

Agenda for the Regular Meeting of the Marinwood CSD Board of Directors

Tuesday – April 12, 2016 – 6:30 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.

Time*	Description:	Board Action
A. 6:30 PM	CALL TO ORDER	
B. 6:30 PM	CLOSED SESSION 1. Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Jack Hughes, Liebert Cassidy Whitmore. Represented Employees: Marinwood Professional Firefighters 2. Conference with Legal Counsel – Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code 54956.9(d)(2) and e(5): Number of Cases Unknown	
C. 7:30 PM	OPEN SESSION: CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
D. 7:30 PM	AGENDA	Adopt
E. 7:35 PM	RECOGNITION: The Board of Directors Will Recognize a Local Citizen for Their Contributions to the District	
F. 7:45 PM	LAFCO MUNICIPAL SERVICE REVIEW STUDY 1. Presentation by LAFCO Executive Officer, Keene Simonds, to Discuss Upcoming Municipal Service Review Study of San Rafael/Lucas Valley Area	
G. 8:15 PM	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of March 8, 2016 b. Bills Paid Nos. 858-957	Approve
H. 8:25 PM	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to limit comments to two minutes. Speakers may comment only on Closed Session and non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
I. 8:35 PM	PERSONNEL MATTERS 1. Change in Administrative Assistant Position from Part-time Position to Full-time Position, including Approval of Job Description and Proposed Compensation	Approve
J. 8:45 PM	FISCAL MATTERS 1. Fiscal Year 2015-16 Budget Amendment 2. Draft District Budget for Fiscal Year 2016-17	Approve Review
K. 9:15 PM	DISTRICT MATTERS 1. Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities <i>Committee Member(s): Jeff Naylor, Bill Shea</i> 2. Update from Ad-Hoc Committee to Review, Revise, Create District Policies & Procedures: Approval of Draft Board Bylaws. <i>Committee Member(s): Izabela Perry</i> 3. District Manager Report	Review Approve Review
L. 9:45 PM	FIRE DEPARTMENT MATTERS 1. Draft Minutes of Fire Commission Meeting of April 5, 2016 2. Fire Chief Report and Activity Summary Report for March, 2016 3. Date of Next Fire Commission Meeting – May 3, 2016	Review Review
M. 10:00 PM	PARK AND RECREATION MATTERS 1. Draft Minutes of Park & Recreation Commission Meeting of March 22, 2016 2. Recreation and Park Maintenance Activity Reports 3. Authorize Purchase of Salt Generator for Pool 4. Date of Next Park & Recreation Commission Meeting – April 26, 2016	Review Review Approve
N. 10:15 PM	NEW AND OTHER BUSINESS 1. Marin County Grand Jury Report: Discuss and Potentially Approve Formal Response to Recent Grand Jury Report Regarding Website Transparency 2. Resolution 2016-01: Approving the Form Of and Authorizing the Execution Of A Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program 3. Requests for Future Meeting Agenda Items	Approve Approve

Time*	Description:	Board Action
O. 10:35 PM	RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST	
P. 10:40 PM	ADJOURN	
	DATE OF PUBLIC HEARING FOR 2016-17 BUDGET – April 26, 2016 at 6:00 PM	
	DATE OF NEXT REGULAR BOARD MEETING – May 10, 2016 at 7:30 PM	

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

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting Tuesday March 8, 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 6:50pm. No action was taken; the Board advised its representatives.

Present:

Board Members: President Justin Kai, Bill Shea, Izabela Perry, Leah Kleinman-Green and Jeff Naylor.
Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Cesar Correa, Ryan Brackett and Stephen Heine and Administrative Assistant Carolyn Sullivan.
Others Present: Stephen Nestel, Frank Gober, Ray Day, David Kunhardt and Bill McNicholas.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

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

Solar Power Purchase Agreement

1. *Presentation of Solar Project Engineering and Design by Sol-Ed and Danlin Solar including Request for Notice to Proceed to Construction:* Kunhardt reported Danlin Solar had been hired for the construction work for the project. Frank Gobar from Danlin Solar presented the plans for the project. Gobar commented he is a Marinwood resident and is very familiar with the pool complex. Gobar spoke on the timetable for the project and stated if he received the Notice to Proceed he would begin the process of permitting as soon as possible. Gobar commented the production of the steel will also be a factor in the timetable. The Board had safety concerns regarding construction occurring in conjunction with summer camps. DeMarta commented construction of the canopy occurring after June 13th would not be feasible. Dreikosen broached the topic of postponing the canopy until after the peak summer season, if needed. Gobar replied that might be a possibility. Day stated with multiple projects being built at the same time, will Danlin have the capacity to work on all the jobs at once. Gobar replied yes, these are not large projects for the company. Nestel inquired why Kunhardt had recommended against canopy structures for the Old Adobe School projects, yet recommended canopy construction for the CSD. Kunhardt replied the school site had acreage to work with and ground mounting would save the school a significant amount of money; the CSD has no acreage to work with. Naylor stated the CSD is not in a position to own a solar system at this time.

M/s Shea/ Kleinman-Green to approve Solar Project Engineering and Design by Sol-Ed and Danlin Solar including Request for Notice to Proceed to Construction. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Consent Calendar

- a. *Draft Minutes of Regular Meeting of February 9, 2016:* No comments.
- b. *Bills Paid Nos. 774-857:* Shea commented overtime costs continue to be high. Roach replied the department is not fully staffed. Naylor questioned the DC Electric bill. Dreikosen replied it is the bill for regular streetlight maintenance.
M/s Kleinman-Green/ Shea to approve Consent Calendar. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Public Comment Open Time for Items Not on Agenda

Nestel stated a Sheriff attended the last Board meeting. The Sheriff gave his opinion on a topic. It was wrong of the Board to allow the Sheriff to politicize the issue. Kai owes the public an apology. Kai replied the Sheriff was in attendance in response to past outbursts by community members and the Board did not solicit the Sheriff's opinion.

Fiscal Matters

1. *Draft District Budget for Fiscal Year 2016-2017:* Dreikosen stated this is a first draft, details will change. The County has decided not to do an estimation of property taxes, so Dreikosen will use last year's numbers. Measure A funding is estimated at \$80,000 and Workers Compensation experience modification decreased. Dreikosen noted this

budget includes making the recommendation for making the Administrative Assistant a full time position, the CSD has outgrown the current one and one-half administrative positions allocated. The Budget will be back on the agenda for the April meeting. Perry questioned why there are reserves in the Fire Budget if they are unfunded; the Board should refrain from placing items in the reserves if the funding is not in place. Shea questioned the unfunded liabilities and OPEB expenditures. Sullivan replied the unfunded liabilities are included in the budget. Dreikosen replied OPEB is not included in the budget. Kleinman-Green questioned if the CSD can show operations as a loss with the inclusion of all the liabilities. Dreikosen replied yes. Nestel commented the Board should think carefully about making the Administrative Assistant a full time position and look carefully at the costs.

2. *Set Date for Public Hearing for Fiscal Year 2016-2017 Budget:* The date is set for April 26, 2016 at 6:00pm.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities Committee Member(s): Jeff Naylor, Bill Shea:* Naylor included in the packet a presentation and status update. Naylor reported the District could save \$8,200 by making a once yearly payment for unfunded liabilities versus the monthly payments the District currently makes. The Annual Required Contributions will continue to increase, the estimates and predictions were made upon the data from the actuarial report. The District should be concerned with the impact of a 1% discount rate decrease. Naylor presented the impact of the decrease in the tables included in his presentation.

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 commented draft two was included in the packet. Nestel stated the Board Bylaws need to include language regarding a draft agenda to be open to the public one week before the posted agenda for public to make suggestions and comments. Nestel added he is interrupted every time he speaks and the Board needs to adopt a standard of decorum. Naylor commented he would like the bylaws to address conflict of interest issues. Perry replied it is included in Article Fourteen, but it could be broken out separately. Naylor requested a chain of command for speaking with staff; Board members should go through the District Manager. Kai suggested that Board Members and Commission Members should be granted free access to the pool facilities considering that the facility is under their purview. Perry replied that idea does not sit well with her. Shea stated the Board members serve without compensation and free access would set a bad precedent. Naylor and Kleinman-Green agreed with Perry and Shea. Kai stated language should be added to include the Board President may increase/decrease a speaker's time limit within accordance to Rosenberg's Rules. Kai stated there should be a section for social media as well; mis-information needs clarification. Perry replied it is advisable for information to originate from the District Manager; Board members should not be on social media acting as Board members.

3. *Update on Upcoming Accounting System Transition:* Dreikosen reported he has not received any status from the County. Naylor commented Sullivan has been very vocal about concerns with the lack of communication regarding training of the new County system. Naylor suggested the Board give direction to the District Manager to purchase Quickbooks. The Board agreed with Naylor and gave direction to Dreikosen to purchase the software.

4. *Review Audit Recommendations from Audit Management Report of 6/30/15:* Dreikosen commented Kleinman-Green offered to review the quarterly reconciliation of the Wells Fargo payroll account.

Fire Department Matters

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

2. *Fire Department – Activity Summary Report for February 2016:* Roach reported the Department is using a new emergency reporting system; the response report includes types of calls which the Commission requested to see.

3. *Fire Chief Report:* Roach reported the new engine is almost done; radios are being installed in Sacramento and the engine should be in use by the end of the month. Staffing has been challenging; currently the department has three employees out on injury.

4. *Update on Implementation of Paramedic Personnel on Engine:* Roach reported the recruitment process is beginning; Chief Grey and Chief Roach are sorting out operational issues.

Park and Recreation Matters

1. *Recreation and Park Maintenance Activity Reports:* DeMarta reported "Raise a Glass" a winter wine tasting went very smoothly; attendance was about 110 people. The next event is Breakfast with Bunny which will occur directly after the Lion's Club Easter egg hunt on March 26. The pool complex has opened for Lifeguard Training classes, which is a good source of revenue. DeMarta reported registration for summer programming had opened; within two weeks the Recreation Department had brought in more than half a million dollars in revenue.

2. *Staff Recommendation to Purchase Ozone Generator for pool:* DeMarta commented attached in the packet is information from Gary Gockel who the CSD has been working with over the past year. Gockel and staff recommend the ozone generator for the pool which will eliminate the need for supplementing with liquid chlorine. Gockel had guaranteed a three month trial period for the product. Dreikosen stated Gockel has been a huge resource for the Recreation Department, he has been very fair and staff has faith in his abilities.

M/s Kleinman-Green/ Perry to approve purchase of Ozone Generator for pool. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

3. *Date of Next Park and Recreation Commission Meeting*: Dreikosen stated the Commission did not meet in February due to the Brown Act Training seminar all Board Members and a majority of Commissioners attended. The Commission is set to meet on March 22, 2016.

