate position.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: Justin Kai

Name of Special District: Marinwood Community Services District

Telephone: (Home) 415.215.7865 (Work) Same as home

Email Address: kai.justin@gmail.com

Home Address: 240 Cobblestone Drive

San Rafael, CA 94903

Work Address: Same as home

Present Occupation: Real Estate Agent

➤ **Summary of Qualifications for Position:**

Through my interactions with various county residents, my community involvement and time as an elected official, I've developed an understanding that what's best for the public majority isn't always easy to implement, but it is necessary that it is done. These are often the hard choices LAFCO deals with, to execute difficult decisions responsibly for the best interests of the public, which I'm prepared to do.

➤ **Reasons for Applying:**

After attending a recent LAFCO primer workshop, I gained a greater understanding of LAFCO's purpose to promote orderly growth, while ensuring the preservation of Marin's prime agricultural lands. As a resident and local official, I have a strong interest in LAFCO and would be honored to offer my time and serve as the alternate special district member.

➤ **Please list any organizations of which you are an officer or an employee:**

N/A

Please return to: **Marin LAFCO**
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE STATEMENT OF QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: BRAD BEEDLE

Name of Special District: NOVATO FIRE PROTECTION DISTRICT

Telephone: (Home) 415 898-1843 (Work) 415 309-7447

Email Address: BRADBEEDLE@AOL.COM

Home Address: 59 ORCHARD WAY
NOVATO CA 94947-3071

Work Address: 936 B 7TH STREET SUITE 246
NOVATO CA 94945

Present Occupation: BUSINESS OWNER - EVENT MEDICAL SERVICES - FIRST AID / SAFETY PRODUCTS
RESELL

➤ Summary of Qualifications for Position:

- SERVE ON THE NOVATO FIRE DISTRICT BOARD STARTING MY 4TH TERM
- COMMUNITY INVOLVEMENT
- BOAN AND RAISED IN MARIN WITH A CLEAR UNDERSTANDING OF THE COUNTY'S POLITICS AND ACTS

➤ Reasons for Applying:

- CURRENT LAFCO BOARD LACKS FIRE DISTRICT REPRESENTATION

➤ Please list any organizations of which you are an officer or an employee:

- BOARD MEMBER CURRENT PRESIDENT 2015
NOVATO FIRE PROTECTION DISTRICT

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

MARIN LOCAL AGENCY FORMATION COMMISSION

NOMINEE QUALIFICATIONS

ALTERNATE SPECIAL DISTRICT MEMBER

Nominated for: Alternate Special District Representative

Name: John (Jack) Baker

Name of Special District: North Marin Water District

Telephone: (Home) (415) 382-3332 (Work) _____

Email Address: jckbaker@gmail.com

Home Address:	Employer's Name and Address:
<u>425 Corte Norte</u>	_____
<u>Novato, CA 94949</u>	_____

Present Occupation: Registered Civil Engineer (Retired)

➤ Summary of Qualifications for Position:

- Over 40 years of engineering experience (6 1/2 with the State of California, 35+ years with County of Marin) with design and construction of public facilities.
- Served one term as Director for Novato Sanitary District (1978 - 1982).

➤ Reasons for Applying:

During the course of employment with County of Marin Department of Public Works (DPW) I have had frequent interactions with Marin County Special Districts as well as the eleven municipalities. Familiarity with these entities and their respective services and jurisdictions would enable me to effectively contribute as a member of the LAFCO decision making process.

➤ Please list any organizations of which you are an officer or an employee:

North Marin Water District (Director) 1983 - Present.

Please return to: Marin LAFCO
555 Northgate Drive, Suite 230
San Rafael, CA 94903
Fax: (415) 446-4410
Email: staff@marilafco.org

*Additional information may be attached.

Who May Complete this Official Assessment Ballot

1. If the property is owned by an individual, the individual may sign.
2. If a property is held by more than one person, any one may sign for all.
3. If two or more persons own the property as tenants-in-common or as joint tenants, any one tenant-in-common, or joint tenant, may sign for all.
4. If the property is owned by a corporation, the assessment ballot may be signed for the corporation by an officer or officers authorized to make contracts or by resolution of the corporation's Board of Directors.
5. If the property is owned by another legal entity, the assessment ballot may be signed by any person authorized by law to make contracts for the entity.
6. If the property is owned by a public agency, the assessment ballot may be signed by any person authorized by law to make contracts for the agency or by resolution of the agency's Governing Board.

Please see other side to complete this assessment ballot.

00036449



16426 2 52 1 *****AUTO**5-DIGIT 94903
 MARINWOOD COMMUNITY SERVICES DISTRICT
 775 MILLER CREEK RD
 SAN RAFAEL, CA 94903-1323



Steps for Completing the Official Assessment Ballot

1. Verify that the owner name, address, and parcel number(s) listed on the assessment ballot are correct. If they are not correct call (707) 285-2200.
2. Fill in or clearly mark the oval next to the word "YES" or "NO" to approve or disapprove of the proposed assessment. You may use a pencil or pen.
3. Sign and date the assessment ballot. Only official assessment ballots which are signed and marked with the property owner's support or opposition will be counted. After marking your vote, simply FOLD the assessment ballot so that your vote is on the inside of the fold. Then place the assessment ballot in the return envelope provided. No postage is necessary to mail back your assessment ballot.
4. If you make a mistake in completing your assessment ballot or wish to change or withdraw your assessment ballot, please call (707) 285-2200.

