

**Agenda for the Regular Meeting of the Marinwood CSD Board of Directors  
Tuesday – March 8, 2016 – 5:30 PM**

Marinwood Community Center, 775 Miller Creek Dr, San Rafael, CA 94903

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

<b>Time*</b>	<b>Description:</b>	<b>Board Action</b>
A. 5:30 PM	<b>CALL TO ORDER</b>	
B. 5:30 PM	<b>CLOSED SESSION</b> <i>Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Jack Hughes, Liebert Cassidy Whitmore. Represented Employees: Marinwood Professional Firefighters</i>	
C. 7:30 PM	<b>OPEN SESSION: CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b>	
D. 7:30 PM	<b>AGENDA</b>	Adopt
E. 7:35 PM	<b>SOLAR POWER PURCHASE AGREEMENT</b>	
	1. Presentation of Solar Project Engineering & Design by Sol-Ed and Danlin Solar including Request for Notice to Proceed to Construction	Approve
F. 8:05 PM	<b>CONSENT CALENDAR</b>	
	a. Draft Minutes of Regular Meeting of February 9, 2016	Approve
	b. Bills Paid Nos. 774-857	
G. 8:15 PM	<b>PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>Speakers are asked to limit comments to two minutes. Speakers may comment only on Closed Session and non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
H. 8:25 PM	<b>FISCAL MATTERS</b>	
	1. Draft District Budget for Fiscal Year 2016-17	Review
	2. Set Date for Public Budget Hearing for Fiscal Year 2016-17 Budget	Set Date
I. 8:55 PM	<b>DISTRICT MATTERS</b>	
	1. Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities <i>Committee Member(s): Jeff Naylor, Bill Shea</i>	Review
	2. Update from Ad-Hoc Committee to Review, Revise, Create District Policies & Procedures: Review of Draft Board Bylaws. <i>Committee Member(s): Izabela Perry</i>	Review
	3. Update on Upcoming Accounting System Transition	
	4. Review Audit Recommendations from Audit Management Report of 6/30/15	Review
J. 9:35 PM	<b>FIRE DEPARTMENT MATTERS</b>	
	1. Draft Minutes of Fire Commission Meeting of March 1, 2016	Review
	2. Fire Department - Activity Summary Report for February, 2016	Review
	3. Fire Chief Report	Review
	4. Update on Implementation of Paramedic Personnel on Engine	
	5. Date of Next Fire Commission Meeting – April 5, 2016	
K. 9:55 PM	<b>PARK AND RECREATION MATTERS</b>	
	1. Recreation and Park Maintenance Activity Reports	Review
	2. Staff Recommendation to Purchase Ozone Generator for Pool	Approve
	3. Date of Next Park & Recreation Commission Meeting – March 22, 2016	
L. 10:15 PM	<b>NEW AND OTHER BUSINESS</b>	
	1. Utilizing Community Center as Red Cross Emergency Shelter in Event of Natural Disaster: <i>Authorize District Manager to Approve Renewal Agreement</i>	Approve
	2. Requests for Future Meeting Agenda Items	
M. 10:25 PM	<b>RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST</b>	
N. 10:30 PM	<b>ADJOURN</b>	
	<b>DATE OF NEXT REGULAR BOARD MEETING – April 12, 2016 at 7:30 PM</b>	

Requests for disability-related modifications or accommodations, aids or services may be made to the District office no later than 72 hours prior to the meeting by contacting (415) 479-0775

# SOLAR PROJECT CONSTRUCTION SCHEDULE (PROVIDED BY SOL-ED)

Task Name	Duration	Start Date	End Date
<b>Marinwood Community Center (Roof &amp; Canopy)</b>	<b>78d</b>	<b>02/01/16</b>	<b>05/18/16</b>
<b>NTP (Engineering &amp; Permitting)</b>	<b>1d</b>	<b>02/01/16</b>	<b>02/01/16</b>
<b>Design &amp; Engineering (Roof)</b>	<b>47d</b>	<b>02/02/16</b>	<b>04/06/16</b>
Equipment verification	6d	02/02/16	02/09/16
Preliminary Design	17d	02/02/16	02/24/16
<b>Preliminary Design Review Owner Engineering</b>	<b>5d</b>	<b>02/25/16</b>	<b>03/02/16</b>
<b>Engineering</b>	<b>12d</b>	<b>03/03/16</b>	<b>03/18/16</b>
<b>Final Design Review Owner (Roof)</b>	<b>3d</b>	<b>03/21/16</b>	<b>03/23/16</b>
<b>Permit Package &amp; Approvals (Roof)</b>	<b>10d</b>	<b>03/24/16</b>	<b>04/06/16</b>
Submit/Approval	10d	03/24/16	04/06/16
Fire Department Approval	10d	03/24/16	04/06/16
<b>Design &amp; Engineering (Canopy)</b>	<b>56d</b>	<b>02/02/16</b>	<b>04/19/16</b>
Equipment verification	6d	02/02/16	02/09/16
Preliminary Design	20d	02/10/16	03/08/16
<b>Preliminary Design Review Owner (Canopy) Engineering</b>	<b>5d</b>	<b>03/09/16</b>	<b>03/15/16</b>
<b>Engineering</b>	<b>17d</b>	<b>03/07/16</b>	<b>03/29/16</b>
<b>Final Design Review Owner</b>	<b>5d</b>	<b>03/30/16</b>	<b>04/05/16</b>
<b>Permit Package &amp; Approvals (Canopy)</b>	<b>10d</b>	<b>04/06/16</b>	<b>04/19/16</b>
<b>Interconnection</b>	<b>40d</b>	<b>03/24/16</b>	<b>05/18/16</b>
<b>Long Lead Procurement</b>	<b>0</b>	<b>04/19/16</b>	<b>04/19/16</b>
<b>Roof Construction</b>	<b>30d</b>	<b>04/13/16</b>	<b>05/24/16</b>
Mobilization	1d	04/13/16	04/13/16
Layout	1d	04/14/16	04/14/16
Set Racking	10d	04/20/16	05/03/16
Set Modules	10d	05/04/16	05/17/16
<b>Electrical</b>	<b>22d</b>	<b>04/20/16</b>	<b>05/19/16</b>
DC	10d	05/06/16	05/19/16
AC	22d	04/20/16	05/19/16
Install Inverters	10d	04/20/16	05/03/16
Install Switchgear	10d	04/20/16	05/03/16
Wire & Conduit	10d	04/20/16	05/03/16
Service Connection	1d	05/19/16	05/19/16
QA/QC Walk - Punchlist	2d	05/20/16	05/23/16
AHJ Final	1d	05/20/16	05/20/16
Final Clean-Up / Demobilization	1d	05/24/16	05/24/16
<b>Canopy Construction</b>	<b>74d</b>	<b>04/13/16</b>	<b>07/25/16</b>
Preconstruction	41d	04/20/16	06/15/16
NTP Carports	1d	04/20/16	04/20/16
Procure Material	20d	04/21/16	05/18/16
Fabrication	20d	05/19/16	06/15/16
Site Construction	74d	04/13/16	07/25/16

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday February 9, 2016

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

## **Closed Session**

Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore. Represented employees: Marinwood Professional Firefighters. Closed session began at 5:30pm. Closed session ended at 6:31pm. No action was taken; the Board advised its representatives.

## **Present:**

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

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Supervisor Robyn Bruton and Administrative Assistant Carolyn Sullivan.

Others Present: Stephen Nestel, Linda Barnello, Tom Boyd, Ron Duben, Marin County Deputy Sheriff and Ray Day.

Park and Recreation Commissioners: Shane Valentine and Jon Tune.

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

## **Agenda**

No changes or additions.

M/s Shea/ Naylor to approve agenda. Ayes: Perry, Naylor, Kai, Shea and Kleinman-Green. Nays: None.

Motion carried unanimously.

## **Public Comment Open Time for Items Not on Agenda**

Barnello recited government code sections 54954.3 and 54952.2 from the Brown Act.

Nestel stated the District should purchase a video camera to record Board meetings.

## **Policy Matters**

1. *Ordinance 2011-03: Revision to Ordinance to Require Leash Restrictions on Multi-Use Trails including Marinwood Park Panhandle Trail:* Dreikosen stated this revision was brought to the Board by the Park and Recreation Commission who recommended the revision to require leash restrictions. There were thirty-one correspondences to the District Manager, eighteen opposing the revision, thirteen in support of the revision. Valentine commented the Commission saw this issue as a clarification matter regarding multi-use trails on District property. The Commission's interest is to have a trail safe and comfortable for all to use. Kai asked what the current designation of the panhandle trail is. Dreikosen responded it is undefined, but it was his understanding the 2011 Ordinance was to consider the panhandle as "open space" to allow dogs to walk off leash. Tune stated the Ordinance is open to different perspectives. Tune believes the language in the current Ordinance already maintains that the panhandle is leash restrictive. Day commented he is a supporter of allowing dogs to walk off leash and questioned what spurred this Ordinance revision. Kai replied it was his understanding there was an incident on the trail. Day stated dog owners should have a small area for their dogs to walk off leash. A resident commented that their dog walks off leash in the wooded area near the creek and has never experienced a negative incident. They commented enforcement will be an issue. A resident commented leash restrictions create as many problems as they solve and requested the Board not restrict the residents by changing the Ordinance. A resident and dog trainer stated it is the owner's responsibility to read the signals of other dogs and owners. People need to be responsible for their own dogs and respectful of others. A resident commented that his dog spurred this discussion of revision of the Ordinance. Dog owners in this community all know each other and the resident stated he had taken responsibility for his dog's behavior and had paid for all the veterinarian bills to the owner of the other dog. Boyd, a resident of forty years, stated he is familiar with the situation and stated he has never experienced any negative incident with dogs off leash. A resident stated her husband often walks in the panhandle and has been frightened by dogs off leash. Barnello commented her dog has been attacked three times in the panhandle, the Ordinance in question is very ambiguous, the panhandle is part of the Marinwood Park and safety should be the main concern. The Deputy Sheriff stated that McInnis Park will be undergoing renovations to the dog park area and it will be closed for a time. If the CSD acknowledges the park panhandle as an off leash area it might become a hotbed for dog owners to bring their dogs to run off leash. Kai commented that the bail schedule needs to be included in the Ordinance in order for the Ordinance to be enforceable by the proper authorities. Shea stated after listening to all the comments from the public he has an issue with restricting the residents even further regarding this topic. Kleinman-Green commented she has sat through many meetings regarding this topic over the

years, but the residents in attendance currently are not representative of all dog owners. Kleinman-Green added she has seen many irresponsible dog owners that expose the District to possible liabilities. Naylor stated the District has an Ordinance in place for the panhandle, further enforcement of the Ordinance will be an issue. Naylor noted he has sympathy for the owner whose dog was attacked, but there have been so few incidents in the panhandle he recommends the Ordinance remains as is. Perry stated she understands the incidents are rare and that enforcement will be an issue, but it's the Board's responsibility to protect the District against possible liabilities. Kai stated the location of the off leash dogs is bothersome being located so close to the middle school as well as it being used by walkers and bicyclists. Kai added the District needs to err on the side of caution and limit potential liabilities.

M/s Kleinman-Green/ Perry to approve revision to Ordinance 2011-03 to Require Leash Restrictions on Multi-Use Trails including Marinwood Park Panhandle Trail; to include and incorporate the Marin County Municipal Ordinance Bail Schedule and to direct District Manager to draft and submit letter to the Marin Humane Society authorizing their agency to enforce Ordinance 2011-03 and issue citations. Ayes: Perry, Kai, Kleinman-Green. Nays: Naylor and Shea. Motion carried.

### **Consent Calendar**

a. *Draft Minutes of Regular Meeting of January 12, 2016*: No additions.

b. *Bills Paid Nos. 690-773*: Board asked for clarification on a few items.

M/s Kleinman-Green/ Shea to approve Consent Calendar. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

### **District Matters**

1. *Update from Ad-Hoc Committee to Address District Unfunded Liabilities. Committee Member(s): Jeff Naylor and Bill Shea*: Naylor reported the Committee met three times to discuss pension liabilities. Discussion included saving money by opting to pay liability in one lump yearly sum versus the monthly payments and making reserve payments to a restricted account. Naylor reported the Committee had polled local Fire Services to gain knowledge on revenues and expenditures. The salary structure for the Marinwood Fire Department is 75% salary with 24% revenues. Shea added the District's OPEB liabilities for 2015/16 is 2.7 million with costs rising.

*(The Board took a five minutes recess)*

Kai commented due to the late hour he will move Item J (2) to before H (2).

### **Park and Recreation Matters**

2. *Integrated Pest Management (IPM) Policy- Created and recommended for Board approval by Park and Recreation Commission*: Valentine reported discussion first began when Perry was Chair of the Commission, John Tune and Jon Campo were instrumental in educating the Commission on this topic. Valentine commented the policy is very transparent, but fears a knee jerk reaction from the community and advises being proactive with education to the public regarding this policy. Tune added the District has the responsibility to maintain its infrastructure with few resources; this policy defines and clarifies staff actions. Valentine added the policy is very nuanced and very site specific. Barnello commented she had attended the meetings while discussion occurred and appreciated the level of discussion held by the Commission. Shea stated the policy was well thought out. Kleinman-Green and Naylor agreed. Kai thanked Perry for bringing the topic before the Commission.

M/s Shea/ Kleinman-Green to approve Integrated Pest Management (IPM) Policy as recommended by the Park and Recreation Commission. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

### **District Matters**

2. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures: Review of Draft Board Bylaws. Committee Member(s): Izabela Perry*: Perry stated this is only the first draft. Naylor gave Perry his comments for review. The Board members will send the District Manager their comments for subsequent drafts.

3. *Update on Upcoming Accounting System Transition*: Dreikosen stated the County's official statement is looking at a July 1, 2016 transition. Naylor commented the District needs more information from the County. Dreikosen agreed.

4. *District Website: Potentially appoint Board Member to work with staff to identify potential updates and possible rework of current District website*: Item Tabled.

### **Fire Department Matters**

1. *Draft Minutes of Fire Commission Meeting of February 2, 2016*: No additions.

2. *Fire Department- Activity Summary Report for January 2016*: Roach reported he needs to obtain a membership ID for Marin Maps.

3. *Fire Chief Report*: Roach reported the engine is set to be delivered Friday February 12<sup>th</sup>. Additionally Roach is looking into a potential May 1 new hire which would be a paramedic.

4. *Update on Implementation of Paramedic Personnel on Engine:* Roach reported things are moving forward positively.

**Park and Recreation Matters**

1. *Draft Minutes of Park and Recreation Commission Meeting of January 26, 2016:* No additions.

3. *Recreation and Park Maintenance Activity Reports:* Recreation Supervisor Robyn Bruton stated Raise a Glass a Winter Wine Tasting is set for February 27, 2016 from 2-5. Summer registration is set to open February 22 for residents and pool members and February 29 for non-residents.

**New and Other Business**

1. *SEED Solar Power Project:* Dreikosen reported that Danlin Corporation will be the construction company for the solar project. Danlin stated once they receive the notice to proceed, things will move quickly.

2. *Appointments of Liaison Directors to LAFCO and Shared Services Agreement/San Rafael:* Shea and Kai were appointed to LAFCO. Naylor and Kai were appointed to Shared Services Agreement/San Rafael.

3. *Requests for future Meeting Agenda Items:*

- MERA alternate position
- Action plan for audit recommendations
- District Transparency Award
- Solar status

**Recognitions and Board Member Items of Interest**

Kai congratulated Dreikosen on the birth of his second son.

The meeting was adjourned at 11:00pm.

The date of the next Regular Board Meeting was set for March 8, 2016.