New and Other Business

1. *Utilizing Community Center as Red Cross Emergency Shelter in Event of Natural Disaster; Authorize District Manager to Approve Renewal Agreement*: Dreikosen reported Roach and himself had met with a coordinator from the Red Cross. The current agreement was signed more than five years ago and needs to be renewed. They had conducted a walk-through of the facilities.

M/s Naylor/ Perry to authorize District Manager to approve renewal agreement. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

2. *Request for Future Meeting Agenda Items*: Naylor suggested adding items as follows:

- Addition of District Manager Report for District wide issues.
- Quarterly newsletter regarding District matters to be published on website.
- Pursuing purchasing video equipment to record CSD Board meetings

Nestel suggested the CSD write a blog on the website for official business.

Recognitions and Board Member Items of Interest

Naylor thanked DeMarta and his staff for a good Wine Tasting event. Naylor thanked Bruton for her attendance in lieu of DeMarta at the February meeting.

Kai commented he had been making himself available to the public on weekends at the local Marinwood Market. This provides good outreach to the community to those who cannot attend the regular Board meetings. Kai suggested other Board members may want to make themselves available to the public as well.

The meeting was adjourned at 10:53pm.

The date of the next Regular Board Meeting was set for April 12, 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 April 12, 2016

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
858	Vision Svcs Plan	420.85	Vision Ins. April	3100	5130120	103000	254.73
				1100	5130120	103000	71.99
				2100	5130120	103000	94.13
859	Ca. Assoc of Pro Fire	269.50	Long Term Dis. April	3100	5130120	103000	269.50
860	Marinwood CSD	79,457.70	Fire Reg. Salary	3100	5110110	103000	34,573.04
			Fire Overtime	3100	5120110	103000	8,149.23
			Shift Diff/Work Week	3100	5110319	103000	1,335.39
			4850 Pay	3100	5110110	103000	4,076.48
			Admin Asst.	3100	5110210	101000	565.04
			Admin. Mngr.	3100	5110110	101000	1,865.60
			Admin Asst.	2100	5110210	101000	565.04
			Admin Asst.	1100	5110210	101000	282.52
			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	284.00
			Pool Staff	2100	5110210	105000	636.97
			Swim Team	2100	5110210	113000	5,510.01
			Aquatics/Lessons	2100	5110210	106000	200.00
			Summer Prog	2100	5110210	107000	356.25
			Preschool	2100	5110210	108000	3,444.25
			Youth prog.	2100	5110210	110000	311.00
			Payroll Billing	3100	5210230	103000	123.88
			Payroll Billing	2100	5210230	103000	62.35
			Payroll Billing	1100	5210230	103000	14.82
			FICA	3100	5140140	103000	3,344.19
			FICA	2100	5140140	103000	2,027.11
			FICA	1100	5140140	103000	474.94
			CA EDU	3100	5140145	103000	-1.47
			CA EDU	2100	5140145	103000	328.11
			Benefits Withholding		2120066	103000	-7,820.65
861	Marin Pro Firefighters	610.00	Union Dues March	3100	5211330	103000	610.00
862	CalPERS	3,671.00	Unfunded Liability P&R	2100	5130510	103000	2,033.00
				1100	5130510	103000	1,638.00
863	CalPERS	13,384.00	Unfunded Liability Fire	3100	5130510	103000	13,384.00
864	AFLAC	127.40	Disability Ins.	1100	5130120	103000	127.40
865	PERS Retirement	12,833.07	Retirement 3/4/16	3100	5130510	103000	10,034.84
				2100	5130510	103000	1,621.73
				1100	5130510	103000	1,176.50
866	Marinwood CSD	77,922.06	Fire Reg. Salary	3100	5110110	103000	36,154.16
			Fire Overtime	3100	5120110	103000	4,937.03
			Shift Diff/Work Week	3100	5110319	103000	1,381.69
			4850 Pay	3100	5110110	103000	2,495.36
			Admin Asst.	3100	5110210	101000	573.11
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Asst.	2100	5110210	101000	573.11
			Admin Asst.	1100	5110210	101000	286.56
			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	5110210	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	476.00
			Aquatics/Lessons	2100	5110210	106000	1,527.35
			Summer Prog	2100	5110210	107000	738.75
			Preschool	2100	5110210	108000	6,510.25
			Youth prog.	2100	5110210	110000	3,034.00

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			Payroll Billing	3100	5210230	103000	112.48
			Payroll Billing	2100	5210230	103000	65.11
			Payroll Billing	1100	5210230	103000	14.46
			FICA	3100	5140140	103000	3,222.97
			FICA	2100	5140140	103000	2,146.75
			FICA	1100	5140140	103000	474.94
			CA EDU	3100	5140145	103000	-1.47
			CA EDU	2100	5140145	103000	310.29
			Benefits Withholding		2120066	103000	-7,726.04
867	Ca Assoc of Pro Fire	269.50	Long Term Dis. March	3100	5130120	103000	269.50
868	Delta Dental	2,477.82	Dental Ins. April	3100	5130120	103000	1,395.79
				2100	5130120	103000	541.00
				1100	5130120	103000	541.03
869	PERS Health	41,271.52	Health Ins. April	3100	5130120	103000	23,276.99
				2100	5130120	103000	8,071.57
				1100	5130120	103000	9,922.96
870	PERS Retirement	12,799.19	Retirement 3/18/16	3100	5130510	103000	9,993.80
				2100	5130510	103000	1,621.00
				1100	5130510	103000	1,184.39
871	Northwest Cascade	180.85	Porta Potty	1100	5220310	103000	180.85
872	Airgas	80.58	Pool chems	2100	5220810	105000	80.58
873	Ace Promotional	14,768.94	Summer Camp Shirts	2100	5220819	107000	14,768.94
874	Comcast	76.11	Cable FH	3100	5210725	103000	76.11
875	Dixie School District	90.00	Room rental	2100	5220819	110000	90.00
876	Allen Heating	157.13	Heater repair	2100	5220310	104000	157.13
877	Luna, Carlos	792.06	Accounting Computer	3100	5220110	103000	264.02
				2100	5220110	103000	264.02
				1100	5220110	103000	264.02
878	Lucas Valley Homeowners	100.00	Room rental	3100	5220110	103000	100.00
879	US Bank	16,197.59	Boots/Helmets/Supplies	3100	5220810	103000	552.25
			Travel for Engine	3100	5211440	103000	1,110.30
			Cell phone	3100	5210725	103000	30.00
			Food	3100	5220826	103000	80.63
			Office	3100	5220110	103000	159.11
			Janitorial Supplies	3100	5220827	103000	278.88
			Annual Dinner	3100	5211310	103000	1,532.93
			Edu. Supplies	3100	5211320	103000	1,526.94
			Flag	3100	5220310	103000	31.06
			Gas	3100	5220610	103000	364.29
			Classes	3100	5211340	103000	436.73
			Staff supplies	3100	5211310	103000	298.63
			Vehicle Maint	3100	5210910	103000	88.79
			Summer camp brochure	2100	5210122	103000	5,458.36
			Youth prog.	2100	5220819	110000	413.45
			Office Supplies	2100	5220110	103000	318.72
			Fingerprinting	2100	5210128	103000	30.00
			Adult Prog	2100	5220819	111000	200.79
			Aquatics	2100	5220819	106000	1,205.65
			Pool Equip	2100	5220215	105000	499.97
			Grass seed	1100	5220310	103000	806.76
			Equip Rentals	1100	5211220	103000	648.70
			Tractor Maint	1100	5210940	103000	124.65
880	Grainger	59.68	Fire Equip	3100	5220810	103000	59.68
881	AT&T	80.00	Internet Park	1100	5210725	103000	80.00
882	Krav Maga	750.00	Adult Prog	2100	5210146	111000	600.00
			Youth prog.	2100	5210146	110000	150.00
883	Leslie's Pool Supplies	932.95	Pool Chems	2100	5220810	105000	932.95
884	Grainger	181.36	Equip	3100	5220810	103000	57.08
			Pool maint	2100	5220215	105000	124.28
885	Western Exterminator	808.00	Pest control	2100	5220310	104000	656.50
				3100	5220310	103000	151.50
886	Staples	335.31	Office Supplies	2100	5220110	103000	335.31
887	PG&E	2,401.82	Electricity Feb.	3100	5210810	103000	431.31
				2100	5210810	103000	1,523.70
				1100	5210810	103000	446.81
888	SiteOne Landscape	78.62	Grounds Maint	1100	5220310	103000	78.62
889	American Soil	2,505.12	Grounds Maint	1100	5220310	103000	2,505.12