(See enclosed notice for further information)

Parcel Number	Proposed Assessment
16426035	\$64.30
16429088	\$11.06
16429062	\$4.24
16427006	\$1.93
16429037	\$0.64
16429063	\$0.64
16429066	\$0.64
16429064	\$0.51
16429065	\$0.51
16429067	\$0.51
16429068	\$0.51
16429069	\$0.51
16421104	\$0.39
16426044	\$0.13

← FOLD HERE (this side should be on outside after fold)

Who May Complete this Official Assessment Ballot

1. If the property is owned by an individual, the individual may sign.
2. If a property is held by more than one person, any one may sign for all.
3. If two or more persons own the property as tenants-in-common or as joint tenants, any one tenant-in-common, or joint tenant, may sign for all.
4. If the property is owned by a corporation, the assessment ballot may be signed for the corporation by an officer or officers authorized to make contracts or by resolution of the corporation's Board of Directors.
5. If the property is owned by another legal entity, the assessment ballot may be signed by any person authorized by law to make contracts for the entity.
6. If the property is owned by a public agency, the assessment ballot may be signed by any person authorized by law to make contracts for the agency or by resolution of the agency's Governing Board.

Please see other side to complete this assessment ballot.

00036450



16427 2 52 1 *****AUTO**5-DIGIT 94903
 MARINWOOD COMMUNITY SERVICES DISTRICT
 775 MILLER CREEK RD
 SAN RAFAEL, CA 94903-1323



Steps for Completing the Official Assessment Ballot

1. Verify that the owner name, address, and parcel number(s) listed on the assessment ballot are correct. If they are not correct call (707) 285-2200.
2. Fill in or clearly mark the oval next to the word "YES" or "NO" to approve or disapprove of the proposed assessment. You may use a pencil or pen.
3. Sign and date the assessment ballot. Only official assessment ballots which are signed and marked with the property owner's support or opposition will be counted. After marking your vote, simply FOLD the assessment ballot so that your vote is on the inside of the fold. Then place the assessment ballot in the return envelope provided. No postage is necessary to mail back your assessment ballot.
4. If you make a mistake in completing your assessment ballot or wish to change or withdraw your assessment ballot, please call (707) 285-2200.

(See enclosed notice for further information)

Parcel Number	Proposed Assessment
16426050	\$0.13
16434112	\$0.13
16458107	\$0.13
16461212	\$0.13
16461213	\$0.13
16462110	\$0.13
16462207	\$0.13
16401338	\$0.00
16401339	\$0.00
16407322	\$0.00
16410234	\$0.00
16410235	\$0.00
16410415	\$0.00
16414109	\$0.00

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Who May Complete this Official Assessment Ballot

1. If the property is owned by an individual, the individual may sign.
2. If a property is held by more than one person, any one may sign for all.
3. If two or more persons own the property as tenants-in-common or as joint tenants, any one tenant-in-common, or joint tenant, may sign for all.
4. If the property is owned by a corporation, the assessment ballot may be signed for the corporation by an officer or officers authorized to make contracts or by resolution of the corporation's Board of Directors.
5. If the property is owned by another legal entity, the assessment ballot may be signed by any person authorized by law to make contracts for the entity.
6. If the property is owned by a public agency, the assessment ballot may be signed by any person authorized by law to make contracts for the agency or by resolution of the agency's Governing Board.

Please see other side to complete this assessment ballot.

00036452



16429 2 52 1 *****AUTO**5-DIGIT 94903
MARINWOOD COMMUNITY SERVICES DISTRICT
775 MILLER CREEK RD
SAN RAFAEL, CA 94903-1323



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(See enclosed notice for further information)

Parcel Number	Proposed Assessment
16458106	\$0.00
16459115	\$0.00
16459116	\$0.00
16461102	\$0.00
16462101	\$0.00
16462201	\$0.00
16463001	\$0.00

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4. If the property is owned by a corporation, the assessment ballot may be signed for the corporation by an officer or officers authorized to make contracts or by resolution of the corporation's Board of Directors.
5. If the property is owned by another legal entity, the assessment ballot may be signed by any person authorized by law to make contracts for the entity.
6. If the property is owned by a public agency, the assessment ballot may be signed by any person authorized by law to make contracts for the agency or by resolution of the agency's Governing Board.

Please see other side to complete this assessment ballot.

00036451



16428 2 52 1 *****AUTO**5-DIGIT 94903
MARINWOOD COMMUNITY SERVICES DISTRICT
775 MILLER CREEK RD
SAN RAFAEL, CA 94903-1323



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(See enclosed notice for further information)

Parcel Number	Proposed Assessment
16422225	\$0.00
16422226	\$0.00
16424238	\$0.00
16426033	\$0.00
16426051	\$0.00
16433302	\$0.00
16435218	\$0.00
16444108	\$0.00
16444109	\$0.00
16456101	\$0.00
16456106	\$0.00
16456201	\$0.00
16456210	\$0.00
16457005	\$0.00

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