Respectfully submitted,  
Carolyn Sullivan

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

Fund 73700

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

Approved by the Board of Directors on March 8 2016

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
774	PERS Health	41,316.40	Health Ins March	3100	5130120	103000	23,726.26
				2100	5130120	103000	8071.54
				1100	5130120	103000	9518.60
775	Delta Dental	2,402.00	Dental Ins March	3100	5130120	103000	1,395.79
				2100	5130120	103000	465.18
				1100	5130120	103000	541.03
776	Marinwood CSD	78,528.32	Fire Reg. Salary	3100	5110110	103000	35,659.52
			Fire Overtime	3100	5120110	103000	14,772.54
			Shift Cap/Work Week	3100	5110319	103000	495.44
			4850 Pay	3100	5110110	103000	2,495.36
			Admin Asst.	3100	5110210	101000	544.86
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Asst.	2100	5110210	101000	544.86
			Admin Asst.	1100	5110210	101000	272.43
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Rec Director	2100	5110110	103000	2,647.12
			Rec Director	1100	5110110	103000	1,134.48
			Rec Salary	2100	5110110	103000	6,830.40
			Park Salary	1100	5110110	102000	6,272.00
			Bldg Attendant	2100	5110210	104000	514.00
			Aquatics/Lessons	2100	5110210	106000	533.45
			Summer Prog	2100	5110210	107000	221.25
			Preschool	2100	5110210	108000	2,936.00
			Youth Prog	2100	5110210	110000	276.00
			Payroll Billing	3100	5210230	103000	116.11
			Payroll Billing	2100	5210230	103000	37.87
			Payroll Billing	1100	5210230	103000	12.42
			FICA	3100	5140140	103000	3,869.72
			FICA	2100	5140140	103000	1,544.25
			FICA	1100	5140140	103000	474.94
			CA/EDU	3100	5140145	103000	42.21
			CA/EDU	2100	5140145	103000	204.67
CA/EDU	1100	5140145	103000	71.26			
			Benefits withholding		2120066	103000	-7,726.04
777	Marinwood CSD	75,706.99	Fire Reg. Salary	3100	5110110	103000	36,154.16
			Overtime	3100	5120110	103000	5,362.03
			Shift Cap/Work Week	3100	5110319	103000	1,416.76
			4850 Pay	3100	5110110	103000	2,495.36
			Admin Asst.	3100	5110210	101000	550.92
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Asst.	2100	5110210	101000	550.92
			Admin Asst.	1100	5110210	101000	275.45
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Rec Director	2100	5110110	103000	2,647.12
			Rec Director	1100	5110110	103000	1,134.48
			Rec Salary	2100	5110110	103000	6,830.40
			Park Salary	1100	5110110	102000	6,272.00
			Bldg Attendant	2100	5110210	104000	376.00
			Summer Prog	2100	5110210	107000	327.00
			Preschool	2100	5110210	108000	8,640.63
			Adult Prog	2100	5110210	111000	105.00
			Payroll Billing	3100	5210230	103000	98.59
			Payroll Billing	2100	5210230	103000	49.68
			Payroll Billing	1100	5210230	103000	12.53
			FICA	3100	5140140	103000	3,252.82
			FICA	2100	5140140	103000	1,925.44
			FICA	1100	5140140	103000	474.94
			CA/EDU	3100	5140145	103000	75.82
			CA/EDU	2100	5140145	103000	515.55

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			CA/EDU	1100	5140145	103000	186.25
			Benefits withholding		2120066	103000	-7,754.06
778	AFLAC	127.40	Disability Ins.	1100	5130120	103000	127.40
779	PERS Retirement	12,807.20	Retirement 2/5/16	3100	5130510	103000	10,012.91
				2100	5130510	103000	1,619.76
				1100	5130510	103000	1,174.53
780	Ca. Assoc of Pro Fire	269.50	Long Term Disability	3100	5130120	103000	269.50
781	Marin Pro Firefighters	1,220.00	Union Dues	3100	5211330	103000	1,220.00
782	PERS Retirement	12,592.07	Retirement 2/19/16	3100	5130510	103000	9,798.86
				2100	5130510	103000	1,619.22
				1100	5130510	103000	1,173.99
783	CalPERS	13,384.00	Liability FD	3100	5130510	103000	13,384.00
784	CalPERS	3,671.00	Liability P&R	2100	5130510	103000	2,033.00
				1100	5130510	103000	1,638.00
785	Vision Services Plan	420.85	Vision Ins March	3100	5130120	103000	254.73
				2100	5130120	103000	94.13
				1100	5130120	103000	71.99
786	AIG Life	347.76	Life Ins March	3100	5130120	103000	173.42
				2100	5130120	103000	94.30
				1100	5130120	103000	80.04
787	DC Electric	435.48	Streetlights Jan	4100	5210915	103000	435.48
788	Liebert Cassidy Whitmore	4,550.00	Legal fees	3100	5210131	103000	4,550.00
789	Liebert Cassidy Whitmore	11,153.00	Legal fees	3100	5210131	103000	10,354.00
				2100	5210131	103000	399.50
				1100	5210131	103000	399.50
790	Inland Business	225.94	Copy Machine	3100	5220130	103000	67.78
				2100	5220130	103000	135.56
				1100	5220130	103000	22.60
791	Staples	555.55	Office supplies	3100	5220110	103000	468.18
				2100	5220110	103000	87.37
792	All Star Rents	683.58	Equip Rental	1100	5211220	103000	683.58
793	Airgas	126.87	Pool chems	2100	5220810	105000	126.87
794	Marin Dance Theatre	692.25	Dance classes	2100	5210146	110000	692.25
795	Verizon Wireless	23.60	Phone	3100	5210725	103000	23.60
796	Diego Truck Repair	22.11	Vehicle Maint	3100	5210910	103000	22.11
797	Emergency Equip	150.20	Uniforms	3100	5220825	103000	150.20
798	Krav Maga	1,050.00	Classes	2100	5220819	110000	450.00
				2100	5220819	111000	600.00
799	Rosenbauer	179.49	Vehicle Maint	3100	5210910	103000	179.49
800	American Messaging	23.26	Messaging svcs	3100	5210725	103000	23.26
801	Postal Palace	157.28	FedEx Charges	3100	5220110	103000	157.28
802	Ca Wine Tours	12,208.30	Transportation Camps	2100	5220819	107000	12,208.30
803	Roys Sewer Svcs	170.00	Sewer Maint	3100	5210835	103000	85.00
				2100	5210835	103000	85.00
804	RJ Ricciardi	3,523.50	Audit	3100	5210210	103000	1,761.75
				2100	5210210	103000	880.87
				1100	5210210	103000	880.88
805	Marin Ace Hardware	454.33	Bldg Supplies	3100	5220310	103000	127.25
			Pool Maint	2100	5220819	105000	59.74
			Pool project	2100	5220215	105000	33.28
			Grounds Maint	1100	5220310	103000	213.36
			CC Maint	2100	5220310	104000	20.70
806	Bucks Saw Svcs	116.51	Equip Maint	1100	5210940	103000	116.51
807	Great American Financial	217.41	Copy Machine	3100	5220130	103000	65.22
				2100	5220130	103000	130.45
				1100	5220130	103000	21.74
808	Co of Marin Tax Collector	992.39	Vehicle Maint	1100	5210910	103000	881.14
			Gas	1100	5220610	103000	111.25
809	Co of Marin Tax Collector	109.08	Radio Svcs	3100	5210910	103000	109.08
810	State Roofing	5,546.00	Roof Maint	3100	5220310	103000	2,773.00
				2100	5220310	103000	1,386.50
				1100	5220310	103000	1,386.50
811	Marin Sanitary Svcs	2,265.60	Garbage Jan	3100	5210815	103000	226.56
				2100	5210815	103000	453.12
				1100	5210815	103000	1,585.92
812	PG&E	1,368.63	Streetlights Jan	4100	5210915	103000	1,368.63
813	Hagel Svcs	677.68	Janitorial Supplies	3100	5220827	103000	200.00

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
				2100	5220827	103000	477.68
814	Co of Marin Tax Collector	44.19	Gas	1100	5220610	103000	44.19
815	Co of Marin Tax Collector	539.26	Vehicle Maint	1100	5210910	103000	539.26
816	Co of Marin Tax Collector	2,460.00	Co Counsel	3100	5210131	103000	1,276.10
				2100	5210131	103000	591.95
				1100	5210131	103000	591.95
817	Six Flags	4,367.00	Camp Field trip	2100	5220819	107000	4,367.00
818	Western Exterminator	225.00	Pest control	3100	5220310	103000	151.50
				2100	5220310	104000	73.50
819	US Bank	3,596.68	Food	3100	5220826	103000	414.71
			Gas	3100	5220610	103000	237.51
			Office supplies	3100	5220110	103000	52.79
			Station Supplies	3100	5220825	103000	107.50
			Vehicle Maint	3100	5210910	103000	177.75
			Books	3100	5211320	103000	51.16
			Equip Maint	3100	5220210	103000	54.57
			Rain gear	3100	5220825	103000	166.30
			Phone	3100	5210725	103000	30.00
			Travel	3100	5211440	103000	144.00
			Youth Prog	2100	5220819	110000	426.47
			Fingerprinting	2100	5210128	103000	30.00
			Marketing	2100	5210122	103000	728.79
			Office supplies	2100	5220110	103000	281.40
			Camp Fair	2100	5220819	107000	158.60
			Webinar	2100	5211325	103000	65.00
			Pool Passes	2100	5220819	105000	112.39
			Adult Prog	2100	5220819	111000	232.74
			Grounds Maint	1100	5220310	103000	125.00
820	Nextel Communications	189.57	Cell phone	3100	5210725	103000	189.57
821	Marinwood Market	588.14	Comm events	2100	5220819	112000	588.14
822	Marin Resource Recovery	131.25	Dump Fees	1100	5210815	103000	131.25
823	PG&E	840.26	Gas Jan.	2100	5210810	103000	453.46
				3100	5210810	103000	386.80
824	AT&T	264.17	Phones Jan	3100	5210725	103000	159.44
				2100	5210725	103000	86.02
				1100	5210725	103000	18.71
825	PG&E	1,869.80	Electricity Jan	3100	5210810	103000	452.50
				2100	5210810	103000	740.25
				1100	5210810	103000	677.05
826	Jubilee Jumps	1,108.00	Bounce House	2100	5220819	107000	1,108.00
827	Jubilee Jumps	205.00	Bounce House	2100	5220819	110000	205.00
828	Pitney Bowes	116.00	Meter lease	2100	5220110	103000	116.00
829	AT&T	87.67	Internet Feb.	1100	5210725	103000	87.67
830	L&M Distribution	475.24	Tennis ct nets	1100	5220310	103000	475.24
831	SiteOne Landscape	129.31	Grounds Maint	1100	5220310	103000	129.31
832	Northwest Cascade	180.85	PortaPotty	1100	5220310	103000	180.85
833	Landesign	2,985.00	Landscape contractor	1100	5220310	103000	2,985.00
834	Comcast	136.17	Internet March	3100	5210725	103000	68.08
				2100	5210725	103000	68.09
835	Grainger	105.76	Lamps	2100	5220310	104000	105.76
836	Marin Landscape Material	1,133.60	Pool Maint	2100	5220215	105000	1,133.60
837	Grainger	69.50	Vehicle Maint	3100	5210910	103000	69.50
838	Ewing Irrigation	1,496.89	Pool Maint	2100	5220215	105000	1,496.89
839	Restaurant Repair	516.73	Oven Repairs	2100	5220310	104000	516.73
840	SiteOne Landscape	71.26	Pool Maint	2100	5220215	105000	71.26
841	SDRMA	500.00	Engine deductible	3100	5210910	103000	500.00
842	State of Ca Dept Justice	32.00	Fingerprinting	2100	5210128	103000	32.00
843	Broadwater, Tara	784.00	Hip Hop Classes	2100	5210146	110000	784.00
844	Clippinger, Skip	391.50	Ballroom Dance	2100	5210146	111000	391.50
845	Velazquez, Marisa	272.50	Partial refund	2100	4410225	103000	272.50
846	McClenathan, Todd	137.00	Education	3100	5211340	103000	137.00
847	McInroy, Kebby	744.00	Sewing classes	2100	5210146	110000	744.00
848	Bruton, Robyn	413.71	Youth/Office	2100	5220110	103000	133.62
				2100	5110819	110000	280.09
849	Juarez, Margo	545.00	Refund rental	2100	4410225	104000	545.00
850	Boya, Traci	225.00	Marketing	2100	5210122	103000	225.00
851	Turner, Wakana	196.00	Tennis prog	2100	5210146	109000	196.00

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
852	McBride, Ann	168.70	Irish dance	2100	5210146	110000	168.70
853	Willoughby, Melisangela	540.00	Youth Classes	2100	5210146	110000	540.00
854	Costello, Christine	439.50	Zumba	2100	5210146	111000	439.50
855	Mehciz, Gerald	3,778.80	Tennis prog	2100	5210146	109000	3,778.80
856	Fretwell, Lucas	200.00	Youth prog	2100	5220819	108000	200.00
857	Heine, Stephen	77.95	Gas	3100	5220610	103000	77.95
<b>TOTAL:</b>		<b>323,849.49</b>					<b>323,849.49</b>

Total by Department:			
Streetlights	4100		1,804.11
Fire Department	3100		197,617.38
Recreation Department	2100		94,835.28
Park Department	1100		45,072.82

**Marinwood Community Services District  
Budget 2016 - 2017: Summary of all Departments  
Marin County Fund 73700**

**OPERATIONS**

Revenue	Department	Revenue	
	Park Department	338,294	
	Recreation Department	1,570,536	
	Fire Department	1,753,054	
	Street Light	23,960	
	<u>Property Tax</u>	<u>1,537,057</u>	
	<b>Total</b>	<b>5,222,901</b>	<b>Total Revenue: 5,222,901</b>

Operating Expense	Department	Expenditures	
	Park Department	631,702	
	Recreation Department	1,924,955	
	Fire Department	2,335,104	
	<u>Street Light</u>	<u>23,960</u>	
	<b>Total</b>	<b>4,915,721</b>	<b>Operating Subtotal: 4,915,721</b>

Capital Expense	Department	Capital Expenditures	
	Park Department	0	
	Recreation Department	0	
	Fire Department	103,358	
	<u>Street Light</u>	<u>0</u>	
	<b>Total</b>	<b>103,358</b>	<b>Capital Subtotal: 103,358</b>

**Total Expenditure: (5,019,079)**

**Net Gain/(Loss) Prior to Reserves and Contingencies 203,822**

Reserve and Contingency Goals		
Reserve for Capital replacement; 2.25% of total revenue		118,000
Unfunded Liabilities Reserve*; 3.25% of total revenue		170,000
<u>Fund Balance restoration; 1% of total revenue</u>		<u>52,000</u>
<b>Total</b>		<b>340,000</b>

**Contingencies Total: (340,000)**

\*Most recent valuation reports on future liabilities can be found at: [www.marinwood.org/about-us/board-documents](http://www.marinwood.org/about-us/board-documents)

**Variance from Reserve Goals (136,178)**

**Marinwood Community Services District  
Budget 2016 - 2017: Summary of "Measure A" Funding  
Marin County Fund 73701**

Revenue	Department	Revenue	
	Park Department	0	
	<u>Recreation Department</u>	<u>0</u>	
	<b>Total</b>	<b>0</b>	<b>Total Revenue: 0</b>

Operating Expense	Department	Expenditures	
	Park Department	0	
	<u>Recreation Department</u>	<u>0</u>	
	<b>Total</b>	<b>0</b>	<b>Total Expenditure: 0</b>

**Net Gain/(Loss) to Measure A Fund Balance: 0**

**Marinwood Community Services District**  
**Fiscal Year 2015-2016 Budget to Actuals Comparison (Fund 73700)**  
**as of February 29, 2016**

Department	Budget 2015-16	Actual to 2/29/16	%	Budget 2016-17
<b>Park</b>				
Revenue				
Taxes	339,689	210,849	62.1%	0
Special Taxes	337,544	185,537	55.0%	337,544
Grants	0	0		0
<u>Miscellaneous</u>	<u>750</u>	<u>3,038</u>	<u>405.0%</u>	<u>750</u>
Total	677,983	399,423	58.9%	338,294
Expenditure				
Salaries and Benefits	442,959	295,307	66.7%	458,720
Services and Supplies	157,256	135,083	85.9%	170,967
Debt Service	2,015	2,016	100.0%	2,015
<u>Capital Expenditure</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total	602,230	432,405	71.8%	631,702
<i>Park Revenue minus Expenditure</i>	<i>75,753</i>	<i>-32,982</i>		<i>-293,408</i>
<b>Recreation</b>				
Revenue				
Taxes	464,192	261,679	56.4%	0
User Fees	1,530,840	1,260,534	82.3%	1,567,536
Grants	0	0		0
<u>Miscellaneous</u>	<u>26,650</u>	<u>27,070</u>	<u>101.6%</u>	<u>1,750</u>
Total	2,021,682	1,549,283	76.6%	1,569,286
Expenditure				
Salaries and Benefits	1,314,110	958,511	72.9%	1,320,627
Services and Supplies	545,763	412,616	75.6%	544,790
Debt Service	57,425	55,399	96.5%	59,538
<u>Capital Expenditure</u>	<u>25,000</u>	<u>24,950</u>	<u>99.8%</u>	<u>0</u>
Total	1,942,298	1,451,477	74.7%	1,924,955
<i>Rec Revenue minus Expenditure</i>	<i>79,384</i>	<i>97,806</i>		<i>-355,669</i>
<b>Fire Department</b>				
Revenue				
Taxes	733,176	413,314	56.4%	0
Special Taxes	988,746	545,041	55.1%	1,020,843
Contracts for Service	680,769	280,874	41.3%	705,611
Grants & Reimbursements	0	151,713		0
<u>Fees, recoveries, interest</u>	<u>15,600</u>	<u>4,925</u>	<u>31.6%</u>	<u>26,600</u>
Total	2,418,291	1,395,866	57.7%	1,753,054
Expenditure				
Salaries and Benefits	2,025,705	1,600,551	79.0%	2,036,092
Services and Supplies	216,804	184,197	85.0%	221,332
Debt Service	75,569	73,543	97.3%	77,681
<u>Capital Expenditure</u>	<u>58,838</u>	<u>42,847</u>	<u>72.8%</u>	<u>103,358</u>
Total	2,376,916	1,901,138	80.0%	2,438,462
<i>Fire Dept. Revenue minus Expendi</i>	<i>41,375</i>	<i>-505,271</i>		<i>-685,408</i>
<b>Street Light</b>				
Revenue				
Special Taxes	23,960	13,267	55.4%	23,960
Loan and rebate	0	0		0
<u>Interest</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total	23,960	13,267	55.4%	23,960
Expenditure				
Services and Supplies	23,960	21,181	88.4%	23,960
<u>Capital Expenditure</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total	23,960	21,181		23,960
<i>Street Light Revenue minus Expen</i>	<i>0</i>	<i>-7,914</i>		<i>0</i>
<b>TOTAL REVENUE</b>	<b>5,141,916</b>	<b>3,357,840</b>	<b>65.3%</b>	<b>3,684,594</b>
<b>TOTAL EXPENDITURE</b>	<b>4,945,404</b>	<b>3,806,201</b>	<b>77.0%</b>	<b>5,019,079</b>

**MARINWOOD COMMUNITY SERVICES DISTRICT  
PARK DEPARTMENT BUDGET FOR FISCAL YEAR 2016-17**

Cost Center **6103011100**

Draft: 3/4/2016

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
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**EXPENDITURES:**