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
890	DC Electric	240.48	Streetlights Feb	4100	5210915	103000	240.48
891	Allen Heating	283.00	Heater repair	3100	5220310	103000	141.50
				2100	5110310	103000	141.50
892	AT&T	259.97	Phones Feb.	3100	5210725	103000	156.44
				2100	5210725	103000	84.90
				1100	5210725	103000	18.63
893	PG&E	347.49	On bill Feb.	2100	5220810	103000	347.49
894	PG&E	2,408.03	Gas Jan.	2100	5220810	103000	2,137.25
				3100	5220810	103000	270.78
895	MMWD	1,047.88	Water Dec-Feb	3100	5210835	103000	100.00
				2100	5210835	103000	293.27
				1100	5210835	103000	654.61
896	Landesign	2,985.00	Landscape Contractor	1100	5211140	103000	2,985.00
897	USTA	35.00	Tennis Assoc. Member	2100	5220819	103000	35.00
898	Marin Ace Hardware	101.09	Grounds Maint	1100	5220310	103000	101.09
899	Home Depot	47.46	Grounds Maint	1100	5220310	103000	47.46
900	GreatAmerica Financial	217.41	Copy Machine	3100	5220130	103000	65.22
				2100	5220130	103000	130.45
				1100	5220130	103000	21.74
901	Marin Resource Recovery	185.00	Dump Fees	1100	5210815	103000	185.00
902	Marin Sanitary Svcs	2,524.37	Garbage Feb.	1100	5210815	103000	1,767.05
				2100	5210815	103000	504.88
				3100	5210815	103000	252.44
903	Emergency Svcs Marketing	800.00	Communications	3100	5211340	103000	800.00
904	Inland Business	182.80	Copy Machine	3100	5220130	103000	54.84
				2100	5220130	103000	109.68
				1100	5220130	103000	18.28
905	SiteOne Landscapes	200.57	Grounds Maint	1100	5220310	103000	200.57
906	LN Curtis & Sons	522.91	Fire Equip	3100	5220810	103000	522.91
907	American Messaging Svcs	13.38	Communications	3100	5210925	103000	13.38
908	Postal Palace	23.25	FedEx	3100	5220110	103000	23.25
909	Emergency Medical Prod.	578.05	Fire Equip	3100	5220810	103000	578.05
910	Restaurant Repair	516.73	Oven repair	2100	5220310	104000	516.73
911	Dairy Delivery	426.00	Vending	2100	5220826	105000	426.00
912	PG&E	1,400.07	Streetlights Feb	4100	5210825	103000	1,400.07
913	Northwest Cascade	180.85	Porta Potty	1100	5220310	103000	180.85
914	Ewing Irrigation	2,098.52	Pool maint	2100	5220215	105000	601.63
			Grounds Maint	1100	5220310	103000	1,496.89
915	Costco	26.16	Youth prog.	2100	5220819	110000	26.16
916	Bucks Saw Svcs	30.93	Equip Maint	3100	5220210	103000	30.93
917	Marinwood Market	612.71	Community Events	2100	5220819	112000	612.71
918	Party Jump	4,078.00	Field Day Camps	2100	5220819	107000	4,078.00
919	All Star Rents	231.13	Equip Rentals	1100	5211220	103000	231.13
920	Hagel	932.06	Janitorial Supplies	3100	5220827	103000	150.00
				2100	5220827	103000	782.06
921	Comcast	76.11	Cable FH	3100	5210725	103000	76.11
922	SBA Svcs	3,615.00	Janitorial Jan-Mar	2100	5211110	104000	3,615.00
923	Kelly Moore	239.06	Paint	2100	5220215	105000	239.06
924	ASCAP	336.00	Music lease 2016	2100	5220819	112000	336.00
925	City of San Rafael	30,203.06	Shared Svcs OT Costs	3100	5120110	103000	30,203.06
926	Grainger	157.08	FH Equip	3100	5220310	103000	157.08
927	Liebert Cassidy Whitmore	3,047.50	Legal Fees	3100	5210131	103000	3,047.50
928	Comcast	136.17	Internet	3100	5210725	103000	68.08
				2100	5210725	103000	68.09
929	Ewing Irrigation	1,099.14	Grounds Maint	1100	5220310	103000	1,099.14
930	Pitney Bowes	73.93	Meter Supplies	2100	5220110	103000	73.93
931	SiteOne Landscapes	180.16	Conduit	1100	5220310	103000	180.16
932	Pitney Bowes	116.00	Meter Lease	2100	5220110	103000	116.00
933	Hyo, Soap Sim	1,500.00	Tae Kwon Do	2100	5210146	110000	1,500.00
934	Robbins, Michelle	400.00	Sewing Refund	2100	4631922	110000	400.00
935	Clippinger, Skip	361.50	Ballroom Dance	2100	5210146	111000	361.50
936	Mehciz, Gerald	91.20	Tennis Classes	2100	5210146	109000	91.20
937	Hyo, Soap Sim	900.00	Tae Kwon Do	2100	5210146	110000	900.00
938	Homestead Valley	290.00	Refund LGT	2100	4631917	106000	290.00
939	Mount, Amanda	381.50	Yoga Classes	2100	5210146	111000	381.50
940	Pagani, Rossana	1,296.00	Language Classes	2100	5210146	111000	1,296.00
941	Sullivan, Carolyn	36.45	Flowers for Wine event	2100	5220819	112000	36.45

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
942	Mancini, Dante	350.00	Magic Show Camps	2100	5220819	107000	350.00
943	Cromwell, Bonnie	600.00	Classroom Safari	2100	5220819	107000	600.00
944	Young, Stacey	800.00	Petting Zoo/ Ponies	2100	5220819	107000	800.00
945	Bagala, John	487.20	Payroll deductions	3100	5130120	103000	487.20
946	Cain, Tim	200.00	Preschool Performance	2100	5220819	108000	200.00
947	Gockel, Gary	4,675.00	Pool Maint	2100	5220215	105000	4,675.00
948	Bruton, Robyn	561.31	Youth prog./Cert Cards	2100	5220819	110000	441.75
			Comm. Events	2100	5220819	112000	62.10
			Office Supplies	2100	5220110	103000	27.96
			Summer prog supplies	2100	5220819	107000	29.50
949	Smith's Gopher & Mole	300.00	Pest control	1100	5220310	103000	300.00
950	Marinwood CSD	90,656.64	Fire Reg. Salary	3100	5110110	103000	35,659.52
			Fire Overtime	3100	5120110	103000	14,336.19
			Shift Diff/Work Week	3100	5110319	103000	448.08
			4850 Pay	3100	5110110	103000	2,741.76
			Admin Asst.	3100	5110210	101000	577.15
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Asst.	2100	5110210	101000	577.15
			Admin Asst.	1100	5110210	101000	288.57
			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	287.00
			Pool Staff	2100	5110210	105000	118.64
			Swim Team	2100	5110210	113000	5,925.64
			Aquatics	2100	5110210	106000	846.00
			Summer prog	2100	5110210	107000	727.50
			Preschool	2100	5110210	108000	8,004.88
			Adult Prog	2100	5110210	111000	60.00
			Payroll Billing	3100	5210230	103000	117.62
			Payroll Billing	2100	5210230	103000	65.53
			Payroll Billing	1100	5210230	103000	12.65
			FICA	3100	5140140	103000	3,832.74
			FICA	2100	5140140	103000	2,429.30
			FICA	1100	5140140	103000	474.94
			CA/EDU	3100	5140145	103000	-1.47
			CA/EDU	2100	5140145	103000	334.82
			Benefits Witholding		2120066	103000	-7,822.77
951	McInroy, Kebby	420.00	Youth Art Classes	2100	5210146	110000	420.00
952	Clark, Gisele	305.20	Clay Art Classes	2100	5210146	110000	305.20
953	Costello, Christine	2,469.75	Zumba	2100	5210146	111000	2,469.75
954	McBride, Ann	213.50	Irish Dance	2100	5210146	110000	213.50
955	Mehciz, Gerald	5,960.00	Tennis Prog	2100	5210146	109000	5,960.00
956	Marin Dance Theatre	819.00	Ballet classes	2100	5210146	110000	819.00
957	Turner, Wakana	486.50	Tennis Prog	2100	5210146	109000	486.50
TOTAL:		463,465.99					463,465.99
Total by Department:							
Streetlights				4100			1,640.55
Fire Department				3100			268,667.66
Recreation Department				2100			159,899.60
Park Department				1100			56,627.64

MARINWOOD COMMUNITY SERVICES DISTRICT

Position Description:

Job Title: **Administrative Assistant**
Salary: \$45K - \$55K/Year (DOE)
Hours: Full-Time, Non-Exempt
Location: Marinwood, CA

Job Summary

The Administrative Assistant is responsible for maintaining the administrative operations of a government organization. This will include the processing of accounts payable, accounts receivable and payroll, the administration of employee benefits, cash management and assisting in the preparation of periodic financial reports.

Key Responsibilities

Financial

- Accounts payable and receivable.
- Enter bi-weekly payroll into payroll system
- Maintain the general ledger and reconcile accounts.
- Issue timely and complete monthly financial statements
- Adhere to a documented system of procedures and controls for financial operations.
- Assist in preparation of the annual budget.
- Provide assistance for the annual audit.

Human Resources

- Administer personnel policies and employee benefits programs, including health, dental, vision, life and LTD insurance policies, CalPERS pension plan, etc.
- Ensure proper maintenance of all human resources records/personnel files, including hiring packets, performance evaluations, disciplinary actions, terminations, workers' compensation and unemployment claims.

Administration

- Assist with documenting, communicating, organizing, and archiving Board meeting records, including minutes, budget approvals, goal-setting, motions, ordinances and resolutions.
- Support the District Manager, Board of Directors and commissions as assigned.

Additional Responsibilities

- Provide support to District office including occasional customer service.
- Provide support for community events.

Knowledge and skill Requirements

- Knowledge of finance, accounting, budgeting and cost control principles. Develop expertise in the accounting system of record. Ability to analyze financial data and prepare financial reports.
- Strong written and verbal communication and interpersonal skills.

Other information

- This position reports to the District Manager
- The position supervises no staff
- The benefits package includes medical, dental, vision and life insurance, and participation in the CalPERS pension system.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Other duties may be assigned.

Your signature below represents that you have read, understand and accept the general requirements of this position as described above.

Employee Name (Please Print)

Employee Signature

Date

Marinwood Community Services District Budget Amendments
Fiscal Year 2015-2016
Approved by Board of Directors April 12, 2016

Fund	Fund Center	GL Account	Account Name (Functional Area)	Current Budget	Increase	Amended Budget	Totals
Park Dept		Expenditures					
73700	6103011000	5210131	Legal Expenses	500	10,500	11,000	
73700	6103011000	5211528	Tree Services	8,000	3,500	11,500	
73700	6103011000	5211545	Election Expense	1,750	1,800	3,550	
73700	6103011000	5220310	Maintenance Supplies	20,000	7,000	27,000	22,800
Park Dept		Revenue					
73700	6103011000	4110110	Prop Taxes - Current Secured	295,737	7,700	303,437	
73700	6103011000	4110145	Prior Year ERAF/Reverse ERAF	0	1,800	1,800	
73700	6103011000	4511210	HOPTR	0	1,000	1,000	10,500
Rec Dept		Expenditures					
73700	6103012000	5210131	Legal Expenses	1,000	1,500	2,500	
73700	6103012000	5210146	Adult Program Contracts (111000)	20,450	5,000	25,450	
73700	6103012000	5210835	Water & Sewer	1,696	6,500	8,196	
73700	6103012000	5220215	Maintenance - Pool	20,000	15,000	35,000	
73700	6103012000	5220310	Maintenance - Community Center	6,000	2,500	8,500	
73700	6103012000	5220819	Summer Program (107000)	14,700	10,000	24,700	
73700	6103012000	5220819	Youth Program (110000)	3,200	4,500	7,700	
73700	6103012000	5220826	Vending Machine Supplies	10,000	1,000	11,000	46,000
Rec Dept		Revenue					
73700	6103012000	4110110	Prop Taxes - Current Secured	404,129	10,500	414,629	
73700	6103012000	4110145	Prior Year ERAF/Reverse ERAF	0	2,500	2,500	
73700	6103012000	4511210	HOPTR	0	1,200	1,200	
73700	6103012000	4631912	Vending Sales (10500)	15,000	2,000	17,000	
73700	6103012000	4631920	Summer Programs	793,495	50,000	843,495	
73700	6103012000	4631922	Youth Programs (110000)	102,790	10,000	112,790	76,200
Fire Dept		Expenditures					
73700	6103013000	5210120	Consultant Fees	12,050	8,000	20,050	
73700	6103013000	5210131	Legal Expense	10,000	35,000	45,000	
73700	6103013000	5210810	Gas & Electricity	9,450	2,000	11,450	
73700	6103013000	5211440	Routine Travel	1,000	1,500	2,500	
73700	6103013000	5220826	Food, Emergency Supplies	1,500	1,000	2,500	47,500
Fire Dept		Revenue					
73700	6103013000	4110110	Prop Taxes - Current Secured	638,309	16,800	655,109	
73700	6103013000	4110145	Prior Year ERAF/Reverse ERAF	0	4,000	4,000	
73700	6103013000	4511210	HOPTR	0	1,800	1,800	
73700	6103013000	4640415	OES Reimbursement	0	25,000	28,500	47,600
Streetlights		Expenditures					
73700	6103014000	5210825	Street Light Power	16,000	1,500	17,500	
73700	6103014000	5210915	Street Light Maintenance	7,710	6,500	14,210	8,000

Total Increase in Expense: 124,300
Total Increase in Revenue: 134,300

**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	1,761,821	
	Street Light	23,960	
	<u>Property Tax</u>	<u>1,571,223</u>	
	Total	5,265,834	Total Revenue: 5,265,834

Operating Expense	Department	Expenditures	
	Park Department	631,705	
	Recreation Department	1,924,955	
	Fire Department	2,368,810	
	<u>Street Light</u>	<u>23,960</u>	
	Total	4,949,430	Operating Subtotal: 4,949,430

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

Total Expenditure: (5,052,788)

Net Gain/(Loss) Prior to Reserves and Contingencies 213,046

Reserve and Contingency Goals		
Reserve for Capital replacement; 2.25% of total revenue		118,000
Unfunded Liabilities Reserve*; 3.25% of total revenue		171,000
<u>Fund Balance restoration; 1% of total revenue</u>		<u>53,000</u>
Total		342,000

Contingencies Total: (342,000)

**Most recent valuation reports on future liabilities can be found at: www.marinwood.org/about-us/board-documents*

Variance from Reserve Goals (128,954)

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

Revenue	Department	Revenue	
	Park Department	80,900	
	<u>Recreation Department</u>	<u>0</u>	
	Total	80,900	Total Revenue: 80,900

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

Net Gain/(Loss) to Measure A Fund Balance: 80,900

Marinwood Community Services District
Fiscal Year 2015-2016 Budget to Actuals Comparison (Fund 73700)
as of March 31, 2016

Department	Budget 2015-16	Actual to 3/31/16	%	Budget 2016-17
Park				
Revenue				
Taxes	339,689	213,573	62.9%	0
Special Taxes	337,544	185,537	55.0%	337,544
Grants	0	0		0
<u>Miscellaneous</u>	<u>750</u>	<u>3,124</u>	<u>416.6%</u>	<u>750</u>
Total	677,983	402,235	59.3%	338,294
Expenditure				
Salaries and Benefits	442,959	330,560	74.6%	458,720
Services and Supplies	157,256	143,859	91.5%	170,967
Debt Service	2,015	2,016	100.0%	2,018
<u>Capital Expenditure</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total	602,230	476,435	79.1%	631,705
<i>Park Revenue minus Expenditure</i>	<i>75,753</i>	<i>-74,200</i>		<i>-293,411</i>
Recreation				
Revenue				
Taxes	464,192	261,679	56.4%	0
User Fees	1,530,840	1,595,597	104.2%	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	1,884,346	93.2%	1,569,286
Expenditure				
Salaries and Benefits	1,314,110	1,053,149	80.1%	1,320,627
Services and Supplies	545,763	478,077	87.6%	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	1,611,576	83.0%	1,924,955
<i>Rec Revenue minus Expenditure</i>	<i>79,384</i>	<i>272,770</i>		<i>-355,669</i>
Fire Department				
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	352,454	51.8%	714,378
Grants & Reimbursements	0	323,875		0
<u>Fees, recoveries, interest</u>	<u>15,600</u>	<u>48,358</u>	<u>310.0%</u>	<u>26,600</u>
Total	2,418,291	1,683,041	69.6%	1,761,821
Expenditure				
Salaries and Benefits	2,025,705	1,807,521	89.2%	2,063,964
Services and Supplies	216,804	200,157	92.3%	227,145
Debt Service	75,569	73,543	97.3%	77,701
<u>Capital Expenditure</u>	<u>58,838</u>	<u>42,847</u>	<u>72.8%</u>	<u>103,358</u>
Total	2,376,916	2,124,068	89.4%	2,472,168
<i>Fire Dept. Revenue minus Expendi</i>	<i>41,375</i>	<i>-441,027</i>		<i>-710,347</i>
Street Light				
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	22,822	95.2%	22,550
<u>Capital Expenditure</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total	23,960	22,822		22,550
<i>Street Light Revenue minus Expen</i>	<i>0</i>	<i>-9,554</i>		<i>1,410</i>
TOTAL REVENUE	5,141,916	3,982,890	77.5%	3,693,361
TOTAL EXPENDITURE	4,945,404	4,234,900	85.6%	5,051,378

Note: Estimated Property Tax Revenue of \$1,571,223 are not Reflected in 16/17 Department Budgets

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

Cost Center **6103011100**

Draft: 4/8/2016

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 3/31/2016	% Budget 2015-16	Budget 2016-17	% Change
EXPENDITURES:							
EXPENDITURE: SALARIES & EMPLOYEE BENEFITS							
5110110		Regular Salaries					
	101000	Administration (Dist Mgr 25%)	24,252	17,723.20	73.1%	24,252	
	103000	Rec Director (30%)	29,497	21,555.5	73.1%	29,497	
	102000	Park & Facilities Maintenance	163,071	112,100.92	68.7%	163,071	
5120110	103000	Overtime, park	<u>500</u>			<u>500</u>	
		Total Regular Salaries	217,320	151,379.62	69.7%	217,320	
5110210		Extra Hire Salaries					
	101000	CSD Office hourly	5,247	5,504.84	104.9%	10,000	90.6%
	103000	Extra Hire Grounds	<u>5,760</u>	<u>5,110.73</u>	88.7%	<u>7,200</u>	25.0%
		Total Extra Hire Salaries	11,007	10,615.57	96.4%	17,200	56.3%
		Total salaries	228,327	161,995.19	70.9%	234,520	2.7%
		Employee Benefits					
5130120	103000	Group Insurance	120,333	102,633.08	85.3%	133,899	11.3%
5130510	103000	PERS	39,255	29,753.11	75.8%	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	8,074.03	46.2%	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	168,564.58	78.5%	224,200	4.5%
TOTAL SALARIES & EMPL. BENEFITS			442,959	330,559.77	74.6%	458,720	3.6%

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	384.87	64.1%	600	
5210525	101000	General insurance	9,225	6,919.32	75.0%	9,225	
5210530	101000	Legal Settlements					
5210725	103000	Phone & Internet	1,200	851.65	71.0%	1,200	
5210810	103000	Electricity - PG&E	4,160	2,814.24	67.7%	4,160	
5210815	101000	Garbage, dump	19,040	14,746.05	77.4%	20,426	7.3%
5210835	103000	Water & sewer	15,000	11,848.93	79.0%	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	2,089.94	139.3%	1,500	
5211110	103000	Janitorial contract					
5211125	103000	Park and community landscape contract	40,000	28,726.30	71.8%	40,000	
5211130	103000	Creek maintenance					
5211140	103000	Park and community landscape special					
5211220	103000	Equipment Rental	4,200	4,799.70	114.3%	4,200	

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 3/31/2016	% 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	62.5%
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	508.01	78.2%	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	25,082.24	125.4%	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					
TOTAL SERVICES & SUPPLIES			157,256	143,859.11	91.5%	170,967	8.7%
EXPENDITURES: DEBT SERVICE							
5211710	103000	MERA 10% principal	1,600	1,600.87	100.1%	1,667	4.2%
5211715	103000	MERA 10% interest	415	415.08	100.0%	351	-15.4%
TOTAL DEBT SERVICE			2,015	2,015.95	100.0%	2,018	
EXPENDITURES: FIXED ASSETS: (Sch. C)							
5220910	103000	Cap. Outlay - Park Improvements					
5220916	103000	Equipment & tools					
TOTAL FIXED ASSETS							
Board Designated Reserve Goals:							
		<i>Capital Reserve (2.25%)</i>		7,600			
		<i>Unfunded Liabilities (3.25%)</i>		11,000			
		<i>Fund Balance Restoration (1%)</i>		3,400			
		Total:		22,000			
TOTAL CONTINGENCIES & RESERVES							
TOTAL PARK BUDGET			602,230	476,434.83	79.1%	631,705	4.9%
REVENUE OTHER THAN TAXES							
		Rebates					
4410125	103000	Interest -Pooled Investments	500	42.14	8.4%	500	

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 3/31/2016	% Budget 2015-16	Budget 2016-17	% Change
4410127	103000	Interest -Pooled Investment ERAF	100	86.90		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					
TOTAL REVENUE OTHER THAN TAXES			750	3,124.48		750	

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	16,240.10	259.5%		
4110215	103000	Supplemental Assessment, Current	143	96.94	67.8%		
4110225	103000	Supplemental Assessment, Redem.	453	239.08	52.8%		
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	213,573.28	62.9%		
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)	
TOTAL BUDGET FUNDING			677,983	402,234.74	59.3%	338,294	
TOTAL PARK BUDGET			602,230	476,434.83	79.1%	631,705	4.9%