EXPENDITURE: SALARIES & EMPLOYEE BENEFITS

5110110		Regular Salaries					
	101000	Administration (Dist Mgr 25%)	24,252	14,924.80	61.5%	24,252	
	103000	Rec Director (30%)	29,497	18,152.0	61.5%	29,497	
	102000	Park & Facilities Maintenance	163,071	95,289.92	58.4%	163,071	
5120110	103000	Overtime, park	<u>500</u>			<u>500</u>	
		Total Regular Salaries	217,320	128,366.72	59.1%	217,320	
5110210		Extra Hire Salaries					
	101000	CSD Office hourly	5,247	4,647.19	88.6%	10,000	90.6%
	103000	Extra Hire Grounds	<u>5,760</u>	<u>9,648.65</u>	167.5%	<u>7,200</u>	25.0%
		Total Extra Hire Salaries	11,007	14,295.84	129.9%	17,200	56.3%
		Total salaries	228,327	142,662.56	62.5%	234,520	2.7%
		Employee Benefits					
5130120	103000	Group Insurance	120,333	92,136.23	76.6%	133,899	11.3%
5130510	103000	PERS	39,255	25,754.22	65.6%	42,937	9.4%
5140115	103000	Workers Compensation Insurance	35,893	27,474.34	76.5%	27,739	-22.7%
5140130	103000	Physician services	500			500	
5140140	103000	Social Security/Medicare	17,467	6,649.21	38.1%	17,941	2.7%
5140145	103000	Unemployment insurance	<u>1,184</u>	<u>630.02</u>	53.2%	<u>1,184</u>	
		Total Benefits & Employer Expense	214,632	152,644.02	71.1%	224,200	4.5%
<b>TOTAL SALARIES &amp; EMPL. BENEFITS</b>			<b>442,959</b>	<b>295,306.58</b>	<b>66.7%</b>	<b>458,720</b>	<b>3.6%</b>

EXPENDITURE: SERVICES & SUPPLIES

5210120	103000	Consultant fees	2,125	1,805.00	84.9%	1,875	-11.8%
5210131	103000	Legal expenses	500	10,568.84	2113.8%	1,000	100.0%
5210210	101000	Audit fees(25%)	3,300	3,520.91	106.7%	3,300	
5210215	101000	Banking fees					
5210230	103000	Payroll services	600	342.94	57.2%	600	
5210525	101000	General insurance	9,225	6,919.32	75.0%	9,225	
5210530	101000	Legal Settlements					
5210725	103000	Phone & Internet	1,200	753.02	62.8%	1,200	
5210810	103000	Electricity - PG&E	4,160	2,367.43	56.9%	4,160	
5210815	101000	Garbage, dump	19,040	14,308.61	75.2%	20,426	7.3%
5210835	103000	Water & sewer	15,000	11,194.32	74.6%	16,500	10.0%
5210910	103000	Vehicle Maintenance	3,000	2,415.94	80.5%	3,000	
5210920	103000	MERA operations - 10%	1,606	1,606.20	100.0%	1,606	
5210940	103000	Maintenance - park tractor & equip	1,500	1,965.29	131.0%	1,500	
5211110	103000	Janitorial contract					
5211125	103000	Park and community landscape contract	40,000	25,741.30	64.4%	40,000	
5211130	103000	Creek maintenance					
5211140	103000	Park and community landscape special					
5211220	103000	Equipment Rental	4,200	3,919.87	93.3%	4,200	

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
5211320	103000	Education & training supplies					
5211325	103000	Conferences, mtgs					
5211330	103000	Membership dues	1,900	1,724.25	90.8%	2,025	6.6%
5211340	103000	Training Expense - Park	2,000	1,000.00	50.0%	2,000	
5211440	103000	General travel	800			800	
5211520	103000	Recruiting ads & legal notices					
5211528	103000	Tree Services	8,000	11,100.00	138.8%	13,000	
5211532	103000	Weed and pest control	2,000	1,200.00	60.0%	2,000	
5211545	101000	Election expense - Board	1,750	3,559.65	203.4%		-100.0%
5211610	103000	Permits, LAFCO share	700	714.86	102.1%	700	
5220110	103000	Office expense	1,000	110.29	11.0%	1,000	
5220130	101000	Reprod. costs, copy machine 10%	650	467.99	72.0%	650	
5220210	103000	Replacement equipment & furnishings	3,000	170.58	5.7%	3,000	
5220215	103000	Small tools	800	692.66	86.6%	800	
5220220	103000	Maintenance - open space	2,500	1,000.00	40.0%	2,500	
5220310	103000	Maintenance supplies, land & buildings	20,000	22,014.73	110.1%	27,000	35.0%
5220610	103000	Gasoline, fuel	3,000	1,852.83	61.8%	3,000	
5220810	103000	Misc supplies, community exp					
5220819	103000	Reg supplies	200	(115.64)		200	
5220825	103000	Uniforms & safety clothing	700	790.03	112.9%	900	28.6%
5220826	103000	Food supplies	500	400.00	80.0%	500	
5220827	103000	Household & janitorial supplies	2,000	671.46	33.6%	2,000	
5220828	103000	First Aid supplies	300	300.00	100.0%	300	
5420515		Co Pooled Investments interest					
<b>TOTAL SERVICES &amp; SUPPLIES</b>			<b>157,256</b>	<b>135,082.68</b>	<b>85.9%</b>	<b>170,967</b>	<b>8.7%</b>
<b>EXPENDITURES: DEBT SERVICE</b>							
5211710	103000	MERA 10% principal	1,600	1,600.87	100.1%	1,550	-3.1%
5211715	103000	MERA 10% interest	415	415.08	100.0%	465	12.0%
<b>TOTAL DEBT SERVICE</b>			<b>2,015</b>	<b>2,015.95</b>	<b>100.0%</b>	<b>2,015</b>	
<b>EXPENDITURES: FIXED ASSETS: (Sch. C)</b>							
5220910	103000	Cap. Outlay - Park Improvements					
5220916	103000	Equipment & tools					
<b>TOTAL FIXED ASSETS</b>							
<b>Board Designated Reserve Goals:</b>							
<i>Capital Reserve (2.25% )</i>							<i>7,600</i>
<i>Unfunded Liabilities (3.25%)</i>							<i>11,000</i>
<i>Fund Balance Restoration (1%)</i>							<i>3,400</i>
Total:							<u>22,000</u>
<b>TOTAL CONTINGENCIES &amp; RESERVES</b>							
<b>TOTAL PARK BUDGET</b>			<b>602,230</b>	<b>432,405.21</b>	<b>71.8%</b>	<b>631,702</b>	<b>4.9%</b>
<b>REVENUE OTHER THAN TAXES</b>							
Rebates							
4410125	103000	Interest -Pooled Investments	500	42.14	8.4%	500	

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
4410127	103000	Interest -Pooled Investment ERAF	100			100	
4530516	103000	Measure A Parks & Recreation					
4530527	103000	State Grants					
4540510	103000	Fed. Park Srvc					
4511210	103000	HOPTR		2,995.44	#DIV/0!		
4570110	103000	Reimbursed expenses					
4710631	103000	Misc. Revenue - contract services					
4710642	103000	Misc. Revenue - Donations	150			150	
4810250	103000	Operating Transfers In					
<b>TOTAL REVENUE OTHER THAN TAXES</b>			<b>750</b>	<b>3,037.58</b>		<b>750</b>	

**REVENUE SUMMARY**

Estimated Property Tax Revenue:							
4110110	103000	Current Secured	295,737	166,955.75	56.5%		
4110111		SB2557 Admin fees`	(5,323)	(2,065.47)	38.8%		
4110115	103000	Unitary	1,839	4,791.77	260.6%		
4110120	103000	Current Unsecured	5,994	8,028.74	133.9%		
4110140	103000	Excess ERAF	34,366	16,997.11	49.5%		
4110145	103000	PY/Reverse ERAF		1,889.35	#DIV/0!		
4110210	103000	Supplemental	6,259	13,526.76	216.1%		
4110215	103000	Supplemental Assessment, Current	143	96.94	67.8%		
4110225	103000	Supplemental Assessment, Redem.	453	227.87	50.3%		
4110310	103000	Prior Secured					
4110510	103000	Prior Unsecured	221	399.91	181.0%		
4560110	103000	In-lieu, Housing					
Total Estimated Property Tax Revenue:			339,689	210,848.73	62.1%		
4120610	103000	Special Tax	338,744	186,204.79	55.0%	338,744	
4120611	103000	Administrative fee for Special Tax	(1,200)	(667.81)		(1,200)	
<b>TOTAL BUDGET FUNDING</b>			<b>677,983</b>	<b>399,423.29</b>	<b>58.9%</b>	<b>338,294</b>	
<b>TOTAL PARK BUDGET</b>			<b>602,230</b>	<b>432,405.21</b>	<b>71.8%</b>	<b>631,702</b>	<b>4.9%</b>

**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**RECREATION DEPARTMENT BUDGET FOR FISCAL YEAR 2016-17**

**6103012100**

*Draft: 3/4/2016*

GL Account	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
<b>EXPENDITURES:</b>							
5110110		Regular Salaries					
	101000	Administration (Dist Mgr 25%)	24,252	15,857.60	65.4%	24,252	0.0%
	103000	Rec Director (70%)	68,825	42,353.85	61.5%	68,825	0.0%
	103000	Recreation	<u>176,737</u>	<u>125,859.13</u>	<u>71.2%</u>	<u>179,379</u>	<u>1.5%</u>
			269,814	184,070.58	68.2%	272,456	1.0%
5110210		Extra Hire Wages					
	101000	Office hourly	10,494	9,882.93	94.2%	20,000	90.6%
	103000	Overtime					
	103000	General	6,000	5,279.48	88.0%	6,000	0.0%
	104000	Building attendant & janitorial	12,900	7,939.00	61.5%	12,900	0.0%
	105000	Pool salaries	140,000	103,854.58	74.2%	145,000	3.6%
	106000	Aquatics	45,000	36,634.02	81.4%	50,000	11.1%
	107000	Summer programs	357,581	292,439.26	81.8%	353,858	-1.0%
	108000	Preschool	105,000	53,207.40	50.7%	97,500	-7.1%
	109000	Tennis	0	697.50		0	
	110000	Youth programs	28,300	12,532.00	44.3%	26,500	-6.4%
	111000	Adult programs	2,000	2,165.00	108.3%	2,000	0.0%
	112000	Community events	700	588.50	84.1%	600	-14.3%
	113000	Swim team wages	<u>50,000</u>	<u>10,082.00</u>	<u>20.2%</u>	<u>50,000</u>	<u>0.0%</u>
			757,975	535,301.67	70.6%	764,358	0.8%
		Total Wages	1,027,789	719,372.25	70.0%	1,036,815	0.9%
		Benefit & Employer Expenses					
5130120	103000	Group insurance	95,952	68,885.81	71.8%	93,670	-2.4%
5130510	103000	PERS	43,816	32,492.74	74.2%	48,727	11.2%
5140115	103000	Workers Compensation Ins.	45,924	58,232.28	126.8%	39,642	-13.7%
5140130	103000	Physician services	500		0.0%	500	0.0%
5140140	103000	Social Security/Medicare	79,128	62,463.33	78.9%	80,273	1.4%
5140145	103000	Unemployment Insurance	<u>21,000</u>	<u>17,064.96</u>	<u>81.3%</u>	<u>21,000</u>	<u>0.0%</u>
			286,321	239,139.12	83.5%	283,812	-0.9%
510000			1,314,110	958,511.37	72.9%	1,320,627	0.5%
5210120	103000	Consultant fees	2,125	1,805.00	84.9%	1,875	-11.8%
5210122	103000	Marketing expense	30,000	24,500.48	81.7%	30,000	0.0%
5210128	103000	Fingerprints	5,000	3,756.00	75.1%	5,500	10.0%
5210131	103000	Legal expenses	1,000	2,208.10	220.8%	2,000	100.0%
5210146		Recreation Program Contracts					
	107000	Summer program contracts	32,907	27,811.70	84.5%	25,624	-22.1%
	109000	Tennis contracts	44,000	31,020.07	70.5%	44,000	0.0%
	110000	Youth Program contracts	31,215	20,717.70	66.4%	32,675	4.7%
	111000	Adult program contracts	20,450	18,226.11	89.1%	26,450	29.3%
	112000	Community Recreation contracts	0			0	

GL	Functional	Expense	Budget	Actual	% Budget	Budget	%
Account	Area	Object	2015-16	2/29/2016	2015-16	2016-17	Change
5210210	101000	Audit fees	3,300	3,945.88	119.6%	3,300	0.0%
5210215	103000	Banking services	800	818.50	102.3%	800	0.0%
5210230	103000	Payroll services	3,500	2,233.87	63.8%	3,500	0.0%
5210525	103000	General insurance	8,500	5,887.67	69.3%	8,500	0.0%
5210530	101000	Legal settlements					
5210725	103000	Phone & Internet	3,580	1,361.92	38.0%	3,080	-14.0%
5210810	103000	Gas & Electricity - PG&E	36,400	23,821.33	65.4%	36,400	0.0%
5210815	101000	Garbage, dump	5,440	3,714.96	68.3%	5,836	7.3%
5210835	103000	Water & sewer	1,696	5,371.50	316.7%	8,000	371.7%
5211110	104000	Janitorial contract	25,000	14,923.25	59.7%	25,000	0.0%
5211115	104000	Maintenance - special bldg*	0			0	
5211315		Staff training					
	103000	Recreation training expense	400	709.51	177.4%	800	100.0%
	105000	Pool training	1,200	935.22	77.9%	1,300	8.3%
5211320	103000	Books, publications, reference mat'l					
5211325	103000	Conferences, mtgs	3,000	1,266.56	42.2%	3,000	0.0%
5211330	103000	Membership dues	2,200	2,377.25	108.1%	2,500	13.6%
5211440	103000	General travel	2,000	766.79	38.3%	2,000	0.0%
5211520	103000	Publication & legal notices	500	740.00	148.0%	500	0.0%
5211545	101000	Election expense	1,750	575.93	32.9%	0	-100.0%
5211610	101000	Permits, LAFCO	1,700	1,419.86	83.5%	1,700	0.0%
5220110	103000	Office expense	20,500	14,680.20	71.6%	20,500	0.0%
5220130	101000	Copy machine 60%, + outside printing	6,200	2,807.95	45.3%	6,200	0.0%
5220215	105000	Maintenance - pool misc & equipment	20,000	5,490.08	27.5%	20,000	0.0%
5220310	104000	Maintenance - Community Ctr	6,000	7,318.21	122.0%	6,000	0.0%
5220810	105000	Pool chemicals	14,000	8,926.67	63.8%	12,000	-14.3%
5220819		Recreation supplies					
	103000	General recreation supply	3,000	2,071.80	69.1%	3,000	0.0%
	104000	Building rec supply		112.39			
	105000	Pool Supplies	6,500	2,796.44	43.0%	6,500	0.0%
	106000	Aquatic Supplies	6,000	4,590.45	76.5%	6,000	0.0%
	107000	Summer program expense	147,700	119,864.96	81.2%	142,900	-3.2%
	108000	Preschool supplies	1,000	802.62	80.3%	1,000	0.0%
	109000	Tennis class supplies	600	312.00	52.0%	600	0.0%
	110000	Youth Program expense	3,200	6,145.43	192.0%	3,700	15.6%
	111000	Adult program expense	2,000	1,521.09	76.1%	2,000	0.0%
	112000	Community Recreation expense	16,400	16,579.66	101.1%	14,550	-11.3%
5220825	105000	Pool guard clothing	1,500	692.35	46.2%	1,500	0.0%
5220826	105000	Vending machine supplies	10,000	7,839.00	78.4%	10,500	5.0%
5220827	103000	Janitorial supplies	12,000	9,046.75	75.4%	12,000	0.0%
5220828		First aid supply					
	105000	Pool first aid	1,000		0.0%	1,000	0.0%
	107000	Summer first aid supply	500	102.89	20.6%	500	0.0%
5420500	103000	Interest on County Pooled Invest.	0			0	
<b>TOTAL SERVICES &amp; SUPPLIES</b>			<b>545,763</b>	<b>412,616.10</b>	<b>75.6%</b>	<b>544,790</b>	<b>-0.2%</b>