MARINWOOD COMMUNITY SERVICES DISTRICT

RECREATION DEPARTMENT BUDGET FOR FISCAL YEAR 2016-17

6103012100

Draft: 4/8/2016

GL Account	Functional Area	Expense Object	Budget 2015-16	Actual 3/31/2016	% Budget 2015-16	Budget 2016-17	% Change
EXPENDITURES:							
5110110		Regular Salaries					
	101000	Administration (Dist Mgr 25%)	24,252	18,656.00	76.9%	24,252	0.0%
	103000	Rec Director (70%)	68,825	50,295.19	73.1%	68,825	0.0%
	103000	Recreation	<u>176,737</u>	<u>146,350.35</u>	<u>82.8%</u>	<u>179,379</u>	1.5%
			269,814	215,301.54	79.8%	272,456	1.0%
5110210		Extra Hire Wages					
	101000	Office hourly	10,494	11,598.23	110.5%	20,000	90.6%
	103000	Overtime					
	103000	General	6,000	6,413.96	106.9%	6,000	0.0%
	104000	Building attendant & janitorial	12,900	8,986.00	69.7%	12,900	0.0%
	105000	Pool salaries	140,000	104,610.19	74.7%	145,000	3.6%
	106000	Aquatics	45,000	39,207.37	87.1%	50,000	11.1%
	107000	Summer programs	357,581	294,261.76	82.3%	353,858	-1.0%
	108000	Preschool	105,000	71,166.78	67.8%	97,500	-7.1%
	109000	Tennis	0	697.50		0	
	110000	Youth programs	28,300	15,877.00	56.1%	26,500	-6.4%
	111000	Adult programs	2,000	2,225.00	111.3%	2,000	0.0%
	112000	Community events	700	588.50	84.1%	600	-14.3%
	113000	Swim team wages	<u>50,000</u>	<u>21,517.65</u>	<u>43.0%</u>	<u>50,000</u>	0.0%
			757,975	577,149.94	76.1%	764,358	0.8%
		Total Wages	1,027,789	792,451.48	77.1%	1,036,815	0.9%
		Benefit & Employer Expenses					
5130120	103000	Group insurance	95,952	77,592.51	80.9%	93,670	-2.4%
5130510	103000	PERS	43,816	37,768.47	86.2%	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	69,066.49	87.3%	80,273	1.4%
5140145	103000	Unemployment Insurance	<u>21,000</u>	<u>18,038.18</u>	<u>85.9%</u>	<u>21,000</u>	0.0%
			286,321	260,697.93	91.1%	283,812	-0.9%
510000			1,314,110	1,053,149.41	80.1%	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	29,958.84	99.9%	30,000	0.0%
5210128	103000	Fingerprints	5,000	3,786.00	75.7%	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	37,557.77	85.4%	44,000	0.0%
	110000	Youth Program contracts	31,215	25,025.40	80.2%	32,675	4.7%
	111000	Adult program contracts	20,450	23,334.86	114.1%	26,450	29.3%
	112000	Community Recreation contracts	0			0	
5210210	101000	Audit fees	3,300	3,945.88	119.6%	3,300	0.0%

GL	Functional	Expense	Budget	Actual	% Budget	Budget	%
Account	Area	Object	2015-16	3/31/2016	2015-16	2016-17	Change
5210215	103000	Banking services	800	818.50	102.3%	800	0.0%
5210230	103000	Payroll services	3,500	2,426.86	69.3%	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	1,514.91	42.3%	3,080	-14.0%
5210810	103000	Gas & Electricity - PG&E	36,400	27,482.28	75.5%	36,400	0.0%
5210815	101000	Garbage, dump	5,440	4,219.84	77.6%	5,836	7.3%
5210835	103000	Water & sewer	1,696	5,664.77	334.0%	8,000	371.7%
5211110	104000	Janitorial contract	25,000	18,538.25	74.2%	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	15,816.14	77.2%	20,500	0.0%
5220130	101000	Copy machine 60%, + outside printing	6,200	3,048.08	49.2%	6,200	0.0%
5220215	105000	Maintenance - pool misc & equipment	20,000	14,630.02	73.2%	20,000	0.0%
5220310	104000	Maintenance - Community Ctr	6,000	8,273.34	137.9%	6,000	0.0%
5220810	105000	Pool chemicals	14,000	10,287.69	73.5%	12,000	-14.3%
5220819		Recreation supplies					
	103000	General recreation supply	3,000	2,442.80	81.4%	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	3,475.10	57.9%	6,000	0.0%
	107000	Summer program expense	147,700	140,491.40	95.1%	142,900	-3.2%
	108000	Preschool supplies	1,000	1,002.62	100.3%	1,000	0.0%
	109000	Tennis class supplies	600	312.00	52.0%	600	0.0%
	110000	Youth Program expense	3,200	7,116.79	222.4%	3,700	15.6%
	111000	Adult program expense	2,000	1,314.88	65.7%	2,000	0.0%
	112000	Community Recreation expense	16,400	17,290.92	105.4%	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	8,265.00	82.7%	10,500	5.0%
5220827	103000	Janitorial supplies	12,000	9,828.81	81.9%	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	
TOTAL SERVICES & SUPPLIES			545,763	478,077.41	87.6%	544,790	-0.2%
5211710	103000	Principal, expansion loan	50,000	47,974.13	95.9%	55,000	10.0%
5211715	103000	Interest, expansion loan	7,425	7,425.00	100.0%	4,538	-38.9%

GL	Functional	Expense	Budget	Actual	% Budget	Budget	%
Account	Area	Object	2015-16	3/31/2016	2015-16	2016-17	Change
TOTAL LOAN PAYMENT			57,425	55,399.13	96.5%	59,538	3.7%
5220910	103000	Building and Pool Improvements	25,000	24,950.00	99.8%	0	-100.0%
5220916	103000	Rec Equipment	0			0	
TOTAL FIXED ASSETS			25,000	24,950.00		0	

Contingency, General (fund bal. unbudgeted)

Board Designated Reserve Goals:

	<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:	102,000

Contingency for emergencies

TOTAL CONTINGENCIES & RESERVES			0	0	0
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TOTAL BUDGET RECREATION			1,942,298	1,611,575.95	83.0%	1,924,955	-0.9%
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REVENUE

4410125	103000	Interest - pooled investments	500		0.0%	500	0.0%
4410127	103000	Interest - ERAF					
4410215	105000	Pool facility & group picnic rent	16,000	10,141.47	63.4%	20,000	25.0%
4410225	104000	Building rental	43,000	40,244.98	93.6%	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	4,551.31	910.3%	500	0.0%
4631912		Vending & advertising					
	105000	Vending sales	15,000	14,178.27	94.5%	16,000	6.7%
	103000	Ad sales	7,000	7,652.31	109.3%	7,000	0.0%
4631914	112000	Community recreation activities	20,670	13,499.02	65.3%	17,695	-14.4%
4631915	109000	Tennis	59,000	54,252.29	92.0%	59,000	0.0%
4631917	105000	Pool revenue - Drop-in/Passes	82,000	56,298.55	68.7%	82,000	0.0%
	106000	Aquatics, swim classes	105,000	135,635.98	129.2%	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	62,288.27	103.8%	60,000	0.0%
4631919	111000	Adult Programs	36,385	36,024.59	99.0%	43,225	18.8%
4631920	107000	Summer Programs	793,495	905,800.00	114.2%	814,416	2.6%
4631922		Youth Program revenue					
	108000	Preschool	133,000	90,411.06	68.0%	123,500	-7.1%
	110000	Youth Programs	102,790	99,658.77	97.0%	105,450	2.6%
4640329	103000	Unused credit		1,437.19			
4710615	103000	Donations	1,000		0.0%	1,000	0.0%
4710642	103000	Miscellaneous	25,150	27,070.47	107.6%	250	-99.0%
TOTAL NON-TAX REVENUE			1,557,490	1,622,667.55	104.2%	1,570,536	0.8%

Total restricted funds & 6/30 balance budgeted

0

Other Revenue:

Revenue other than taxes	1,557,490	0.0%	1,570,536	0.8%
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GL	Functional	Expense	Budget	Actual	% Budget	Budget	%
Account	Area	Object	2015-16	3/31/2016	2015-16	2016-17	Change
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%
TOTAL BUDGET FUNDING			2,021,682	1,884,346.21	93.2%	1,570,536	-22.3%
TOTAL RECREATION BUDGET			1,942,298	1,611,575.95	83.0%	1,924,955	-0.9%

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

Cost Center 6103013100

Draft: 4/8/2016

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 3/31/2016	% Budget 2015-16	Budget 2016-17	% Change
EXPENDITURES: SALARIES & EMPLOYEE BENEFITS							
5110110		Regular Salaries					
	101000	Administration (Dist Mgr 50%)	48,504	38,244.80	78.8%	48,504	0.0%
	103000	Sal. Fire Chief	107,432	78,508.00	73.1%	107,432	0.0%
	103000	Sal. Firefighters	848,777	629,891.44	74.2%	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	21,449.71	99.8%	31,963	48.7%
5120110	103000	Overtime - General	85,000	149,545.41	175.9%	100,000	17.6%
5120110	103000	Overtime - OES (Reimbursed)		166,351.68			
		Total Regular Salaries	1,149,498	1,100,167.16	95.7%	1,178,031	2.5%
5110210		Extra Hire Salaries					
	101000	CSD Office hourly	10,494	11,546.51	110.0%	20,000	90.6%
		Total Extra Hire Salaries	10,494	11,546.51	110.0%	20,000	90.6%
		Total salaries	1,159,991	1,111,713.67	95.8%	1,198,031	3.3%
5130120	103000	Group Insurance	287,743	239,951.87	83.4%	289,420	0.6%
5130510	103000	PERS	337,462	258,863.71	76.7%	364,136	7.9%
5140115	103000	Workers Compensation	144,561	115,392.21	79.8%	113,520	-21.5%
5140130	103000	Physicians Services	4,100	2,490.90	60.8%	4,100	0.0%
5140140	103000	Social Security/Medicare	88,739	75,947.85	85.6%	91,649	3.3%
5140145	103000	Unemployment Insurance	3,108	3,160.60	101.7%	3,108	0.0%
		Total Benefits & Employer Expense	865,713	695,807.14	80.4%	865,933	0.0%
5100000	TOTAL SALARIES & EMPLOYEE BENEFITS		2,025,705	1,807,520.81	89.2%	2,063,964	1.9%
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	33,170.31	331.7%	15,000	50.0%
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	3,536.17	88.4%	4,200	5.0%
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	6,318.90	79.0%	8,000	0.0%
5210810	103000	Gas & Electricity - PG&E	9,450	9,468.69	100.2%	9,450	0.0%
5210815	101000	Garbage Removal	2,720	3,664.53	134.7%	2,918	7.3%
5210835	103000	Water (\$100/mo) & Sewer (40%)	1,800	1,231.68	68.4%	1,800	0.0%
5210910	103000	Vehicle maintenance	25,000	8,332.34	33.3%	25,000	0.0%
5210920	103000	MERA operation (90% of total)	14,456	14,455.80	100.0%	15,069	4.2%
5210925	103000	Radio Maintenance & Equipment	3,918	2,202.66	56.2%	5,518	40.8%
5211140	103000	Vegetation management	0			10,000	
5211310	103000	Special programs, awards & incentives	3,000	2,898.67	96.6%	3,000	0.0%
5211320	103000	Educational Materials (Train/Prev/NERT)	5,000	3,910.15	78.2%	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	4,637.74	185.5%	2,500	0.0%