5211710	103000	Principal, expansion loan	50,000	47,974.13	95.9%	55,000	10.0%
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GL Account	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
5211715	103000	Interest, expansion loan	7,425	7,425.00	100.0%	4,538	-38.9%
<b>TOTAL LOAN PAYMENT</b>			<b>57,425</b>	<b>55,399.13</b>	<b>96.5%</b>	<b>59,538</b>	<b>3.7%</b>
5220910	103000	Building and Pool Improvements	25,000	24,950.00	99.8%	0	-100.0%
5220916	103000	Rec Equipment	0			0	
<b>TOTAL FIXED ASSETS</b>			<b>25,000</b>	<b>24,950.00</b>		<b>0</b>	
Contingency, General (fund bal. unbudgeted)							
<b>Board Designated Reserve Goals:</b>							
		<i>Capital Reserve (2.25% )</i>	35,300				
		<i>Unfunded Liabilities (3.25%)</i>	51,000				
5450150		<i>Fund Balance Restoration (1%)</i>	15,700				
		Total:	<b>102,000</b>				
Contingency for emergencies							
<b>TOTAL CONTINGENCIES &amp; RESERVES</b>			<b>0</b>			<b>0</b>	<b>0</b>
<b>TOTAL BUDGET RECREATION</b>			<b>1,942,298</b>	<b>1,451,476.60</b>	<b>74.7%</b>	<b>1,924,955</b>	<b>-0.9%</b>
<b>REVENUE</b>							
4410125	103000	Interest - pooled investments	500		0.0%	500	0.0%
4410127	103000	Interest - ERAF					
4410215	105000	Pool facility & group picnic rent	16,000	8,051.55	50.3%	20,000	25.0%
4410225	104000	Building rental	43,000	34,430.83	80.1%	43,000	0.0%
4511210	103000	HOPTR	0	354.16	#DIV/0!	0	#DIV/0!
4530516	103000	Measure A Parks & Recreation					
4570110	103000	Reimbursed expenses	500	2,443.94	488.8%	500	0.0%
4631912		Vending & advertising					
	105000	Vending sales	15,000	14,166.27	94.4%	16,000	6.7%
	103000	Ad sales	7,000	5,377.58	76.8%	7,000	0.0%
4631914	112000	Community recreation activities	20,670	11,727.61	56.7%	17,695	-14.4%
4631915	109000	Tennis	59,000	36,827.05	62.4%	59,000	0.0%
4631917	105000	Pool revenue - Drop-in/Passes	82,000	55,764.55	68.0%	82,000	0.0%
	106000	Aquatics, swim classes	105,000	113,139.65	107.8%	120,000	14.3%
	113000	Swim team reimbursement	57,000	63,168.86	110.8%	57,000	0.0%
4631918	105000	Pool membership	60,000	48,529.94	80.9%	60,000	0.0%
4631919	111000	Adult Programs	36,385	29,205.29	80.3%	43,225	18.8%
4631920	107000	Summer Programs	793,495	683,171.29	86.1%	814,416	2.6%
4631922		Youth Program revenue					
	108000	Preschool	133,000	74,757.72	56.2%	123,500	-7.1%
	110000	Youth Programs	102,790	78,031.62	75.9%	105,450	2.6%
4640329	103000	Unused credit		1,385.94			
4710615	103000	Donations	1,000		0.0%	1,000	0.0%
4710642	103000	Miscellaneous	25,150	27,070.47	107.6%	250	-99.0%
<b>TOTAL NON-TAX REVENUE</b>			<b>1,557,490</b>	<b>1,287,604.32</b>	<b>82.7%</b>	<b>1,570,536</b>	<b>0.8%</b>

Total restricted funds & 6/30 balance budgeted

0

GL	Functional	Expense	Budget	Actual	% Budget	Budget	%
Account	Area	Object	2015-16	2/29/2016	2015-16	2016-17	Change
		<u>Other Revenue:</u>					
		Revenue other than taxes	1,557,490		0.0%	1,570,536	0.8%
		Estimated Property Tax Revenue:					
4110110	103000	Current Secured	404,129	228,147.68	56.5%		-100.0%
4110111	103000	Tax Admin fee - contra revenue	(7,274)	(2,822.49)			-100.0%
4110115	103000	Unitary	2,514				-100.0%
4110120	103000	Current Unsecured	8,191	7,574.56	92.5%		-100.0%
4110140	103000	Excess ERAF	46,961	23,226.83	49.5%		-100.0%
4110145	103000	P/Y ERAF/Reverse ERAF	0	2,581.83	0.0%		#DIV/0!
4110210	103000	Supplemental	8,553	2,510.27			-100.0%
4110215	103000	Supplemental , unsecured	196	132.46	67.6%		-100.0%
4110225	103000	Supplemental Assessment, Redem.	620	87.45	14.1%		-100.0%
4110310		Prior Year Secured	0				#DIV/0!
4110510	103000	Prior Unsecured	302	240.07			-100.0%
4560110	103000	In-lieu, Housing	0				#DIV/0!
			464,192	261,678.66		0	-100.0%
<b>TOTAL BUDGET FUNDING</b>			<b>2,021,682</b>	<b>1,549,282.98</b>	<b>76.6%</b>	<b>1,570,536</b>	<b>-22.3%</b>
<b>TOTAL RECREATION BUDGET</b>			<b>1,942,298</b>	<b>1,451,476.60</b>	<b>74.7%</b>	<b>1,924,955</b>	<b>-0.9%</b>

**MARINWOOD COMMUNITY SERVICES DISTRICT  
FIRE DEPARTMENT BUDGET FOR FISCAL YEAR 2016-17**

Cost Center 6103013100

Draft: 3/4/2016

Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
<b>EXPENDITURES: SALARIES &amp; EMPLOYEE BENEFITS</b>						
5110110	Regular Salaries					
101000	Administration (Dist Mgr 50%)	48,504	32,648.00	67.3%	48,504	0.0%
103000	Sal. Fire Chief	107,432	66,112.00	61.5%	107,432	0.0%
103000	Sal. Firefighters	848,777	529,830.64	62.4%	851,631	0.3%
5110313	103000 Holiday Pay	38,291	16,176.12	42.2%	38,501	0.5%
5110319	103000 FLSA; Shift Differential	21,494	18,284.55	85.1%	21,963	2.2%
5120110	103000 Overtime - General	85,000	159,107.05	187.2%	85,000	0.0%
5120110	103000 Overtime - OES (Reimbursed)		142,377.20			
	Total Regular Salaries	1,149,498	964,535.56	83.9%	1,153,031	0.3%
5110210	Extra Hire Salaries					
101000	CSD Office hourly	10,494	9,831.21	93.7%	20,000	90.6%
	Total Extra Hire Salaries	10,494	9,831.21	93.7%	20,000	90.6%
	Total salaries	1,159,991	974,366.77	84.0%	1,173,031	1.1%
5130120	103000 Group Insurance	287,743	214,137.36	74.4%	289,420	0.6%
5130510	103000 PERS	337,462	225,451.07	66.8%	364,136	7.9%
5140115	103000 Workers Compensation	144,561	115,392.21	79.8%	112,560	-22.1%
5140130	103000 Physicians Services	4,100	2,490.90	60.8%	4,100	0.0%
5140140	103000 Social Security/Medicare	88,739	62,301.34	70.2%	89,737	1.1%
5140145	103000 Unemployment Insurance	3,108	6,411.62	206.3%	3,108	0.0%
	Total Benefits & Employer Expense	865,713	626,184.50	72.3%	863,061	-0.3%
<b>5100000</b>	<b>TOTAL SALARIES &amp; EMPLOYEE BENEFITS</b>	<b>2,025,705</b>	<b>1,600,551.27</b>	<b>79.0%</b>	<b>2,036,092</b>	<b>0.5%</b>

**EXPENDITURES: SERVICES AND SUPPLIES**

5210120	103000	Consultant fees	12,050	20,019.05	166.1%	3,750	-68.9%
5210128	103000	Fingerprinting	300	117.80	39.3%	300	0.0%
5210131	103000	Legal Expense	10,000	30,122.81	301.2%	10,000	0.0%
5210210	101000	Audit	6,600	8,863.21	134.3%	6,600	0.0%
5210215	103000	Banking fees	600	818.50	136.4%	600	0.0%
5210230	103000	Payroll services	4,000	3,182.19	79.6%	4,000	0.0%
5210525	103000	General Insurance	13,502	9,690.57	71.8%	13,502	0.0%
5210530	101000	Legal settlements					
5210725	103000	Telephone, broadband, cell	8,000	5,912.16	73.9%	8,000	0.0%
5210810	103000	Gas & Electricity - PG&E	9,450	8,766.60	92.8%	9,450	0.0%
5210815	101000	Garbage Removal	2,720	1,897.48	69.8%	2,918	7.3%
5210835	103000	Water (\$100/mo) & Sewer (40%)	1,800	1,131.68	62.9%	1,800	0.0%
5210910	103000	Vehicle maintenance	25,000	8,243.55	33.0%	25,000	0.0%
5210920	103000	MERA operation (90% of total)	14,456	14,455.80	100.0%	14,456	0.0%
5210925	103000	Radio Maintenance & Equipment	3,918	2,189.29	55.9%	5,518	40.8%
5211140	103000	Vegetation management	0			10,000	
5211310	103000	Special programs, awards & incentives	3,000	1,067.11	35.6%	3,000	0.0%
5211320	103000	Educational Materials (Train/Prev/NERT)	5,000	3,039.74	60.8%	5,000	0.0%
5211325	103000	Conferences & meeting expense	1,000		0.0%	1,000	0.0%
5211330	103000	Memberships, Dues (partially offset by payroll ded.)	2,500	4,027.74	161.1%	2,500	0.0%

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
5211340	103000	Training / Testing (inc.EMT,CPR, FPO, TO)	8,000	277.00	3.5%	8,000	0.0%
5211440	103000	Routine Travel	1,000	1,170.40	117.0%	1,000	0.0%
5211520	103000	Publications, Legal Notices	400	675.65	168.9%	400	0.0%
5211545	101000	Election Exp. (Board, Paramedic)	6,000	4,135.57	68.9%	-	-100.0%
5211610	103000	County fees, LAFCO share, Hazmat	5,960	2,929.72	49.2%	5,960	0.0%
5220110	103000	Office expense	7,000	5,577.11	79.7%	7,000	0.0%
5220130	101000	Reprod. costs - Xerox 30%	3,000	1,403.91	46.8%	3,000	0.0%
5220210	103000	In-house apparatus & equipment maintenance	5,000	4,694.34	93.9%	5,000	0.0%
5220215	103000	Hydrant Maint.	1,500	22.04	1.5%	1,500	0.0%
5220220	103000	Small tools	500	740.34	148.1%	500	0.0%
5220310	103000	Building Maintenance	9,400	8,738.28	93.0%	9,400	0.0%
5220610	103000	Gasoline, fuel	9,000	4,294.77	47.7%	9,000	0.0%
5220810	103000	Miscellaneous supplies	24,586	18,263.56	74.3%	31,616	28.6%
5220825	103000	Uniforms & personal Supplies	7,062	4,482.40	63.5%	7,062	0.0%
5220826	103000	Food, emergency supplies	1,500	2,046.24	136.4%	1,500	0.0%
5220827	103000	Janitorial & Building Supplies	3,000	1,200.00	40.0%	3,000	0.0%
<b>TOTAL SERVICES &amp; SUPPLIES</b>			<b>216,804</b>	<b>184,196.61</b>	<b>85.0%</b>	<b>221,332</b>	<b>2.1%</b>
<b>EXPENDITURES: DEBT SERVICE</b>							
5211710	103000	<b>Long-term debt principal</b> <i>MERA bond share - 13965</i> <i>Building loan - 55000</i>	64,408	62,381.96	96.9%	68,965	7.1%
5211715	103000	<b>Long-term debt interest</b> <i>MERA bond share - 4178</i> <i>Building loan - 4538</i>	11,161	11,160.76	100.0%	8,716	-21.9%
<b>TOTAL LOAN PAYMENT</b>			<b>75,569</b>	<b>73,542.72</b>	<b>97.3%</b>	<b>77,681</b>	<b>2.8%</b>
<b>EXPENDITURES: FIXED ASSETS</b>							
5220910	103000	<b>Improvements</b>	15,838	94.16		16,238	2.5%
5220916	103000	<b>Equipment - (Engine Lease, SCBA's, Ballistics)</b>	43,000	42,752.99		87,120	102.6%
<b>TOTAL FIXED ASSETS</b>			<b>58,838</b>	<b>42,847.15</b>		<b>103,358</b>	<b>75.7%</b>
<b>EXPENDITURES: CONTINGENCIES &amp; RESERVES</b>							
		<b>Reserves for equipment replacement</b>	<i>proposed</i>				
		Utility Vehicle	6,000				
		HVAC, Firehouse	8,000				
		Total:	14,000				
		<b>Board Designated Reserve Goals:</b>					
		Capital Reserve (2.25% of Total Rev)	39,400				
		Unfunded Liabilities Reserve (3.25%)	57,000				
		Fund Balance Restoration (1%)	17,500				
		Total Board Designated Reserve:	113,900				
<b>TOTAL CONTINGENCIES &amp; RESERVES</b>			<b>0</b>			<b>-</b>	
<b>TOTAL BUDGET</b>			<b>2,376,916</b>	<b>1,901,137.75</b>	<b>80.0%</b>	<b>2,438,462</b>	<b>2.6%</b>

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/2016	% Budget 2015-16	Budget 2016-17	% Change
<b>REVENUE: BUDGET FUNDING - FIRE DEPT.</b>							
Estimated Property Tax Revenue:							
4110110	103000	Current Secured	638,309	360,352.45	56.5%		-100.0%
4110111	103000	Admin fee for tax collection	(11,489)	(4,458.04)			-100.0%
4110115	103000	Unitary	3,970		0.0%		-100.0%
4110120	103000	Current Unsecured	12,937	11,963.79	92.5%		-100.0%
4110140	103000	Excess ERAF	74,174	36,686.08	49.5%		-100.0%
4110145	103000	P/Y ERAF /Reverse ERAF	0	4,077.93	0.0%		
4110210	103000	Supplemental Assessment, Current	13,510	3,964.90	29.3%		-100.0%
4110215	103000	Supplemental Assessment, Unsecured	309	209.22	67.7%		-100.0%
4110225	103000	Supplemental Assessment, Redem.	979	138.12	14.1%		-100.0%
4110310	103000	Prior Year Secured	0				
4110510	103000	Prior Unsecured	477	379.18	79.5%		-100.0%
4560110	103000	In-lieu, Housing	0				
		Total Estimated Property Tax Revenue:	733,176	413,313.63	56.4%	0	-100.0%
4120610	103000	Special Tax	992,346	547,006.85	55.1%	1,024,443	3.2%
4120611	103000	Admin fee for Special Tax collection	(3,600)	(1,965.91)	54.6%	(3,600)	0.0%
4220115		Plan Review fees	5,000	1,239.00	24.8%	5,000	0.0%
4410125		Interest - Pooled Investments	500		0.0%	500	0.0%
4410127		Interest - excess ERAF					
4511210	103000	HOPTR	0	559.38		0	
4530527		Grants - two vegetation management projects					
4570110		Expense reimbursements - CSA13 Engine Payment	0				
4631145		Contracts for service	81,378		0.0%	82,551	1.4%
4631740		Emergency Response Fees (billable)	10,000	348.00		10,000	
4640321		CSA 13 contract	599,391	280,874.00	46.9%	623,060	3.9%
4640415		OES reimbursement		151,712.91			
4710615		San Rafael Reimbursement (SSA & Paramedic)				11,000	
4710642		Miscellaneous revenue	100	2,778.50		100	0.0%
<b>TOTAL FIRE BUDGET FUNDING</b>			<b>2,418,291</b>	<b>1,395,866.36</b>	<b>57.7%</b>	<b>1,753,054</b>	<b>-27.5%</b>
<b>TOTAL FIRE BUDGET</b>			<b>2,376,916</b>	<b>1,901,137.75</b>	<b>80.0%</b>	<b>2,438,462</b>	<b>2.6%</b>

**MARINWOOD COMMUNITY SERVICES DISTRICT  
STREET LIGHTING BUDGET FOR FISCAL YEAR 2016-17**

Cost Center 6103014100

Draft: 3/4/16

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 2/29/16	% Budget 2015-16	Budget 2016-17	% Change
<b>EXPENDITURES: SERVICES &amp; SUPPLIES</b>							
5220110	103000	CSD Admin overhead - (chg to office exp)					
5210237	103000	Special Tax admin					
5210825	103000	Street Light power (295 lights)	16,000	8,057.64	50.4%	16,000	0.0%
5210915	103000	Street Light maint	7,710	12,922.39	167.6%	7,710	0.0%
5211520	103000	Publication, legal notices					
5211610	103000	Marin General Services Authority admin fee	250	201.00	80.4%	250	0.0%
5220916	103000	New street lights	0			0	
		<b>TOTAL SERVICES AND SUPPLIES</b>	<b>23,960</b>	<b>21,181.03</b>	<b>88.4%</b>	<b>23,960</b>	<b>0.0%</b>
<b>EXPENDITURES: CONTINGENCIES &amp; RESERVES</b>							
	103000	Contingency, Special:					
9000010		Major maintenance contingency	0			0	#DIV/0!
		<b>TOTAL CONTINGENCIES &amp; RESERVES</b>	<b>0</b>			<b>0</b>	
<b>TOTAL BUDGET</b>			<b>23,960</b>	<b>21,181.03</b>	<b>88.4%</b>	<b>23,960</b>	<b>0.0%</b>
<b>BUDGET FUNDING</b>							
		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)	(48.28)	48.3%	(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	
<b>TOTAL BUDGET FUNDING</b>			<b>23,960</b>	<b>13,267.22</b>	<b>55.4%</b>	<b>23,960</b>	<b>0.0%</b>

**Marinwood Community Services District**  
**2/29/16 Budget-to-Actuals Summary and Variance Notes**

**GL Number      GL Description      Summary Notes:**

**PARK DEPT:**

5110210	CSD Office Hourly	<i>Under-budgeted hourly admin staff at 25 hours/week. Will exceed budget.</i>
	Extra Hire Grounds	<i>Anticipated winter-prep work plus non-work injury backfill</i>
5130120	Group Insurance	<i>Paid through March (75% of year)</i>
5140115	Workers Comp Ins	<i>Estimated annual amount payment required at beginning of fiscal year</i>
5210131	Legal Expenses	<i>Measure I Legal Services and Various Legal Services</i>
5211220	Equipment Rental	<i>Have completed majority of projects</i>
5211528	Tree Services	<i>Extensive tree service and removal due to deferred maintenance &amp; drought</i>
5211545	Election Expense	<i>Measure I Election - not budgeted</i>
5220210	Replacement Equip	<i>Planned playground equipment replacement in Spring</i>
5220310	Maint. Supplies	<i>Deffered maintenance and upgrades.</i>

**RECREATION:**

5110210	General	<i>Budgeted Fall/Winter season part-time employee - offset by revenue</i>
	Aquatics	<i>Lessons &amp; Training Classes - Offset by additional revenue</i>
	Youth Programs	<i>Non-Summer Camps - Majority yet to be held</i>
	Adult Programs	<i>Primarily CPR classes - Offset by additional revenue</i>
5140115	Workers Comp Ins	<i>Due to increased staffing needs (offset by rev) &amp; post-year reconciliation</i>
5210120	Consultant Fees	<i>Budgeted actuary services rec'd &amp; paid.</i>
5210131	Legal Expenses	<i>Various Legal Services</i>
5210146	Contracts	<i>Contracted classes with higher than anticipated enrolled (offset by revenue)</i>
5210125	Banking Fees	<i>Building Loan Investment Fund Fees</i>
5210835	Water & Sewer	<i>Discovery &amp; replacement of "malfunctioning meter" for past 5+ years</i>
5211330	Membership Dues	<i>CSDA, CPRS - Paid for year</i>
5220215	Maint. - Pool	<i>Expense total will rise with launch of pool season</i>
5220310	Maint - Comm Ctr	<i>Majority of planned annual maintenance work completed</i>
5220819	Aquatic Supplies	<i>Lifeguard training supplies - offset by additional revenue</i>
	Youth Prog. Exp	<i>Majority purchased &amp; added non-planned Camp (offset by revenue)</i>
	Comm. Rec Exp	<i>Special Events, only 1 remaining in year (partially offset by revenue)</i>
5211710	Principal, Expansion	<i>All payments made for fiscal-year</i>
5220910	Bldg/Pool Improve	<i>Pool Energy Efficiency Project (funded through PG&amp;E rebates and financing)</i>

**FIRE DEPT:**

5110319	FLSA Work-week	<i>Includes shift differential pay (acting engineer &amp; captain) under budgeted</i>
5120110	Overtime-General	<i>High due to coverage needed for multiple industrial injuries</i>
5210120	Consultant Fees	<i>Budgeted Actuarial Fees &amp; non-budgeted fees associated with Fact Finding</i>
5210130	Legal Expense	<i>Various legal service (budgeted) &amp; negotiation services (non-budgeted)</i>
5211330	Memberships	<i>Need to journal Q3 payroll deductions</i>
5220210	In-house apparatus	<i>Expecting over-budget due to aging equipment</i>
5220810	Misc. Supplies	<i>Majority of budgeted supply needs have been purchased for year</i>

# Memo

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

Here is a summary of meetings and work performed since the February Board meeting.