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 3/31/2016	% Budget 2015-16	Budget 2016-17	% Change
5211340	103000	Training / Testing (inc.EMT,CPR, FPO, TO)	8,000	1,513.73	18.9%	8,000	0.0%
5211440	103000	Routine Travel	1,000	2,280.70	228.1%	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	6,123.49	87.5%	7,000	0.0%
5220130	101000	Reprod. costs - Xerox 30%	3,000	1,523.97	50.8%	3,000	0.0%
5220210	103000	In-house apparatus & equipment maintenance	5,000	4,725.27	94.5%	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	9,219.42	98.1%	9,400	0.0%
5220610	103000	Gasoline, fuel	9,000	4,659.06	51.8%	9,000	0.0%
5220810	103000	Miscellaneous supplies	24,586	20,033.53	81.5%	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	2,126.87	141.8%	1,500	0.0%
5220827	103000	Janitorial & Building Supplies	3,000	1,628.88	54.3%	3,000	0.0%
TOTAL SERVICES & SUPPLIES			216,804	200,157.41	92.3%	227,145	4.8%
EXPENDITURES: DEBT SERVICE							
5211710	103000	Long-term debt principal <i>MEIRA bond share - 15003</i> <i>Building loan - 55000</i>	64,408	62,381.96	96.9%	70,003	8.7%
5211715	103000	Long-term debt interest <i>MEIRA bond share - 3160</i> <i>Building loan - 4538</i>	11,161	11,160.76	100.0%	7,698	-31.0%
TOTAL LOAN PAYMENT			75,569	73,542.72	97.3%	77,701	2.8%
EXPENDITURES: FIXED ASSETS							
5220910	103000	Improvements	15,838	94.16		16,238	2.5%
5220916	103000	Equipment - (Engine Lease, SCBA's, Ballistics)	43,000	42,752.99		87,120	102.6%
TOTAL FIXED ASSETS			58,838	42,847.15		103,358	75.7%
EXPENDITURES: CONTINGENCIES & RESERVES							
Board Designated Reserve Goals:							
<i>Capital Reserve (2.25% of Total Rev)</i>			<i>39,600</i>				
<i>Unfunded Liabilities Reserve (3.25%)</i>			<i>57,300</i>				
<i>Fund Balance Restoration (1%)</i>			<i>17,600</i>				
<i>Total Board Designated Reserve:</i>			<i>114,500</i>				
TOTAL CONTINGENCIES & RESERVES			0			-	
TOTAL BUDGET			2,376,916	2,124,068.09	89.4%	2,472,168	4.0%

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 3/31/2016	% Budget 2015-16	Budget 2016-17	% Change
REVENUE: BUDGET FUNDING - FIRE DEPT.							
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	1,459.00	29.2%	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	0				
4631145		Contracts for service	81,378	71,580.00	88.0%	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%	631,827	5.4%
4640415		OES reimbursement		323,875.23			
4710615		San Rafael Reimbursement (SSA & Paramedic)		43,212.67		11,000	
4710642		Miscellaneous revenue	100	2,778.50		100	0.0%
TOTAL FIRE BUDGET FUNDING			2,418,291	1,683,041.35	69.6%	1,761,821	-27.1%
TOTAL FIRE BUDGET			2,376,916	2,124,068.09	89.4%	2,472,168	4.0%

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

Cost Center **6103014100**

Draft: 4/8/16

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 3/31/16	% Budget 2015-16	Budget 2016-17	% Change
EXPENDITURES: SERVICES & SUPPLIES							
5220110	103000	CSD Admin overhead - (chg to office exp)					
5210237	103000	Special Tax admin					
5210825	103000	Street Light power (295 lights)	16,000	9,457.71	59.1%	17,500	9.4%
5210915	103000	Street Light maint	7,710	13,162.87	170.7%	4,800	-37.7%
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	
		TOTAL SERVICES AND SUPPLIES	23,960	22,821.58	95.2%	22,550	-5.9%
EXPENDITURES: CONTINGENCIES & RESERVES							
	103000	Contingency, Special:					
9000010		Major maintenance contingency	0			1,410	#DIV/0!
		TOTAL CONTINGENCIES & RESERVES	0			1,410	
TOTAL BUDGET			23,960	22,821.58	95.2%	23,960	0.0%
BUDGET FUNDING							
		Taxes					
4120610	103000	Service charge - \$15.00 per impr. par.	24,060	13,315.50	55.3%	24,060	0.0%
4120611	103000	Tax collection fee - contra revenue	(100)	(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	
TOTAL BUDGET FUNDING			23,960	13,267.22	55.4%	23,960	0.0%

MARINWOOD COMMUNITY SERVICES DISTRICT
"MEASURE A" BUDGET FOR FISCAL YEAR 2016-17
FUND: 73701

Draft: 4/8/16

SAP	Functional Area	Expense Object	Budget 2015-16	Actual 3/31/16	% Budget 2015-16	Budget 2016-17	% Change
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EXPENDITURES:

PARK - SAP Cost Center: 6103011000

5220910	103000	Capital Outlay - Park Improvements	22,000		0.0%		-100.0%
5220916	103000	Equipment & Tools - Park	15,000	15,999.00			

RECREATION - SAP Cost Center: 6103012000

5220910	103000	Building and Pool Improvements	25,000	6,900.00	27.6%		-100.0%
5220916	103000	Rec Equipment					

TOTAL MEASURE A BUDGET			62,000	22,899.00	36.9%	0	-100.0%
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REVENUE:

PARK - SAP Cost Center: 6103011000

4530516	103000	Measure A - Park	37,000	38,000.00	102.7%	80,900	118.6%
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RECREATION - SAP Cost Center: 6103012000

4530516	103000	Measure A - Recreation	29,630	42,061.46	142.0%		-100.0%
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TOTAL MEASURE A FUNDING			66,630	80,061.46	120.2%	80,900	21.4%
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Marinwood Community Services District
3/31/16 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 April (83.3% 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 planned and/or needed projects</i>
5211528	Tree Services	<i>Extensive tree service and removal due to deferred maintenance & 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 & Training Classes - Offset by additional revenue</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) & post-year reconciliation</i>
5210131	Legal Expenses	<i>Various Legal Services</i>
5210146	Contracts	<i>Contracted classes with higher than anticipated enrolled (offset by revenue)</i>
5210835	Water & Sewer	<i>Discovery & replacement of "malfunctioning meter" for past 5+ years</i>
5211330	Membership Dues	<i>CSDA, CPRS - Paid for year</i>
5220310	Maint - Comm Ctr	<i>Anticipated maintence work completed plus non-anticipated maintenance</i>
5220819	Summer Prog. Exp	<i>Includes purchases made for upcoming summer activities</i>
	Youth Prog. Exp	<i>Added Non-Planned Activities (offset by revenue)</i>
	Comm. Rec Exp	<i>Special Events, none remaining</i>
5211710	Principal, Expansion	<i>All payments made for fiscal-year</i>
5220910	Bldg/Pool Improve	<i>Pool Energy Efficiency Project (funded through PG&E rebates and financing)</i>

FIRE DEPT:

5110319	FLSA Work-week	<i>Includes shift differential pay (acting engineer & captain) under budgeted</i>
5120110	Overtime-General	<i>High due to coverage needed for multiple injuries</i>
5210120	Consultant Fees	<i>Budgeted Actuarial Fees & non-budgeted fees associated with Fact Finding</i>
5210130	Legal Expense	<i>Various legal service (budgeted) & negotiation services (non-budgeted)</i>
5211330	Memberships	<i>Need to journal Q3 payroll deductions</i>
5211440	Routine Travel	<i>Travel needed for non-reimbursable trip to LA for new engine</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
Date: April 6, 2016
Re: Marinwood CSD Unfunded Future Liabilities Status Report

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

There has been a single meeting and several hours of analysis since the March meeting.

- 3/14 – 3/18 Detailed review of OPEB Actuarial Report
- 3/21 Sent preliminary questions and requests for information to Nicolay Consulting.
- 3/23 Jeff and Eric held a conference call with Doug Tokerud of Nicolay Consulting, the actuarial firm who prepared our OPEB audit. While a great deal of the unfunded liability associated with retiree healthcare can be traced to healthcare premiums rising at a rate higher than the general rate of inflation there are other factors.
 - GASB 45 impact includes the additional projected cost of flat premiums charged at the same rate as active employees when premiums will increase for older, retired individuals. The newly introduced “implicit subsidy” is now required as an additional District obligation to recognize the higher healthcare costs of retirees and will increase by 7.5% a year if not properly reserved.
 - GASB 74 and 75 will increase the visibility of the retiree healthcare liability by first adding information to financial system notes and then in 2017 adding the liabilities to the balance sheet where generally accepted accounting principles ordinarily dictate.
 - The forecast reserves required just to prevent this liability from growing will more than exhaust the past two years net gain from operations abandoning capital reserves or fund replenishment as objectives.
 - Our liability is based on a 4% discount rate based on not paying anything against the unfunded liability. If we were to partially fund it, we could recalculate at a 5% discount rate which would lower the UAL.
- Output
 - Prepared analysis for various impending meetings. The team drafted a comparative spreadsheet of Marin Fire Services Revenue, Budget and Pension Benefits.
 - Prepared input for District negotiators. .

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

Proposed for Adoption: April 12, 2016

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. 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.

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 MCSB 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 Rapporteurs

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 take place on the second Tuesday of each month at the Marinwood Community Center at 775 Miller Creek Road, San Rafael, CA 94903. 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. The Board President may alter the allocated time at his discretion, for example, shortening the time limit to accommodate a lengthy agenda or lengthening the time limit to allow additional time for discussion of a complicated matter, but must do so before the public comment period begins and must make sure that the same modified time limit will apply to everyone, equally. 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. The Board President may alter the allocated time at his discretion, for example, shortening the time limit to accommodate a lengthy agenda or lengthening the time limit to allow additional time for discussion of a complicated matter, but must do so before the public comment period begins and must make sure that the same modified time limit will apply to everyone, equally. . 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 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 thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors, and shall conduct themselves with courtesy to each other, to staff, and to members of the audience present at the 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

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 Director for a meeting with a staff member or for substantive information and/or research from 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:

California Government Code	Topic
<u>Sections 61000-61009</u>	Introductory Provisions
<u>Sections 61010-61014</u>	Formation
<u>Sections 61020-61022</u>	Initial Board of Directors
<u>Sections 61025-61030</u>	Reorganizing the Board of Directors
<u>Sections 61040-61048</u>	Board of Directors

<u>Sections 61050-61053</u>	District Officers
<u>Sections 61060-61070</u>	General Powers
<u>Sections 61100-61107</u>	Authorized Services and Facilities
<u>Sections 61110-61119</u>	Finance
<u>Sections 61120-61124</u>	Alternative Revenues
<u>Sections 61125-61131</u>	Capital Financing
<u>Sections 61140-61226.5</u>	Zones

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

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

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, public officials perform their duties impartially, and serve all citizens equally, free of prohibited conflicts of interest. Government Code §87100 – 87105 in particular refers to the Conflicts of Interests and stipulates that government officials may not make, participate in making, or in any way attempt to use their position to influence a governmental decision if they know or have a reason to know they have a financial interest in the outcome.

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 may be paid for by the District, subject to Board approval for the specific training opportunity requested. 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.

District Manager Report
April 12, 2016
Submitted by: Eric Dreikosen, District Manager

The information below is intended to provide a brief update on select District initiatives and activities and should not be viewed as a complete list of all current District activities or initiatives.

Accounting System Migration:

We have purchased and installed the QuickBooks Premier 2016 software, including configuration of a peer-to-peer network and secure remote access. Dan Hom, Novato FPD CFO, has been working with us to help pull current financial data from the SAP system for upload into QuickBooks. We still need to establish a final chart of accounts to be used should QuickBooks become our official accounting system of record. I am also researching QuickBooks training opportunities for District staff as they become available in addition to online training resources.

On April 4th, administrative assistant Carolyn Sullivan, Director Jeff Naylor and I attended a County-hosted presentation to multiple special districts regarding the County system migration from SAP to the Tyler Munis system. Highlights from this presentation included a broad overview of the Munis chart of accounts redesign and fiscal year-end close deadlines for the existing SAP system. Additionally, training for special districts on the Munis system will not begin until end of April/beginning of May.

Upon my request, immediately following the County presentation we were able to meet independently with key staff from the County Finance and IST Departments to further discuss District options in regards to migrating off of the County accounting system of record while maintaining use of the County as our primary bank. According to the County a full migration for Marinwood will not be able to be realized until approximately October 1, 2016. The primary concern being the time needed for the County IST department to create the custom interface needed for the daily transaction upload into their system. The following options were discussed with the County:

1. Move forward with our migration to QuickBooks with a launch date of July 1, 2016 as our official accounting system of record and use the Tyler Munis system in a limited fashion within accounts payable as a "check writer" and accounts receivable for deposits while fully recording all transactions into our independent system of record. This will entail District staff needing to be trained on these portions of the County system. Once the interface has been completed and tested by County IST (estimated as October 1, 2016), we will then have the ability to issue our own checks.
2. Migrate completely with the County to their Tyler Munis system and maintain the current accounting relationship utilizing the County system as our recognized system of record. This will entail district staff being completely trained on the Tyler Munis system. Our entire FY 16/17 budget will need to be entered in the County system. Depending on capabilities and ability to customize the County system to meet our unique needs, our internal budget workbooks (Excel) will also need to be reconfigured to mirror the organizational structure of the Tyler Munis system chart of accounts, much as it is for the current SAP system, to allow for ease of customized internal financial reporting and analysis specific to Marinwood. A future date can be set for migration into our own independent accounting system of record, if desired, either according to when IST can complete and test our custom interface for implementation or a later date chosen by the District (I.e.: July 1, 2017).

District Newsletter:

Senior Administrative Assistant Paula Collins, Recreation Director Shane DeMarta and I have been working on this initiative as much as time allows. We have been primarily focusing on and discussing platform format over content. We are of the opinion it needs to be a modern digital platform easily viewed on any device. We are currently working within Adobe Slate to make this more of a dynamic internet-based experience for visitors to our website. We are also researching our options regarding targeted Email delivery with the newsletter as the body of the communication. Should we move forward with Emailing future newsletters to our established Email list, annual cost assuming four (4) newsletters per year still needs to be calculated. We have content topics, draft language and pictures for our first newsletter and feel once we can iron out the platform, the content will fall into place.

Board Training Opportunities:

California Special Districts Association (CSDA) and Special District Risk Management Authority (SDRMA) will be once again hosting the Special District Leadership Academy Conference on July 11-13, 2016 in Napa. I attended this conference last year shortly after joining the District and found it very informative and useful. The primary intended audience are elected officials and I recommend this conference to interested Board Directors. Registration costs are \$600 for one attendee and \$400 for each additional attendee. More information on the conference can be found here: <http://sdla.csda.net/>. A limited number of scholarship opportunities exist which cover the cost of registration. Scholarship information can be found here: <http://www.sdlf.org/#!scholarships/cnn9>

In addition to the valuable education opportunity, this conference qualifies for the Credit Incentive Points (CIP) program offered by SDRMA. Each eligible CIP earned provides a 1% discount on our Property-Liability and/or Workers' Compensation insurance premiums. (There is a cap to total CIP's that can be earned per year.) Currently, we have CIP cap space to earn up to two CIP's applied to our Workers' Compensation premium via Board Directors attendance at this conference (1 per attendee). Each CIP earned would equal an approximate \$2300 discount to our Workers' Compensation premium.

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

~~March 1,~~ ^{APRIL 5} 2016 Fire Commission Meeting Minutes

DRAFT

Commissioners:

Present: Russ Albano, Dan Curran, Ron Marinoff, Irv Schwartz, Tom Elsbree,

Others in attendance:

Fire Chief Tom Roach, Board Member Izabela Perry, Captain Joel White, District Manager Eric Dreikosen, Engineer Cesar Correa, Linda Barnello

1. Approval of Agenda-Call to order 700 pm.
 - **M/S Curran/Albano to approve submitted agenda. All in favor.**
2. Public Comment on Non agenda items.
 - Linda Barnello had a question about 2 in 2 out OSHA Laws. Since it was not an agenda item no discussion followed, but Chief said he would speak to her after the meeting to answer any questions she had. She said she may follow up with other fire department staff too.
3. Approval of March 2016 Minutes
 - **M/S Albano/Elsbree to approve the March Commission Minutes. All in favor with Commissioner Schwartz abstaining since he was absent at that meeting.**
4. March Activity Schedule and Response Report.
 - The March Activity Schedule was reviewed. Commissioner Marinoff had a question about Assisted Living Development proposed at the end of Marinwood Avenue. Commissioner Schwartz gave a detailed update.
 - The March Response Report was reviewed. Commissioner Marinoff asked if the 106 calls would be considered a busy month, Chief explained that was about normal for Marinwood but was one of the busier engines in Marin.
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.
 - Chief and the Commission reviewed the current draft FD budget. District Manager Dreikosen spoke to a few updates that had been made.
6. Future Agenda Items
 - Hydrant Maintenance
 - Possible change to bylaws for Commission start time
 - Next Meeting Tuesday May 3
7. Adjourn

Chief Tom Roach

April 6, 2016

To: Marinwood Board of Directors
From: Chief Tom Roach
Re: Activity Summary for March 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 Davenport

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

Two firefighter’s off on industrial disability leave, and one firefighter off on sick leave with another injury. Temporary firefighter Brad Davenport is was on B shift until the end of March at which time he ran out of hours.

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”

Volunteer responder testing for 4 personnel is taking place in early April.

EMERGENCY CALLS

Below are emergency calls for March 2016. The department ran 106 emergency responses in March to March 30. Most were medical in nature. The department did respond to one natural gas leak at a residence in Marinwood, one vehicle fire Mont Marin area, one stove fire in new JPA area, and one smoke in a building in greater San Rafael.

	March Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	22	4	4	0	1	na	31
CSA 13	3	4	1	0	0	na	8
New JPA (east of 101)	34	4	3	1	0	na	42
Old JPA (mont marin)	4	1	3	1	0	na	9
SR Mutual Aid	7	0	2	1	0	0	10
MC JPA	3	2	0	0	0	na	5
Novato Matrix	0	0	0	0	0	1	1
Others (list)	0	0	0	0	0	0	0
Total number	73	15	13	3	1	1	106

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed two final inspections of new solar systems in Marinwood.
- A Fire Commission meeting was held in March.
- I completed one fire sprinkler inspection in Marinwood during March.
- The on duty staff and I went through some new records management training in March.
- 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 and was submitted in Mid March.
- I attended the San Rafael/Larkspur/Marinwood Administrative staff meeting to discuss issues with our operational area in March.
- A Lion Club Marinwood CERT Team Meeting was held at the firehouse in March.
- I attended the monthly MERA Executive Board Meeting and the Governing Body Meeting in March.
- 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 March.
- I had two meetings with architects about remodels in Marinwood to discuss and review the plans.
- Justin, Eric, and I met with the architects for the Senior Assisted Living Project at proposed at the end of Marinwood Ave.
- The on duty crew and I lead the Dixie Little League Opening Day Parade in March.
- Greg Stilson and I attended the Volunteer Academy Graduation in Mill Valley in March. Marinwood had two members graduate-Volunteer Shane Kunst and Volunteer Tommy Marinoff.
- The department delivered the Easter Bunny to the Lions Club Egg Hunt.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during March.
- Sean Day continued to develop his paramedic skills. He attended a CQI training and took two one day ALS level trainings during March.
- Two volunteers graduated from the Volunteer Academy in March, Shane Kunst and Tommy Marinoff.
- Five volunteers are attending the Santa Rosa Fire Academy from February to May.
- On duty staff went through auto extrication training through CMTC in March.
- Four volunteer drills were held in March. Auto Extrication, EMS, and interview skills were topics.
- Healthy department personnel went through EMT recertification day in March which included CPR.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during March
- The new engine continued to have some warranty work done Sacramento. We hope to have it back first week of April.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the months.

April 5, 2016

To: Marinwood Board of Directors
From: Chief Roach

Re: New Engine Update, Staffing, Succession Planning for Paramedic Program, 2016/17 FD Draft Budget, Strike Team Personnel Reimbursement and Expense

New Engine Update

The new engine is in Sacramento having radios installed and some warranty work done which includes a pump transmission seal replaced, radios were installed, air conditioning was being fixed, a manual pump over ride installed, the rear doors repainted, a front discharge drain installed among other things. Hopefully the work will be completed this week and the engine returned.

Staffing

The department is currently operating with seven healthy full time personnel and one temporary hire for a total of eight. The temporary hire will be out of hours as of April 1 at which time seven healthy full time employees will cover the nine positions. The Relief FF spot is filled by new Firefighter Sean Day but he is filling in full time on an open shift due to injury. All time off-sick, vacation, class room, special operations time, etc-as well as one firefighter position on A shift and one firefighter spot on B shift is being filled with overtime. There are two work related injuries currently out rehabilitating and one off duty injury rehabilitating with sick leave. I do not have return to work dates yet for any of the three although I expect one back in early May.

Succession Planning for implementation of Paramedic Positions-Overstaff

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. I think it is important to work out these details with the employee group to help make the implementation and the longevity of this program a success. 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.

The paramedic recruitment for the department continues to move forward. Interviews with nine potential firefighter paramedics is scheduled for April 18. A new hire joint academy with San Rafael is scheduled for May 16.

Currently the department technically does not have an opening. There are three employees out due to injury and there are seven employees working the shifts for a total of ten. Two of the employees should be back in late April and early May for a total of nine. One employee remains off due to injury for an extended time. It would be for this

employee that a new hire would fill in for. Again, interviews are taking place April 18. None of the candidates are Marinwood volunteers, but all are paramedics with various levels of medic and firefighting experience. If one was to be hired they would go through a 6 week new hire joint academy beginning May 16. They would complete the academy near the end of June at which time they would return to work in Marinwood and probably need another 2 weeks of training as the fourth person on the engine. That puts them ready to fill in as the relief firefighter for open shifts as the third person on the engine in mid July.