There have been three meetings in February:

- 2/13 Jeff met with Bill Monnet and Jody Morales of CSPP to gain a further understanding of the pension situation. Bill presented a useful model portions of which we intend to use to help our citizens understand our situation.
- 2/17 Jeff and Bill met to discuss the Monnet model and the analysis of the Marin County Fire Department statistics compiled to date.
- 2/24 Bill and Jeff met with the intention of starting to drill down on the OPEB liability. We had an unscheduled visit from one of our District employees. We listened to his concerns, addressed several questions. The meeting ended without much further progress on the OPEB liability
- 3/2 Jeff met briefly with the District Manager only
- Output
  - The team drafted a comparative spreadsheet of Marin Fire Services Revenue, Budget and Pension Benefits which is currently undergoing verification before publication.
  - Created a presentation which attempts to describe our future liabilities and risk.
- Proposed adopting a single annual payment option for pension liabilities (see chart below)

Savings by Paying ARC up front		
Monthly Pmt	Lump Sum	Savings
\$50,115	\$48,336	\$1,779
\$180,957	\$174,531	\$6,426
<u>\$231,073</u>	<u>\$222,867</u>	<u>\$8,206</u>

- Next steps include a proposed meeting with Nicolay Consulting and OPEB experts

# Marinwood

# Future Retiree Benefit Liabilities

## Actuarial Valuation & Risk Analysis

March 8, 2016

# Unfunded Liabilities

- There are two components to our unfunded liabilities
  - CalPERS pensions
    - 6/30/2014 Unfunded Accrued Liability (UAL) was \$2.925M
    - Pensions are vested (a promise)
    - We are making the current payments and Annual Required Contributions (ARC) to reduce this liability.
  - Other Post Employment Benefits (Retiree Healthcare)
    - 7/1/2015 Unfunded Accrued Liability was
      - \$6.478M Future Value
      - \$2.729M Present Value
    - We are currently not making payments to reduce this liability
    - CalPERS applies a 7.5% interest rate to unfunded balances.
  - This equates to a \$5.654M (PV) unfunded debt.

# Current Pension Balances & Employee Counts

- UAL = Unfunded Accrued Liability
- FTE = Full Time Equivalent/Employee
- PEPRAs – Public Employees Pension Reform Act
- Replacing Legacy plan employees with PEPRAs will reduce pension cash outflow (PayGo) but not the future liability which is already earned

Source: Annual Valuation Reports as of June 30, 2014

Plan	6/30/2013			6/30/2014			Estimates	
	UAL Balance	Funded %	FTE	UAL Balance	Funded %	FTE	2015 FTE	2016 FTE
Misc Classic	\$610,283	80.10%	10	\$524,849	84.90%	10	7	7
Misc PEPRAs	\$0	100.00%	1	\$0	100.00%	1	2	2
Safety Tier 2	\$5,606	80.60%	1	\$326	99.30%	1	0	0
Safety Tier 1	\$2,566,825	72.50%	10	\$2,400,363	77.30%	10	9	8
Safety PEPRAs	\$0	100%	0	\$0	100%	0	2	3
<b>Total</b>	<b>\$3,182,714</b>		<b>22</b>	<b>\$2,925,538</b>		<b>22</b>	<b>20</b>	<b>20</b>
Reduction				\$257,176				

# Current Estimated Annual Required Contributions to Pay Down Our Unfunded Pension Benefits

- Source: 6/30/2014 CalPERS Annual Valuation reports
- These reports acknowledge a 2.4% 2013/14 return and assume 7.5% thereafter
- Total Annual Required Contributions (ARC) actually IS a required annual payment
- ARC payments are in addition to the percentage (PayGo) payments each pay period
- ARC is ramping up, will stay consistent 10 years, then ramp down
- Assumes PayGo %'s remain level
- ARC reflects a 10.85% avg increase over 5 years

	2016-17		2017-18		2018-19		2019-20		2020-21		2021-22	
	Cost %	ARC										
Misc Classic	7.612%	\$50,116	7.6%	\$58,927	7.6%	\$68,223	7.6%	\$78,023	7.6%	50,944	7.6%	\$55,205
Misc PEPRA	6.56%	\$0	6.60%	\$0	6.60%	\$0	6.60%	\$0	6.60%	0	6.60%	\$0
Safety Tier 1	18.43%	\$180,957	18.40%	\$209,083	18.40%	\$238,733	18.40%	\$269,974	18.40%	\$285,224	18.40%	\$301,325
Safety Tier 2	16.656%	\$0	16.7%	\$0	16.7%	\$0	16.7%	\$0	16.7%	0	16.7%	\$0
Safety PEPRA	12.082%	\$0	?	\$0	?	\$0	?	\$0	?	0	?	\$0
<b>Total ARC</b>		<b>\$231,073</b>		<b>\$268,010</b>		<b>\$306,956</b>		<b>\$345,997</b>		<b>\$336,168</b>		<b>\$356,530</b>

# Impact of Change in Discount Rate on Liabilities

- Source 6/30/2014 Valuation Reports (Safety p.13, Misc p.14)
- The current assumed CalPERS Rate of Return or Discount Rate is 7.5%
- Recent and expected future investment returns portend a rate decrease
- If the rate is decreased as predicted we can expect our liability to increase
- Note: Many feel a 1% decrease in the rate is still too optimistic
- The table below reflects the impact to the 6/30/14 UAL Balance of a 1% decrease

As of June 30, 2014	6.50%	7.50%	8.50%
<b>Safety Tier 1 (3@50)</b>			
Plan's Total Normal Cost	34.50%	27.40%	22.00%
Accrued Liability	\$12,121,101	\$10,552,483	\$9,268,005
Unfunded Accrued Liability	\$3,968,981	<b>\$2,400,363</b>	\$1,115,885
<b>Miscellaneous Classic 2@60</b>			
Plan's Total Normal Cost	17.90%	14.50%	11.90%
Accrued Liability	\$3,970,848	\$3,467,012	\$3,057,342
Unfunded Accrued Liability	\$1,028,685	<b>\$524,849</b>	\$115,179
Total	\$4,997,666	<b>\$2,925,212</b>	
Increase/%	<b>\$2,072,454</b>	<b>70.85%</b>	

# Discount Rate Change- Baseline without change

- The next four slides illustrate the impact of a 1% discount rate decrease.
- Using information cited throughout the CalPERS Valuation reports we can get an idea of how the UAL will change over a nine year period.
- This chart is a baseline and assumes constant compensation, revenue and Total ARC payments (slide 4) before any change in the discount rate.
- Retirements, transfers or separations do not impact current UAL
- Our unfunded liability would decrease from \$2.925M on 6/30/2014 to \$876K, an improvement of \$2.049M by fiscal year 2021-22.

Plan	Balances			Annual and Total ARC's									Balance 6/30/2022
	6/30/2013	6/30/2014	6/30/2014	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Total ARC		
Misc Classic	\$610,283	\$524,849	\$524,849	\$44,054	\$50,116	\$58,927	\$68,223	\$78,023	\$50,944	\$55,205	\$405,492	\$121,357	
Safety Tier 1	\$2,566,825	\$2,400,363	\$2,400,363	\$160,611	\$180,957	\$209,083	\$238,733	\$269,974	\$285,224	\$301,325	\$1,645,907	\$754,456	
Safety Tier 2	\$5,606	\$326	\$326									\$0	
	\$3,182,714	\$2,925,538	\$2,925,538	\$204,665	\$231,073	\$268,010	\$306,956	\$345,997	\$336,168	\$356,530	\$2,049,399	\$876,139	

# Discount Rate Change- 2013-14 Balance Increase with unchanged ARC

- This chart assumes constant compensation, revenue and Total ARC payments (slide 4) are applied after the 1% change in the discount rate.
- The UAL balances cited at 6/30/2014 increase substantially.
- The same ARC's after the rate change through 2021-22 would only serve to return the Unfunded Accrued Liability (UAL) to approximately the same level in 2014 prior to the rate change.
- The next slides illustrate the more likely scenarios of various increases in the ARC designed to reduce UAL

Plan	Balances at 7.5% Rate		6.5% Rate		Annual/Total ARC's										Balance	
	6/30/2013	6/30/2014	6/30/2013	6/30/2014	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Total ARC	6/30/2022			
Misc Classic	\$610,283	\$524,849	\$1,028,685	\$44,054	\$50,116	\$58,927	\$68,223	\$78,023	\$50,944	\$55,205	\$405,492	\$625,193				
Safety Tier 1	\$2,566,825	\$2,400,363	\$3,968,981	\$160,611	\$180,957	\$209,083	\$238,733	\$269,974	\$285,224	\$301,325	\$1,645,907	\$2,323,074				
Safety Tier 2	\$5,606	\$326									\$0	\$0				
	\$3,182,714	\$2,925,538	\$4,997,666	\$204,665	\$231,073	\$268,010	\$306,956	\$345,997	\$336,168	\$356,530	\$2,049,399	\$2,948,267				

# Discount Rate Change- ARC Comparison

- This comparative chart assumes constant compensation and revenue.
- The shaded box from slide 7 is repeated for comparison purposes
- The unshaded chart assumes ARC's increase by the same 70% factor that the 2013-14 liability balance did after the 1% change in the discount rate
- The net increase in payments would diminish or prevent any plan to pay down the OPEB unfunded liabilities which are growing dramatically.

Plan	Balances at 7.5% Rate		6.5% Rate		Annual/Total Unchanged ARC's										Balance
	6/30/2013	6/30/2014	6/30/2014	6.5% Rate	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Total ARC	6/30/2022		
Misc Classic	\$610,283	\$524,849	\$1,028,685		\$44,054	\$50,116	\$58,927	\$68,223	\$78,023	\$50,944	\$55,205	\$405,492	\$625,193		
Safety Tier 1	\$2,566,825	\$2,400,363	\$3,968,981		\$160,611	\$180,957	\$209,083	\$238,733	\$269,974	\$285,224	\$301,325	\$1,645,907	\$2,323,074		
Safety Tier 2	\$5,606	\$326	\$326									\$0			
	\$3,182,714	\$2,925,538	\$4,997,666		\$204,665	\$231,073	\$268,010	\$306,956	\$345,997	\$336,168	\$356,530	\$2,049,399	\$2,948,267		
Plan	Balances at 7.5% Rate		6.5% Rate		Annual/Total Increased ARC's (70% Increase)										Balance
	6/30/2013	6/30/2014	6/30/2014	6.5% Rate	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Total ARC	6/30/2022		
Misc Classic	\$610,283	\$524,849	\$1,028,685		\$74,892	\$85,197	\$100,176	\$115,979	\$129,239	\$86,605	\$93,849	\$685,936	\$342,749		
Safety Tier 1	\$2,566,825	\$2,400,363	\$3,968,981		\$273,039	\$307,627	\$355,441	\$405,846	\$458,956	\$484,881	\$512,253	\$2,798,042	\$1,170,939		
Safety Tier 2	\$5,606	\$326	\$326									\$0			
	\$3,182,714	\$2,925,538	\$4,997,666		\$347,931	\$392,824	\$455,617	\$521,825	\$588,195	\$571,486	\$606,101	\$3,483,978	\$1,513,688		
Net Increase in Annual Cash Outflow					\$143,266	\$161,751	\$187,607	\$214,869	\$242,198	\$235,318	\$249,571	\$1,434,579			

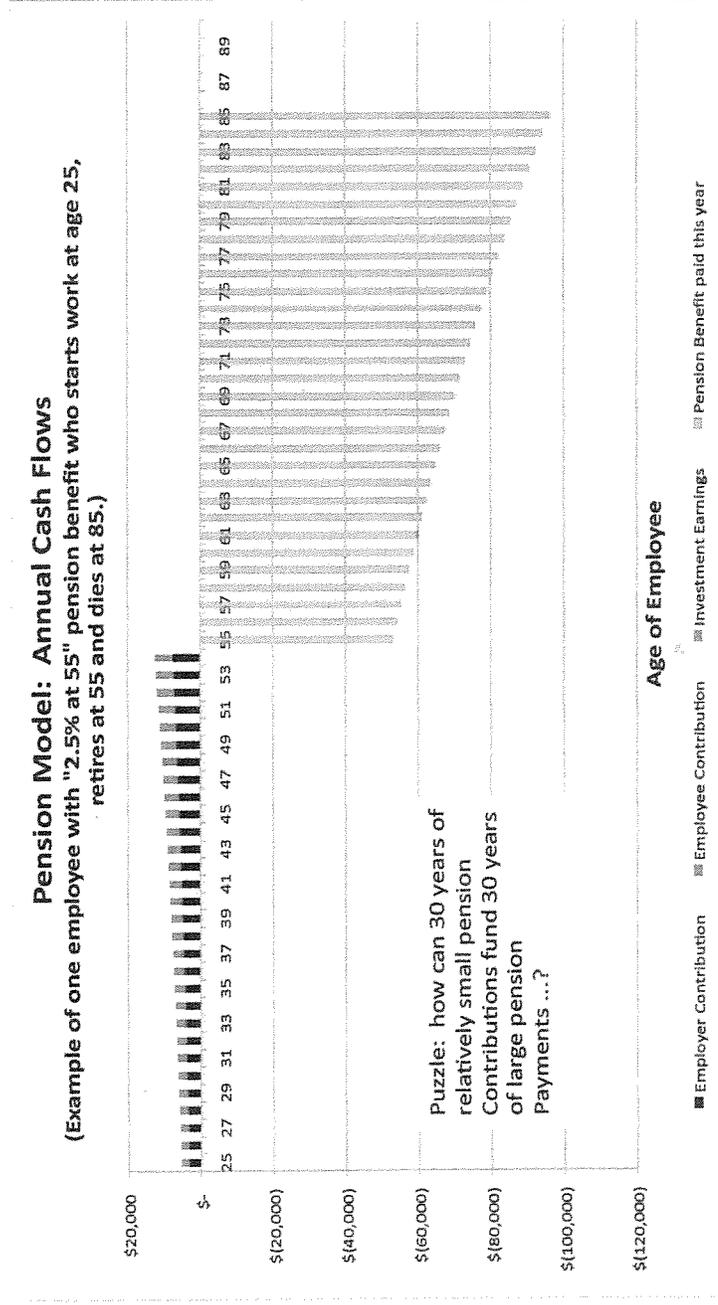
# Discount Rate Change- ARC Comparison Continued

- This comparative chart assumes constant compensation and revenue.
- The shaded box from slide 7 is repeated for comparison purposes
- This chart presents two lower % increases from the previous slide (35% and 17.5%) compared to the baseline chart
- Note: Safety Tier 2 removed from this chart but 2013 (\$5606) and 2014 (\$326) balances are included in the totals.

Plan	Balances at 7.5% Rate		6.5% Rate		Annual/Total Unchanged ARC's											Balance 6/30/2022								
	6/30/2013	6/30/2014	6/30/2013	6/30/2014	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	Total ARC	2015-16	2016-17	2017-18		2018-19	2019-20	2020-21	2021-22	Total ARC	Balance 6/30/2022		
Misc Classic	\$610,283	\$524,849	\$1,028,685	\$1,028,685	\$44,054	\$50,116	\$58,927	\$68,223	\$78,023	\$50,944	\$55,205	\$405,492	\$625,193	\$625,193	\$625,193	\$625,193	\$625,193	\$625,193	\$625,193	\$625,193	\$625,193	\$625,193	\$625,193	
Safety Tier 1	\$2,566,825	\$2,400,363	\$3,968,981	\$3,968,981	\$160,611	\$180,957	\$209,083	\$238,733	\$269,974	\$285,224	\$301,325	\$1,645,907	\$2,323,074	\$2,323,074	\$2,323,074	\$2,323,074	\$2,323,074	\$2,323,074	\$2,323,074	\$2,323,074	\$2,323,074	\$2,323,074	\$2,323,074	
	\$3,182,714	\$2,925,538	\$4,997,666	\$4,997,666	\$204,665	\$231,073	\$268,010	\$306,956	\$345,997	\$336,168	\$356,530	\$2,049,399	\$2,948,267	\$2,948,267	\$2,948,267	\$2,948,267	\$2,948,267	\$2,948,267	\$2,948,267	\$2,948,267	\$2,948,267	\$2,948,267	\$2,948,267	
Plan																								
Misc Classic	\$610,283	\$524,849	\$1,028,685	\$1,028,685	\$59,473	\$67,657	\$79,551	\$92,101	\$102,631	\$68,774	\$74,527	\$544,714	\$483,971	\$483,971	\$483,971	\$483,971	\$483,971	\$483,971	\$483,971	\$483,971	\$483,971	\$483,971	\$483,971	
Safety Tier 1	\$2,566,825	\$2,400,363	\$3,968,981	\$3,968,981	\$216,825	\$244,292	\$282,262	\$322,290	\$364,465	\$385,052	\$406,789	\$2,221,974	\$1,747,007	\$1,747,007	\$1,747,007	\$1,747,007	\$1,747,007	\$1,747,007	\$1,747,007	\$1,747,007	\$1,747,007	\$1,747,007	\$1,747,007	
	\$3,182,714	\$2,925,538	\$4,997,666	\$4,997,666	\$276,298	\$311,949	\$361,814	\$414,391	\$467,096	\$453,827	\$481,316	\$2,766,689	\$2,230,977	\$2,230,977	\$2,230,977	\$2,230,977	\$2,230,977	\$2,230,977	\$2,230,977	\$2,230,977	\$2,230,977	\$2,230,977	\$2,230,977	
Net Increase in Annual Cash Outflow					\$71,633	\$80,876	\$93,804	\$107,435	\$121,099	\$117,659	\$124,786	\$717,290	\$717,290	\$717,290	\$717,290	\$717,290	\$717,290	\$717,290	\$717,290	\$717,290	\$717,290	\$717,290	\$717,290	\$717,290
Plan																								
Misc Classic	\$610,283	\$524,849	\$1,028,685	\$1,028,685	\$51,763	\$58,886	\$69,239	\$80,162	\$89,327	\$59,859	\$64,866	\$474,103	\$554,582	\$554,582	\$554,582	\$554,582	\$554,582	\$554,582	\$554,582	\$554,582	\$554,582	\$554,582	\$554,582	
Safety Tier 1	\$2,566,825	\$2,400,363	\$3,968,981	\$3,968,981	\$188,718	\$212,624	\$245,673	\$280,511	\$317,219	\$335,138	\$354,057	\$1,933,941	\$2,035,040	\$2,035,040	\$2,035,040	\$2,035,040	\$2,035,040	\$2,035,040	\$2,035,040	\$2,035,040	\$2,035,040	\$2,035,040	\$2,035,040	
	\$3,182,714	\$2,925,538	\$4,997,666	\$4,997,666	\$240,481	\$271,511	\$314,912	\$360,673	\$406,546	\$394,997	\$418,923	\$2,408,044	\$2,589,622	\$2,589,622	\$2,589,622	\$2,589,622	\$2,589,622	\$2,589,622	\$2,589,622	\$2,589,622	\$2,589,622	\$2,589,622	\$2,589,622	
Net Increase in Annual Cash Outflow					\$35,816	\$40,438	\$46,902	\$53,717	\$60,549	\$58,829	\$62,393	\$358,645	\$358,645	\$358,645	\$358,645	\$358,645	\$358,645	\$358,645	\$358,645	\$358,645	\$358,645	\$358,645	\$358,645	

# CalPERS

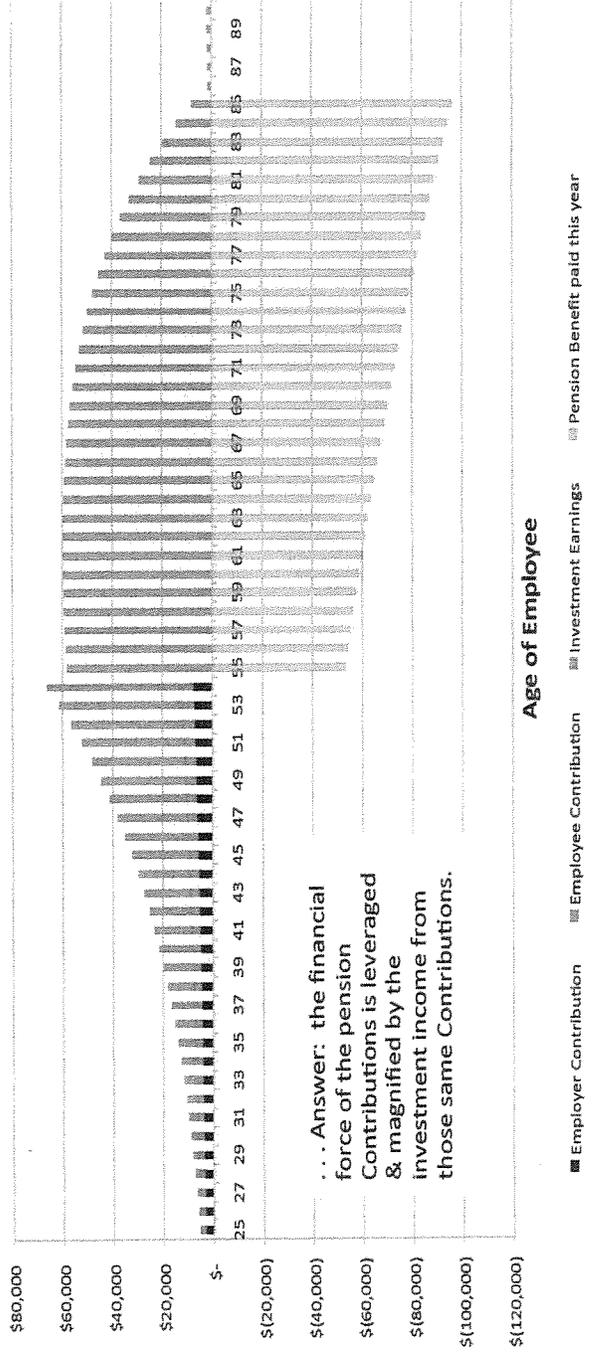
## Pension Model-How Does it Work?



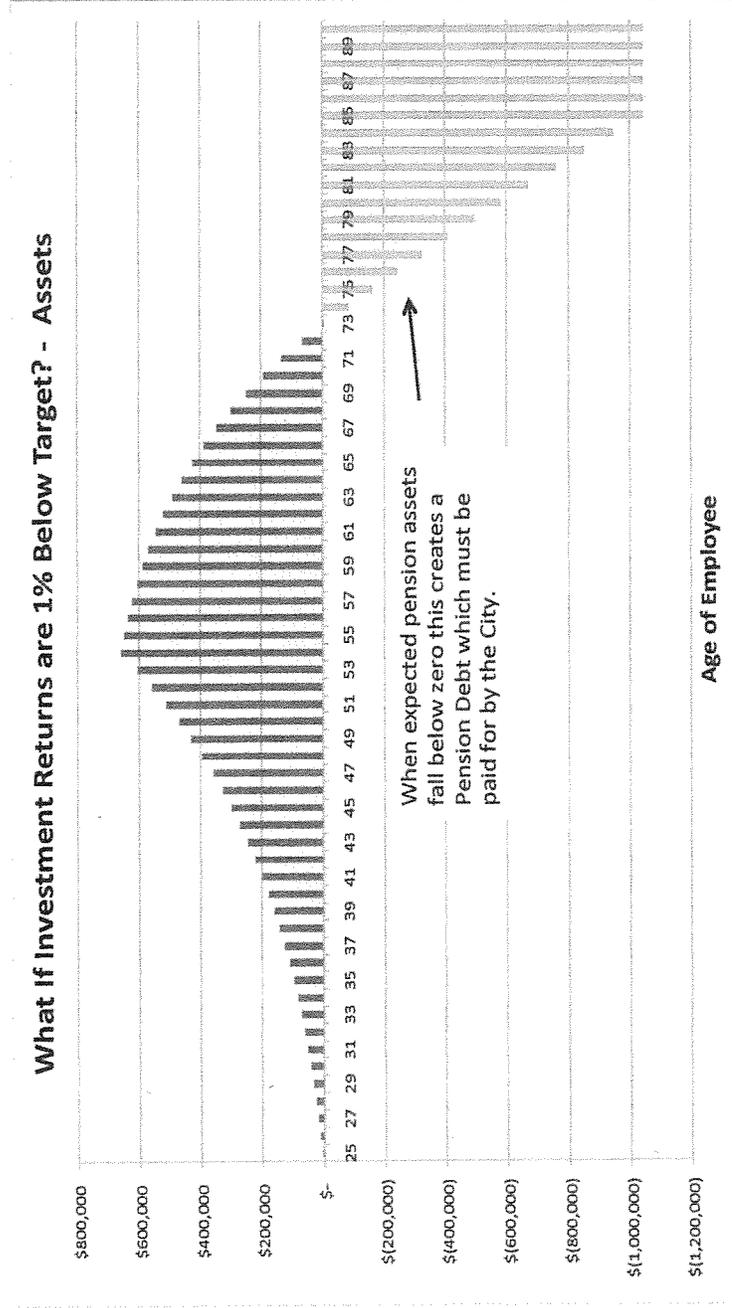
# CalPERS

## Pension Model – Here's How

**Pension Model: Annual Cash Flows**  
 (Example of one employee with "2.5% at 55" pension benefit who starts work at age 25, retires at 55 and dies at 85.)



# CalPERS Pension Model-If ROI doesn't meet expectations



# Other Post Employment Benefits(OPEB)

## Retiree Healthcare

- OPEB is a growing Future Liability to provide lifetime healthcare to retired employees and dependents
  - Healthcare costs continue to increase ahead of general inflation
- Current practice allows
  - Districts to defer/amortize retiree healthcare expense
  - “Hide” this growing liability in financial statement footnotes
  - Actuarial valuations only every three years
- As with many other public entities Marinwood has to this point adopted a “pay as you go” (PayGo) strategy.
  - PayGo means that we recognize and pay for the expense of current year healthcare premiums and defer recognition of retiree healthcare expense.
  - This practice has already created a sizeable future liability which continues to grow and presents significant risk of being unable to pay those benefits.
  - To begin making ARC’s for both pensions and healthcare each year will compete significantly with the District’s operational funds.

# OPEB-Retiree Healthcare-Current Valuation

- \$363,106 ARC in next fiscal year for OPEB UAL to remain even
- Past boards recommended 6.5% budget (\$334K) set aside for:
  - Unfunded liabilities, Fund balance restoration and capital reserves
- These “reserves” have not been set aside or paid.
- We may want make real payments exclusively targeting OPEB
- ARC of \$363K exceeds our \$334K target reserve
- Paying the \$334K reserve would result in a \$110K net loss.

Source: July 1, 2015 Actuarial Valuation of Post Employment Medical Benefits (Nicolay Consulting)													
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Pay-as-you-go	\$89,619	\$93,653	\$104,641	\$153,530	\$172,911	\$193,676	\$184,255	\$187,719	\$211,690	\$209,585	\$238,259	\$239,283	\$267,926
Net OPEB Obligation				\$2,365,499	\$2,728,605								
ARC	\$0	\$0	\$0	\$351,067	\$363,106								

# OPEB Risk

- Risk of Deferred Reporting
  - Amortizing current liabilities over long term masks liability
- Risk of Doing Nothing
  - The future liability will grow significantly
  - Funds may not be available for retiree benefits
  - Planned GASB rules will magnify the shortfall and may really REQUIRE payments similar to pensions
- Risk of Doing Something
  - We can only reduce the rate at which the liability increases
  - If we make these payments and there is a reduction in the pension discount rate it can severely constrain our operations.

# Future GASB Changes & Impact

- GASB (Governmental Accounting Standards Board) Changes
  - GASB 74 for statements after 6/15/2016
    - The requirements of this Statement will improve financial reporting primarily through enhanced note disclosures and schedules of required supplementary information that will be presented by OPEB plans that are administered through trusts that meet the specified criteria.
  - GASB 75 for statements after 6/15/2017
    - This new Statement will move accounting for OPEB to the balance sheet and income statement from the notes disclosure, bringing more focus onto OPEB liabilities and related outflows/inflows.
- Our analysis of OPEB continues
  - Anticipated meetings with Actuary and other OPEB resources

# Appendix

## Pension Model Assumptions

1. Public employee starts work at age 25 and works for 30 years, to retire at 55 then remains in retirement for 30 years and dies at age 85.
2. Starting salary is \$30,000 per year with 3% annual increases and Final Salary is \$70,697. Employee is not enrolled in Social Security.
3. Pension formula is "2.5% at 55 + 2% COLA":
  - Normal Retirement Age is 55 years;
  - Pension = 2.5% x Years of Service x Final Salary, or
  - = 2.5% x 30 x \$70,697 = \$53,023; and
  - annual Cost Of Living Adjustment (COLA) = 2%;
  - Average Social Security pension = \$15,936;
  - Maximum Social Security pension = \$31,956.
4. Employee contributes 7% of salary towards pension (compared to 6.2% for Social Security.)
5. Employer contributes 10.75% of salary towards pension (compared to 6.2% for Social Security.)
6. Contributions are invested with a target Return on Investment = 7.5% per year which is guaranteed by the Employer.

- These assumptions are the basis for the model on slides 10-12.
- These assumptions do not relate to either any plan Marinwood offers or salary levels indicative of the average employee.
- The analysis is provided solely to demonstrate the degree of leverage required to fund pensions and their inherent risk.

**MARINWOOD COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS BYLAWS, DRAFT II**

**Article I           Mission**  
The Board of Directors is a 5-member governing body of the Marinwood Community Services District (MCSD) and acts collectively to establish policies, provide oversight, and set vision to ensure the District offers the highest level of service at fiscally sustainable way.

**Article II           Place of Business**  
The Board of Directors conducts regularly scheduled, public meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 et seq.) on the second Tuesday of each month at the Marinwood Community Center at 775 Miller Creek Road, San Rafael, CA 94903

**Article III          Authority**  
The Board of Directors has authority to establish or modify ordinances, resolutions and policies guiding the governance and operation of MSCD within its geographical boundaries and sphere of influence, including Joint Powers and Shared Services Agreements. The Board of Directors provides direction to and receives recommendations from the District Manager, the Fire Commission and the Park & Recreation Commission.

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

- Article IV          Formation**
- A.   Election**  
Members of the Board of Directors are publicly elected by the residents of MCSD. As a special district, MCSD consolidates their elections with the County of Marin.
  
  - B.   Qualifications**  
Members of the Board of Directors must be U.S. citizens of voting age and residents of MCSD for the duration of their term.
  
  - C.   Oath of Office**  
Newly elected members of the Board of Directors may not assume their role until they take their Oath of Office administered by the District Manager. Oaths may be taken as schedules allow or at a Board meeting. If the oath is taken outside of a meeting, the District Manager shall report as such at the next regular Board meeting. A copy of the Oath of Office document is kept on file at the District office and the original is sent to the Marin County Elections Department.  
The members of the Board of Directors, and persons elected but who have not yet assumed office as members of the Board, will fully comply with the provisions of the Brown Act.
  
  - D.   Term of Office**  
Members of the Board of Directors are elected to four (4) year terms. The positions are staggered, so every two years at least two positions are up for election. Individuals who are elected to the Board of Directors shall take office at the first meeting of the Board of Directors following the publication of certified election results from the Marin County Registrar of Voters. Individuals who are appointed take office when they take the Oath of Office.
  
  - E.   Compensation**  
Individuals serving on the Board of Directors serve without compensation.

**F. Resignation**

Individuals serving on the Board of Directors may resign their position for any reason by submitting their decision in writing (email or hard copy) to the District Manager, who will inform the remaining Directors of the resignation by the next business day.

**G. Removal**

Individuals serving on the Board of Directors may be required to relinquish their position if they violate MCSD Board of Directors Bylaws as set herein, or any applicable California Government Codes or federal laws.

**H. Vacancies**

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

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

**I. Appointments**

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

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

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

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

**Article V**

**Board Officers**

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

**A. President**

The Board President shall have following authority:

- 1) Call meetings of the Board, giving notice as prescribed by law;
- 2) Coordinate preparation of meeting agendas with the District Manager;
- 3) Serve as chairperson at all Board meetings;
- 4) Sign all instruments to carry out the requirements and the will of the Board;

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

The Board President shall have the following duties:

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

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

**B. Vice-President**

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

**C. Acting Chairperson**

If the Board President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

**Article VI Appointed Rapports**

**A. District Manager**

As the sole employee reporting to the Board, the District Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the District Manager. The District Manager shall:

- 1) Implement policies established by the Board of Directors for the governance and operation of the District;
- 2) Serve as technical advisor and consultant to the Board, Commissions and Committees
- 3) Appoint, supervise, discipline, and dismiss District employees, consistent with the employment policies established by the Board of Directors;
- 4) Supervise District facilities and services;
- 5) Manage the development and administration of District finances;
- 6) Supply the Board of Directors with information required in the decision-making process.
- 7) Prepare, post and distribute agendas and appurtenant materials for Board and Commissions in consultation with all applicable laws and regulations.

**B. Board Secretary**

The Board of Directors may at its discretion appoint a Secretary to keep minutes or to oversee the use of technology to record the discussions and actions of board meetings and any other necessary recordings.

**C. Legal Counsel**

The Board of Directors may appoint Legal Counsel to assist the Board of Directors and the District as needed. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board. The Legal Counsel reports to the Board as a whole however, the District Manager shall serve as the point of contact between the Board of

Directors and the Legal Counsel. In the event the District Manager is the subject of legal concern, the President of the Board of Directors shall function as the point person.

**D. Auditor**

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

**E. Other Consultants**

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

**Article VII Meetings**

All meetings are to be properly noticed in accordance with the Ralph M. Brown Act. All meetings of the Board of Directors, standing committees and commissions shall be open and public, except closed sessions as permitted by law.

**A. Time and Place of Regular Meetings**

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

**B. Special Meetings**

Special meetings may be called by the Board President or a majority of the Board of Directors, and the purpose of the meeting communicated clearly.

**C. Emergency Meetings**

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting in accordance with the Brown Act. An emergency situation means a crippling disaster or threat of crippling disaster which severely impairs public health, safety, or both, as determined by the District Manager or Board President. Anyone who has requested notice of special meetings in accordance with the Brown Act shall be notified by at least one hour prior to the emergency meeting. In the event that telephone and internet services are not functioning, the notice requirement of one hour is waived, but the District Manager or designee shall notify the public of the emergency special meeting and of any action taken by the Board as soon after the meeting as possible. No closed session may be held during an emergency meeting. The minutes of the emergency special meeting shall include a list of persons the District Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions.

**D. Attendance**

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

**Article VIII Agenda**

**A. Setting of the Agenda**

The District Manager in cooperation with the Board President shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may request any item to be placed on the agenda by either requesting it during an appropriate part of a public meeting or

submitting an agenda request via email to the District Manager at least five (5) business days prior to the date of the meeting. Directors should submit the wording they want on the agenda and designate it as a discussion only item or action item.

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

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

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

**B. Publication of Agenda**

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

**1) Regular Meetings**

At least seventy two (72) hours prior to the time of all regular meetings, an agenda, which includes all meeting topics and related materials on which there may be discussion and/or action by the Board, will be posted on District website. Supporting materials may be received by the District Manager past this deadline, but must be made available to public at the same time they are made available to the members of the Board of Directors.

**2) Special Meetings**

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

**3) Emergency Meetings**

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

**C. Agenda Items**

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

- 1) Call to Order;
- 2) Agenda Review;
- 3) Consent Calendar;
- 4) District Matters, when applicable;
- 5) Public Comment – Open Time for Items not on the Agenda;
- 6) Fire Department Matters;
- 7) Park and Recreation Matters;
- 8) Requests for Future Meetings Agenda Items;

- 9) Recognitions and Announcements
- 10) Adjournment.

**D. Changes to the Agenda**

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

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

**E. Correspondence**

All correspondence from the public addressed to the Board of Directors is to be sent to the District Manager who shall forward it to all Directors and acknowledge this action to the originator.

**F. Consent Calendar**

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

- 1) Approval of Minutes;
- 2) Approval of Bills paid during the last month (Payables List).

**G. Public Comment on Agenda Items**

Any member of the public may address the Board on any item on the agenda at the time that item is being considered by the Board. Speakers will be limited to three (3) minutes per agenda item. Additional time may be extended by the Board President. Speakers shall not be allowed to “split” their time, nor shall they be permitted to “reserve” all or any portion of their allotted time. If any person fails or refuses to abide by these rules, causing disruption of the meeting, the Board President, after warning the speaker, may declare that the speaker is disrupting, disturbing or impeding the orderly conduct of the meeting and order the speaker to leave the meeting room.

**1) Action Items**

In accordance with Rosenberg’s Rules of Order, the public comment will take place only after the technical questions from the Board of Directors have been answered, and before a motion is introduced. The Board President shall clearly announce the beginning and end to periods of public comment for each action item.

**2) Discussion Items**

The Board President shall announce the discussion item and whether the public comment section will take place before or after the discussion by the Board of Directors. The Board President shall clearly announce the beginning and end to periods of public comment for each discussion item.

**H. Public Comment on Items not on the Agenda**

Any member of the public may address the Board on any item of interest to the public within the subject matter jurisdiction of the District that is not on the agenda during the “Public Comment – Open Time for Items not on the Agenda” section of the meeting. Speakers will be limited to three (3) minutes. Additional time may be extended by the Board President. Speakers shall not be allowed to “split” their time, nor shall they be permitted to “reserve” all or any portion of their allotted time. If any person fails or refuses to abide by these rules, causing disruption of the meeting, the Board President, after warning the speaker, may declare that the speaker is disrupting, disturbing or impeding the orderly conduct of the meeting and order the speaker to leave the meeting room.

No action shall be taken on any item not appearing on the agenda. The Board shall not engage in debate, dialogue, or take action on any matter brought to its attention under public comment, except to respond with factual information only, refer the matter to staff or to determine that the matter should be included on a future agenda for consideration and possible action.

**Article IX Rules of Order**

The MCSD Board of Directors, Commissions and any appointed standing Committees shall follow Rosenberg's Rules of Order. A copy of the rules may be obtained online at [https://www.cacities.org/Resources/Open-Government/RosenbergText\\_2011.aspx](https://www.cacities.org/Resources/Open-Government/RosenbergText_2011.aspx) or by contacting the District Manager and is included in these bylaws as Appendix A.

**Article X Code of Conduct**

**A. Nondiscrimination**

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

**B. Decorum**

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

Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being offensive. Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of said action;

**C. Chain of Command**

The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

Members of the Board of Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors. To obtain information needed to supplement their knowledge and improve decision-making, all Directors may approach staff members directly only if the request will not substantially divert the staff from their daily responsibilities. Any requests by individual Directors for substantive information and/or research from District staff shall be channeled through the District Manager. Information that is exchanged before meetings shall be distributed through the District Manager to all Directors.

**D. Use of District Resources**

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

**E. Communication Channels**

In order to avoid potential conflict with the Brown Act, members of the MCSD Board of Directors are not allowed to comment on any issues within the District's subject matter jurisdiction on any social media platform, and should channel any information to be distributed to the Board of Directors or to the public through the District Manager.

If contacted by the media, MCSD Board of Directors members shall clearly state that the opinion expressed is their personal opinion, and shall include the opinion of the Board of Directors as a whole.

If contacted by the media for comments on issues within the subject matter jurisdiction but not discussed or acted upon recently, Directors shall defer to the District Manager.

## **Article XI Meeting Records**

### **A. Minutes**

The Secretary of the Board of Directors shall keep minutes of all meetings of the Board and any other meetings as required by the Brown Act. If a recording device is used by the secretary to aid in preparation of minutes, a copy of the recording will be available for public viewing for 30 days from the date of the meeting.

Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each calendar year.

In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- 1) Date, place and type of each meeting;
- 2) Directors present and absent by name;
- 3) District staff present by name;
- 4) Call to Order time;
- 5) Time and name of late arriving or early departing Directors;
- 6) Names of Directors absent during any agenda item upon which action was taken;
- 7) Summary of staff reports;
- 8) Summary of public comments regarding matters not on the agenda, including names of commentators;
- 9) Approval of minutes or modified minutes of preceding meetings;
- 10) Summary of each agenda item discussed by the Board;
- 11) Name of Directors making and seconding motions, and voting "aye", "nay" or abstaining, unless the vote was unanimous;
- 12) Time of meeting adjournment.

### **B. Approval of Minutes**

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

### **C. Public Recordings**

In accordance with the Brown Act, members of the public may take either voice or video recordings of MCSD Board of Directors meetings.

## **Article XII Commissions**

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

**A. Board Liaisons**

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

**Article XIII Committees**

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

**A. Standing Committees**

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

**B. Ad Hoc Committees**

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

**Article XIV Applicable Laws**

**A. Government Code §61000, et seq. - Community Services District Law**

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

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

**B. Government Code §54950, et seq. - Ralph M. Brown Act**

MCSD Board of Directors are obligated to comply with the Brown Act, which guarantees the public's right to attend and participate in meetings of local legislative bodies. Full text may be obtained at [http://ag.ca.gov/publications/2003\\_Intro\\_BrownAct.pdf](http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf)

All elected MCSD Directors shall complete Brown Act training. Any director that serves on the Board of another agency is only required to take the training once.

**C. Government Code §6250, et seq. - California Public Records Act**

This code gives the public a right to inspect public records and to request records subject to payment of fees covering the direct cost of duplication. Exemptions to this act include privileged or confidential documents such as those protected by attorney client privilege, preliminary draft documents and personnel records. A summary is available at [http://ag.ca.gov/publications/summary\\_public\\_records\\_act.pdf](http://ag.ca.gov/publications/summary_public_records_act.pdf)

**D. Government Code §53234, et seq. - Ethics Laws**

Although this code does not apply to MCSD Board of Directors as members are not compensated or reimbursed for their service, Directors shall nevertheless complete online courses on these subjects within six (6) months of election or appointment to the Board of Directors, and at least once every two years thereafter. The state Fair Political Practices Commission has made the AB 1234 Local Ethics Training available at no cost to satisfy the local officials' ethics training requirement (<https://oag.ca.gov/ethics> ). Should an alternative course be used, it needs to comply with the California Attorney General and the Fair Political Practices Commission.

Directors shall obtain proof of participation after completing the ethics training, and the District Manager will retain those certificates for at least five (5) years. These documents are public records subject to disclosure under the California Public Records Act. Any director that serves on the Board of another agency is only required to take the training once every two years.

**E. Government Code §81000, et seq. - Political Reform Act**

This code ensures that elections are fair and public officials perform their duties impartially and serve all citizens equally and free of prohibited conflicts of interest.

**Article XV Training**

Members of the Board of Directors are encouraged, but not obligated, to attend educational conferences and professional meetings that further Directors' understanding of District business and/or their role as Board Director. Participation in all training or attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences will not be paid for by the District, although members of the Board of Directors may take advantage of special discounts offered by a business to all legislative bodies or offered to the District because of MCSD's membership in a particular organization.

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

**Article XVI Violations**

A perceived violation of policies and laws by a Director should be brought to the attention of the Board President or the full Board of Directors for investigation and consideration of any appropriate action. Remedies include but are not limited to:

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

**Article XVII Governing Provisions; Severability**

Any and all applicable laws of any governmental authority or agency having jurisdiction over the Board of Directors are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) and any provision of these Bylaws, the applicable law(s) shall control and such Bylaws provision(s) shall be considered null and void; provided; however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect.

**Article XVIII Bylaws Adoption and Amendments**

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

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

**Current Year Observations**

1) Bank Reconciliations

Observation:

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

Recommendation:

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

**Prior Year Observations**

1) Capital Assets

Observation:

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

Recommendation:

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

Response:

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

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

Status:

This recommendation has not been implemented.

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

2) Accounting and Administrative Manual

Observation:

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

Recommendation:

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

Response:

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

Status:

This recommendation has not been implemented.

3) Payroll Tax Return Reconciliation

Observation:

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

Recommendation:

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

Status:

This recommendation has not been implemented.

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

March 1, 2016 Fire Commission Meeting Minutes

**DRAFT**

Commissioners:

Present: Jim Rey, Russ Albano, Dan Curran, Ron Marinoff, Greg Stilson

Others in attendance:

Fire Chief Tom Roach, Board Member Izabela Perry, Captain Steve Heine, Engineer Cesar Correa, District Manager Eric Dreikosen

1. Approval of Agenda-Call to order 700 pm.
  - **M/S Marinoff/Curran to approve submitted agenda. All in favor.**
2. Public Comment on Non agenda items.
  - Ron Marinoff had a comment that he attended the Brown Act Training and it was very informative.
3. Approval of February 2016 Minutes
  - **M/S Albano/Marinoff to approve the February Commission Minutes**
4. February Activity Schedule and Response Report.
  - The February Activity Schedule was reviewed. Chief explained the Activity Summary was a report of the highlights of the department for the previous month. He also explained that the call matrix on the type and location of the calls came from the response report. The Commission stated they would like to continue to see the matrix. Chief is attempting to get that information from the new Emergency Reporting System but at this point has not been able to get it, so in the meantime the response report will have to continue to be done. There is some duplication of reporting with Emergency Reporting and the Department Response Report, as there always has been, and that will have to continue.
  - The February Response Report was reviewed. The February Response report was reviewed there were no questions. Chief also included some reports that available from Emergency Reporting. He explained that the reporting system is new and he is still working out some kinks but hopes to provide the Commission with some additional reports moving forward.
5. Chief Report
  - Chief gave an update on the fire engine status.
  - Chief gave an update on the current staffing in the department as well as future joint testing and hiring and joint new hire academy in San Rafael. All of which will take place in May 2016.
  - Chief gave an update on new hire Sean Day and his preparation to work as paramedic when the position is created and other details that are being prepared for an ALS Engine Company as well as the continued efforts to provide ALS level service from the department.
  - Chief and Commission reviewed the strike team reimbursement report. At this point only reimbursement/revenue was available and reported. Chief will have the expense side of strike costs at the April meeting.
6. Draft Budget FD 2016/17
  - Chief and Eric gave a report on the status of the 2016/17 budget for the Fire Department.

7. Future Agenda Items
  - Possible sale of 1995 Central States Type 1
  - Continued reporting on Paramedic Status
  - Continued report on new reports available from Emergency Reporting
8. Adjourn

Chief Tom Roach

March 2, 2016

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

**FULL TIME PAID STAFFING**

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

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

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

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

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

**VOLUNTEER STAFFING**

21 Current Volunteers including:

One Volunteer Battalion Chief

2 Volunteer Firefighter/AO’s

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

13 Volunteer Firefighter qualified as a “non responder”

**EMERGENCY CALLS**

Below are emergency calls through February 2016. The department ran 78 emergency  
responses in February. Most were medical in nature. The department did respond to one  
vehicle fire in Marinwood, one structure fire east of Highway 101, one structure fire  
downtown San Rafael, and one structure fire in Novato.

**February Response Report-through 2/22/16**

	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	15	6	1	2	0	na	24
CSA 13	2	0	1	0	0	na	3
New JPA (east of 101)	25	6	3	1	0	na	35
Old JPA (mont marin)	2	3	0	0	0	na	5
SR Mutual Aid	1	0	1	1	0	0	3
MC JPA	2	1	2	0	0	na	5
Novato Matrix	0	0	0	1	0	2	3
Others (list)	0	0	0	0	0	0	0
Total number	47	16	8	5	0	2	78

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

- I completed three final inspections of new solar systems in Marinwood.
- A Fire Commission meeting was held in February.
- I completed one home remodel inspections in Marinwood during February.
- I did one home residential home safety inspection in February..
- The on duty staff and I went through some new records management training in February.
- I had a meeting with Cam Case and Tom Boyd to review details for the Community Service Grant. The grant is for a new Disaster Preparedness trailer.
- I attended the San Rafael/Larkspur/Marinwood Administrative staff meeting to discuss issues with our operational area in February.
- Two birthday party tours were done at the firehouse in February.
- A Lion Club Marinwood CERT Team Meeting was held at the firehouse in February.
- I attended the monthly MERA Governing Body Meeting in February.
- I have been appointed to the MERA Executive Board as of February 1.
- Eric and I worked on the draft FD 2016/17 budget in February.
- A local Girl Scout Troop cooked dinner for the on duty staff at the Firehouse as a Valentine's Day Thank You.
- I had two meetings with architects about remodels in Marinwood to discuss and review the plans.
- The on duty staff taught a first aid refresher class to the Dixie Little League Coaches.
- Eric and I had a walk through of the Marinwood Community Center with the Red Cross and updated the agreement for the center to be a disaster shelter.

## **TRAINING**

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during February.
- Sean Day continued to develop his paramedic skills. He did two ride alongs with the SR Medic Ambulances in February. He also took two ALS level classes in February.
- Captain Heine lead the Commercial Structure Fire training drills in Terra Linda for all CMTC personnel.
- Four volunteer drills were held in February. Commercial Firefighting, EMT Skills, and SCBA training were the topics.
- Three volunteers continued to participate in the new Volunteer Academy sponsored by Mill Valley. It consists of Eight Sundays in a row of training, four of them were in February.
- Engineer Otis Smith attended the CERT train the trainer class in February.
- The Department end of the year (2015) recognition dinner was held in February. Co Volunteers of the Year were Lindsey Williamson and Matt Rau. John Papanikolaou was the Firefighter of the Year.

## **MAINTENANCE**

- All 4 department vehicles underwent a comprehensive monthly check during February.
- All gas-powered equipment was checked weekly during the months.
- All vehicle batteries were serviced and charged on a weekly basis during the months.
- Unit 58 had a spark plug problem repaired in February.

March 4, 2016

To: Marinwood Fire Commission  
From: Chief Roach

Re: New Engine Update, Staffing, Succession Planning for Paramedic Program, 2016/17 FD Draft Budget

### **New Engine Update**

The new engine was here. Drive time and pump operations are initially being trained on. The engine went back to Sacramento to complete radio installation. Captain Heine and Maintenance Officer Cesar Correa are putting together a training plan. It will probably be three to four weeks before it is placed in service.

### **Staffing**

The department is currently operating with seven full time personnel and one temporary hire for a total of eight. Relief firefighter is filling in full time on shift. All time off-sick, vacation, class room, special operations time, etc-is being filled with overtime. There are two work related injuries and one non-work related injury currently out rehabilitating. The department should have more information on all over the next few months.

### **Succession Planning for implementation of Paramedic Positions**

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

The paramedic recruitment for the department continues to move forward. I have contracted with Fire Candidate Testing Center to pull eligible candidates from their statewide list. Interviews will take place late March. In the packet is the announcement for the recruitment.

### **2016/17 Fire Department Draft Budget**

\*A revenue line item was added to show reimbursement from San Rafael for Shared Services and paramedic pay.

\*There is a substantial increase in vegetation management projects.

\*Capital equipment purchases included the new engine lease and purchase of 6 new SCBA units. It's time to begin the replacement of our SCBA's as our current ones are over ten years old and no longer compatible with our surrounding departments. This could be offset by the Assistance to Firefighter Grant in which I wrote for new SCBA's for the department.



## Job Announcement for the Marinwood Fire Department

### **Entry Level Firefighter / Paramedic**

*Safety Position*

### **Must be on FCTC's Statewide Eligibility List**

#### **HIRING PROCESS**

The Marinwood Fire Department is seeking candidates for prospective open Recruit Firefighter Paramedic positions. Candidates must be active on the FCTC Statewide Eligibility List, have a valid CPAT card issue date within twelve months of the application period, and be Paramedic and Firefighter 1 certified (see additional requirements below). **The Marinwood Fire Department will notify candidates via Email of their eligibility to apply for this position.**

If you are not currently on FCTC's Eligibility List, please visit [www.FCTCOnline.org](http://www.FCTCOnline.org) to learn more about the exam process, requirements to be placed on the list, and scheduled written exam and CPAT dates and locations. Please note that there are grants available for FCTC fees for individuals who demonstrate a financial hardship. For more information visit [www.fctc/financial-hardship](http://www.fctc/financial-hardship).

#### **TENTATIVE DATES**

- Email to prospective Candidates with application information: Week of February 29, 2016.
- Physical Ability - must have valid CPAT card issued within twelve months at time of application.
- Marinwood Applications with copies of all certifications due between March 7, 2016 and March 18, 2016 at the Marinwood FD via mail or dropped off in person.
- Oral Boards (Weighted 100%) – Tentatively Scheduled for late March 2016.
  - Current qualified Marinwood Volunteers in good standing with a minimum of 6 months service at the time of application will receive an additional 2.5 points on the Oral Board final score.
- Chief's Interviews – Week of April 4, 2016
- Background Checks, Pre-Employment Medicals and Drug Screening – TBD
- Academy Start Date – May 1 or May 15

#### **APPLICANT REQUIREMENTS**

- Must be on FCTC's Statewide Eligibility List
- CPAT card issue date with 12 months of application period
- State of California Drivers License with the ability to be insured by the District.
- California State Fire Marshals Firefighter 1 Certificate (Academy certificate not accepted).
- California EMSA EMT-Paramedic **or** National Registry EMT-Paramedic
- AHA CPR/AED for Healthcare Professionals
- CSTI Hazardous Materials – 1st Responder Operational Level or equivalent
- NIMS / ICS 200 Basic Incident Command or equivalent
- CICC / NWCG S-130 – Wildland Firefighter Type II
- CICC / NWCG S-190 – Introduction to Wildland Fire Behavior
- CICC / NWCG S-131 – Advanced Firefighter / Squad Boss
- Confined Space Rescue – Awareness (minimum 7 hours) or equivalent

- AHA Advanced Cardiac Life Support (ACLS)
- Must be able to become accredited with the Marin EMSA within 3 months of hire

## **DESIRABLE**

- CA SFM Driver / Operator 1A.
- California SFM FSTEP Auto Extrication (16 hours) or equivalent.
- Minimum of one (1) year experience working as a Paramedic.
- Minimum of one (1) year of Seasonal Firefighting Experience or Volunteer Firefighting Experience
- Either: Pre-hospital Trauma Life Support (PHTLS) or International Trauma Life Support (ITLS)
- Either: Pediatric Advanced Life Support (PALS) or Pediatric Education for Prehospital Providers (PEPP)

### Salary and Benefits: (negotiations in progress)

- Salary: Base Firefighter: Step A - \$5129 thru Step E - \$6234 per month.
  - Paramedic Incentive: TBD
- Holiday Pay: 11 Paid Holidays, compensated twice per year.
- Longevity Pay: + 5% after 10 years.
- Educational Incentives: 2.5% for 15 college units of Fire Science  
5% for 30 college units of Fire Science or AS Degree.
- Vision Insurance: VSP -Vision Service Plan "C" – District paid at 100%
- Dental Insurance: Delta Dental – District Paid at 100%
- Life Insurance: 1 years salary, + \$5000 – District Paid at 100%
- AFLAC Plans: \$ 550 per year, paid quarterly.
- Health Insurance: CalPERS cafeteria plan, District pays 80% of plan cost based on Kaiser North rates for member, member plus one or family coverage. Opt- Out Option available for those already covered.
- Long Term Disability: CAPF LTD Plan "A" paid for by employee.
- Paid Vacation Leave:
  - Years 1-5: 6 Shifts
  - Years 6-10: 8 Shifts
  - Years 11-15: 10 Shifts
  - Years 16-20: 11 Shifts
  - Years 21+: 13 Shifts
- Paid Sick Leave: 7 Shifts per year, no maximum accrual. Conversion to retirement.
- Retirement:
  - Tier 2 – 3% @ 55 CalPERS, 3 Year Average, 9% Paid by Employee
  - Tier 3 – 2.7% @ 57 CalPERS, 3 Year Average, subject to PEPPRA 2013 requirements.
  - Social Security and Medicare participation.
- Deferred Compensation: 457 Plan offered through Nationwide.
- Uniforms: Provided by District.
- Schedule: Firefighter 2x4 Schedule, A-B-C shift or Relief, 56 hour work week.
- Apprenticeship: New employees may be required to participate in the CFF JAC.
- Miscellaneous: Credit Union, Exposure Reporting, and Benefits Care Network available and paid for by employee.
- Contract Negotiations ongoing

## **The Department:**

The Marinwood Fire Department is a professional “All Risk” combination department staffed with 10 full time paid personnel and supported by a volunteer staff of up to 24 participants and overseen by a Fire Chief. The department provides a minimum of 3 paid personnel on duty at all times including a Captain, an Engineer, and a Firefighter or Firefighter/Paramedic. These personnel provide fire protection and emergency medical services to the local communities and those of the surrounding agencies through various cooperative agreements and mutual aid. The department personnel staff a Type 1 Structural Fire Engine and cross staff a Type 3 Wildland Fire Engine as well as various utility vehicles that average approximately 1200 calls per year.

## **The Position:**

Under direct supervision, the Firefighter/Paramedic performs firefighting and emergency response duties in protecting life and property, responds to fire, rescue, emergency, and non-emergency service calls, assists with fire inspections and fire prevention functions, performs station and equipment maintenance work, participates in training activities and programs, participates in community education programs and events. Must have the ability to read, understand, and act in accordance with Department safety standards, policies, rules, and regulations.

## **The Community:**

The Marinwood Community Services District is situated approximately 20 miles north of San Francisco in Marin County, California. Founded in 1960, the Marinwood Community Services District is an agency of local government providing fire protection and emergency response services, street lighting, recreation programs and facilities, and parks and open space to the unincorporated community of Marinwood. The boundaries of Marinwood Community Services District (CSD) include various developments, including Marinwood, Lucas Valley, Casa Marinwood, Roundtree, Miller Creek Gardens, Miller Creek Ranch, Lucas Valley Estates and Las Gallinas Ranch. Marinwood-Lucas Valley is approximately 6 square miles and includes 2400 residences housing 6200 residents.

**Marinwood Fire Department  
777 Miller Creek Road  
San Rafael, CA 94903  
415-479-0122**



*The Marinwood CSD provides Equal Opportunity Employment to all applicants and employees. The District is willing to make reasonable accomodation in the application and examination process for those individuals with disabilities. Requests for accomdation should be made prior to submission of the application.*

*\* Information contained herein is subject to change without notice \**

## Park & Recreation Report – February 2016

Shane DeMarta, Recreation Director

### Recreation Activities

#### Winter Events:

Raise a Glass: Raise a Glass was a big success this year, we had approx. 110 people in attendance and everyone had a great time.

#### Spring Events:

Breakfast with Bunny: The annual Las Gallinas Lions Club Easter Egg Hunt and Breakfast with Bunny is scheduled for Saturday March 26<sup>th</sup> at 10am.

#### Spring Break Camp:

Spring Break Camp is scheduled for the week of April 11<sup>th</sup>-15<sup>th</sup> at the Marinwood Community Center. Campers will participate in arts and crafts, games, sports and an end of the week special event in this camp. Spring Break Camp always fills to capacity.

#### Summer Camp:

Camp Registration: Camp registration opened to Marinwood Residents and pool members on Monday, February 22<sup>nd</sup> and to non-residents on Monday, February 29<sup>th</sup>. Within the first two weeks the Recreation Department has brought in half a million dollars in summer registrations. Many of our day camps are now full with waitlists.

#### Pool:

The pool is now open for the start of the Waterdevils season. Lifeguards that will be working this season have all gone through in-service training and recertification of CPR/LGT.

Recommendation for Ozone: Attached you will find a recommendation for installing an ozone generator for the pool (as well as other options). We were unable to generate the minimum chlorine required last season which resulted in us having to supplement with liquid chlorine. We have three options moving forward:

Option 1 (recommended): Install an Ozone Generator (recommended) which will reduce our need for liquid chlorine and will also help with water quality and clarity. This option has little on-going maintenance and uses very little energy. With the use of this unit we should have no problem generating the chlorine load we need. The cost is \$7,900 and the installer is willing to put off billing until the next fiscal year. The installer has also committed to providing us with a 3 month trial and if we are not happy with the results we would not be charged.

Option 2: Replace our second chlorine generator which does not function. This option may or may not meet our chlorine needs. When both generators were fully operational we still had to supplement with liquid chlorine on days with high bather loads or when we had hot weather. The cost for this option is approx. \$6,000.

Option 3: Continue to supplement with liquid chlorine. This is the least favorable option as liquid chlorine is expensive, hard to transport, and has other negative effects on pool chemistry. We spent approx. \$3,500 on liquid chlorine last season.

## Park Maintenance Activities

### General Maintenance:

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

### Projects completed February:

- Pool Picnic area is complete, installation of new tables will occur in April
- Staff installed all new irrigation for the pool turf
- Concrete repair complete for pool deck
- Pool turf has been seeded

### Projects for March:

- Weed abatement around landscaping and park areas (hand-picking and weed whacking)
- Irrigation testing and repair for main park and turf areas.
- Work will continue in pool area before we open to the public on April 4<sup>th</sup>.

Gary L. Gockel  
Pool Chemical Reduction Project  
February 23, 2016

Mr. Shane DeMarta  
Recreation Director  
Marinwood Community Services District  
775 Miller Creek Rd.  
San Rafael, CA. 94903  
415-479-0775

Via email: [sdemarta@marinwood.org](mailto:sdemarta@marinwood.org)

Dear Shane,

During this past year, you have experienced higher than normal liquid chlorine and CO2 costs. This has been due to higher bather loads, increased use of suntan lotion and loss of one the salt-to-chlorine generators. Because of the higher PH value of the liquid chlorine, you were also using more CO2 to bring the PH back in line with the required levels.

Per our discussion I recommend the following solution:

Install an Ozone generator that would take away over 50% of the chlorine demand and thus the existing chlorine generator would suffice. The benefits of Ozone are described below. The ozone generator would be installed on the wall opposite the filters. The electrical has already been installed for the unit at NO charge. Only some minor piping would be needed. The new slide pump will provide water flow. The system design is for a pool between 200,000 to 400,000 gallons. Your pool is 200,000 gallons. I expect that you will save the majority of the thousands of dollars that you spent last year in unexpected liquid chlorine costs. Depending on that cost, the system might pay for itself in several years. This is in addition to the improved clarity of water and removal of other chemical debris (iron for instance).

Scope of Work:

1. Install Prozone PZ2-16 Ozone generator on main pool. System to operate 24/7.
2. Includes: Field fabricated 2 inch PVC De-Gas column, piping, venturi and isolation valves.

Payment terms:

- No deposits or advance payment
- Total due upon completion of installation, setup & staff training. \$7,900.00

Product features:

1. Chemical-Free Oxidation Equipment
2. Eco-Friendly Water Purification
3. Save up to 80% on Chemicals
4. Low Cost, Low Maintenance Operation (nothing to clean).
5. No Need for Air Dryer or Oxygen Concentrator
6. Reduces Chloramines

**The Ozone System being installed is not the primary or secondary disinfection system but a 'Supplemental' or 'Auxiliary' system. Proper water chemistry including a chlorine residual must be maintained at all times per current health code.**

**Contractors are required by law to be licensed and regulated by the Contractors' State License Board, which has jurisdiction to investigation complaints' against contractors if a complaint is filed within four years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, PO Box 26000, Sacramento, CA. 95826**

Conditions & Disclosure:

1. Estimate includes material and labor for installation. Also included is setup and training.
2. Estimated pricing is good for 30 days.
3. This unit is fully compatible with all new energy efficiency upgrades.

Time frame:

1. Project completion based upon 3 week order and delivery time, 2 days to install, setup and test. Includes 1 hour of staff training. Estimated times noted above: 17 days. Pool down time is ZERO.

Please feel free to contact me to arrange for any meetings or additional information.

Thank you,

Gary L. Gockel

For more information:

<http://www.prozoneint.com/recreational-water-products/commercial-recreational-water/>

707-529-9432

Certified Aquatic Energy Auditor

Certified Pool Operator

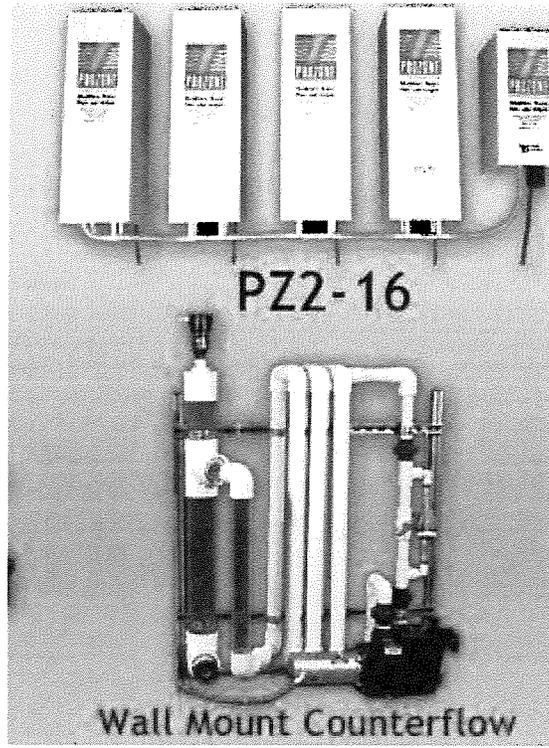
California Contractor License #785971

C-61/D-35 Swimming Pool Service & Repair

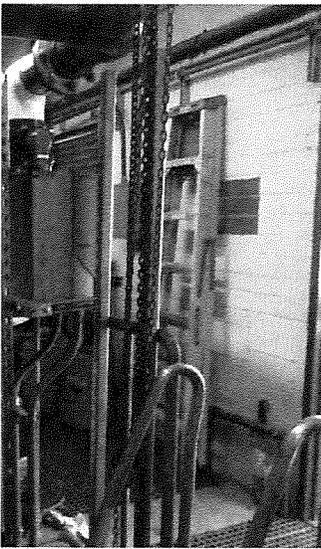
C-53 Swimming Pool Builder

2642 Coffey Lane, Santa Rosa, CA. 95403

[Gary@PoolSolutionsGroup.com](mailto:Gary@PoolSolutionsGroup.com)



Your system will be using the slide pump to provide water. The counterflow piping and units will be mounted to the wall shown below.



Equipment to be installed on wall where ladder is leaning. Electrical source is just to the left.

**American Red Cross  
Shelter Agreement**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

**Parties and Facility**

Owner:

Legal name: \_\_\_\_\_  
Chapter: \_\_\_\_\_  
24-Hour Point of Contact:  
    Name and title: \_\_\_\_\_  
    Work phone: \_\_\_\_\_ Cell phone/pager: \_\_\_\_\_  
Address for Legal Notices:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Red Cross:

Legal name: The American National Red Cross  
Chapter: American Red Cross Bay Area Chapter  
24-Hour Point of Contact:  
    Name and title: Disaster Manager  
    Work phone: 415-721-2379 Cell phone/pager: 415-694-9039  
Address for Legal Notices:  
712 5<sup>th</sup> Avenue, San Rafael, CA 94901; ARC Dispatch number: 866-272-2237  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Copies of legal notices must also be sent to:*  
The American National Red Cross, Office of the General Counsel,  
2025 E Street, NW, Washington DC 20006  
and  
The American National Red Cross, Disaster Operations,  
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

(Insert name and complete street address of building or, if multiple buildings, write "See attached Facility List" and attach Facility List including complete street address of each building that is part of this Agreement).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the "Facility/Shelter Opening/Closing Form" to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
  - a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among

bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

Term: The term of this agreement begins on the date of the last signature below, and shall continue for a period of five (5) years therefrom, or after 30 days written notice of termination by either party, whichever is sooner.

Owner (legal name)	THE AMERICAN NATIONAL RED CROSS (legal name)
By (signature)	By (signature)
Name (printed)	Name (printed)
Title	Title
Date	Date

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