If no one is hired through this current process with the upcoming joint academy the next academy and hiring may be as late as late 2016, which would not have a new employee ready to work here until early 2017.

Note-I believe since it would be an overstaffed hire and affect the staff level in the department a meet and confer process would need to take place with labor group. Having their support would be helpful and it would be good to know their concerns if any.

Some compelling reasons to hire-

- *The department would be at full staffing (actually overstaffed) with the relief firefighter spot filled which helps reduce overtime. The relief firefighter has historically been able to fill approximately 2/3's of open shifts which normally would have gone to overtime.
- *The department would hire another paramedic bring the total to two helping further advance the paramedic program here in Marinwood.
- *An additional firefighter will help reduce the impacts of wildland season and strike team assignments. Extended strike team assignments can wear down personnel. Being at full staffing will reduce fatigue.

Possible reasons not to hire-

- *Since there is not currently an opening the new employee would have to be laid off should the injured employee come back.
- *Cost-an additional employee would cost more in salary and benefits to the ten employees the District already employees. Yes this position (relief firefighter) will ultimately reduce overtime, it will also increase personnel costs (fully burdened costs) and add an employee to the long term liability list of District.

2016/17 Fire Department Draft Budget

Included in the packet is a draft budget for the Fire Department 2016/17. Couple notes-

- *A revenue line item was added to show reimbursement from San Rafael for Shared Services and paramedic pay.
- *The general tax revenue numbers have not been included because those numbers depend on the total CSD budget which is still being developed.
- *Workers Compensation expense has gone down due to the Districts experience modification being lowered.
- *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.

Strike Team Expense and Reimbursement

The strike team reimbursement spreadsheet was reviewed by the Commission. The financial report shows that the District is not losing money by participating in strike teams.

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

March 22, 2016

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

Present:

Commissioners: John Tune, Shane Valentine and Jon Campo.

Absent: Kimberly Call.

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

Board Members: Jeff Naylor.

Others present: Linda Barnello.

Agenda

No changes or additions.

M/s Campo/Tune to approve agenda as presented. Ayes: Campo, Tune and Valentine. Nays: None. Motion carried unanimously.

Public Comment

Barnello asked what the rules are in regards to bake sales at the Marinwood events. Dreikosen replied that is a staff matter, not a matter for the Park and Recreation Commission.

Minutes of January 26, 2016 Park and Recreation Commission Meeting

M/s Tune/Campo to approve Minutes of January 26, 2016 Park and Recreation Commission. Ayes: Campo, Tune and Valentine. Nays: None. Motion carried unanimously.

Review of Draft Board Minutes of February 9, 2016 and March 8, 2016

Campo requested an update on the solar project. Dreikosen replied the Board approved the Notice to Proceed.

Construction has begun. Campo asked if there will be a disruption to operations. Dreikosen replied there is that potential, but the Construction Owner is very familiar with the pool operations and will try to limit the disruptions.

Fiscal Year 2016/17 Draft Park and Recreation Budgets

Dreikosen stated this is the same draft budget the Board reviewed at the March meeting. A few items of note; the Park Special Tax will be updated due to the passage of Measure I. Additionally Dreikosen is recommending to the Board the position of Administrative Assistant become a full time position. The Commission members went through some GL lines with staff to determine if anything needs increasing or decreasing. Dreikosen noted the Commission should also review the Measure A plan as well.

Update: Park Maintenance Shop Repair/Replacement as assigned by Board of Directors

Tune reported that he, Campo, Naylor and DeMarta met at the Maintenance Shed to assess the situation, walk the grounds and come to a consensus of what should be done in the area. The fenced area should be drawn back away from the creek; the 'middle shed' might be salvageable if the roof is replaced; the 'west shed' is too dilapidated to repair. Tune stated the project is most likely to cost \$50,000-\$100,000, but it is very much needed. Campo noted the space is in transition and it would be possible to downsize; staff needs to decide the footprint they would like to see. Valentine asked if the current state of the shed is a safety hazard to the CSD employees. Campo, Tune, Naylor and DeMarta all replied yes. Naylor added this is a liability issue. Valentine asked if discussion occurred relating to the past pushback from neighbors. Campo replied the CSD can take steps to mitigate neighbor concerns. Naylor commented staff and Commission members should have all the answers prepared before they meet with the neighbors.

Creation of Possible "Marinwood Wildlife Restoration Fund" and Other Fundraising and Development Opportunities

Valentine stated this request originated from Call. Dreikosen stated Call is passionate about restoring native plants to the District, but currently the CSD does not have a fund set up to receive donations for one specific fundraising revenue stream; as of now Call's donations to the District have not been cashed. Valentine commented the Park and Recreation Commission should consider working with Marin Link. Marin Link is a company designed to help communities who do

not have a 501(c)(3) status. Marin Link would allow the CSD to use their 501(c)(3) to apply for grants. Valentine stated he would contact Marin Link to see if a representative could come to the next Park and Recreation Commission. DeMarta stated he would hesitate to have the Commission or CSD contract with Marin Link; that might be seen as double dipping. The entity who contracts with Marin Link should not be associated with the CSD or CSD staff; the partnership should be community member driven, not Commission driven. Barnello stated Marin Link also charges an 8% surcharge.

Recruitment Ideas to Fill Open Commission Spots

Campo suggested reaching out to community members who currently use our facilities for example Swim Team parents. Tune suggested simply speaking with neighbors and friends, but did state he would hesitate to have the Board appoint someone with a narrow focus. A Commission member should be interested in all aspects of Park and Recreation.

Set Schedule for 2016 Park and Recreation Facility Inspection

The schedule will be as follows:

- May: Creekside Park
- June: Las Gallinas Mini-Park and Park Panhandle
- July: Main Park and Playground
- August: Pool facility
- September: Community Center

Park and Recreation Reports

DeMarta reported the last Recreation Event, "Raise a Glass" a Winter Wine Tasting went very well. Attendance was about 110 and the price was increased from the year previous. The next event is Breakfast with Bunny on March 27th. Summer registration has opened and in the first two weeks the Recreation Department has brought in over ½ million dollars. This is good news especially after speaking with contemporaries in the area and learning that other entities are experiencing a drop in registrations. DeMarta reported the pool facility had opened to the Swim Team, and will be opening to the public on April 4th. The Board approved the installation of an Ozone Generator which will reduce the need to supplement with liquid chlorine. The Park Maintenance crew had completed the new pool picnic area and will be working on weed abatement next. Naylor suggested producing a newsletter for the website highlighting the Maintenance Crew and their accomplishment of the new pool picnic area with accompanying pictures.

Requests for Future Agenda Items

- Campo- Leaving item 7 (Creation of Possible "Marinwood Wildlife Restoration Fund" and Other Fundraising and Development Opportunities) on the agenda. Campo noted he too is interested in habitat gardening/native plantings.
- Valentine- Production of a "Master Calendar" so the Commission can view all the Community Events.

The meeting concluded at 9:52PM.

The date of the next Park and Recreation Commission meeting is April 26, 2016 at 7:30PM at the Marinwood Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

Park & Recreation Report - April 2016
Shane DeMarta, Recreation Director

Spring Events:

Breakfast with Bunny: The annual Las Gallinas Lions Club Easter Egg Hunt and Breakfast with Bunny was held Saturday March 26th at 10am. The turnout for this year's event was very strong and the Lions Club did a great job as usual.

Spring Break Camp:

Spring Break Camp is scheduled for the week of April 11th-15th 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 continues to be strong; the majority of camps are full at this point.

Camp Training: We have had held several Camp Supervisor and Director trainings over the past few weeks, all camp staff will have completed their trainings by June.

Pool:

The main pool's Salt Generator system stopped working last week and is unable to be repaired. The electronics portion of the generator was repaired 3 years ago; however the part that is not functioning (the salt cell) has never been repaired and is close to 6 years old. The cost for replacement of the entire Salt Generator system will be approx. \$14,000. We are currently working on getting quotes from several distributors for a new generator.

We have 2 options moving forward:

1. Replace the Salt Generator and put the Ozone Generator approved at March meeting on hold until next year. Without a functioning Salt Generator we are 100% reliant on liquid chlorine. The cost to run the pool on 100% liquid chlorine is approx. \$60 day (or about \$11,000 for the rest of the season). With this option we will still need to use liquid chlorine (approximately \$3500 for entire season) on hot and or busy days due to high bather load. **Cost \$14,000 (installed)**
2. Replace the Salt Generator and move forward with Ozone Generator (possibly using \$8,000 of Measure A funds). This option provides us the ability to operate the pool 95% of the time without the use of liquid chlorine (approximate chlorine cost savings of \$2500-\$3000 for 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
- Blow sidewalks and tennis courts

Projects completed April:

- Updated landscaping at pool
- Weeding and landscaping at mini-park
- Weed control along sidewalk on Miller Creek Rd
- Waterslide maintenance
- Irrigation testing

Projects for May:

- Patio paver repair at the rear of the Community Center
- Playground maintenance and inspection
- Landscaping maintenance around Community Center

Park Staff Cost of Living Increase:

I would like to request the Board to consider a cost of living increase for the Marinwood parks maintenance staff for the 2016/17 fiscal year. The parks staff has assumed a much larger work load since the staff was reduced by two employees in 2014 and has stepped-up to provide the community with a high level of service. Additionally, parks staff haven't received a cost of living increase since 2013 (1%).

In addition to providing general maintenance the Parks staff has helped plan and create new revenue generating areas such as new picnic areas at the pool and park

I would recommend the Board consider the following options:

- 1.5% increase (\$3,500 burdened cost)
- 2.0% increase (\$4,600 burdened cost)

DRAFT

RESPONSE TO GRAND JURY REPORT

Report Title: 15-16 Marin Web Transparency Report

Report Date: 3/10/16

Agenda Date: 4/12/16

Response by: _____ Title: _____

FINDINGS

- I (we) agree with the findings numbered: _____
- I (we) disagree *partially* with the findings numbered: _____
- I (we) disagree *wholly* with the findings numbered: _____

(Attach a statement specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

RECOMMENDATIONS

- Recommendations numbered R2 and R3 have been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered R1 have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered _____ require further analysis.
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.
(Attach an explanation.)

Date: 4/12/16 Signed: _____

Number of pages attached 1

Marinwood Community Serviced District
Draft Response to Grand Jury Report “2015-2016 Marin Web Transparency”
Proposed and Discussed on April 12, 2016

The Marinwood Community Services District Board of Directors and staff recognize the importance of a current, informative website to effectively communicate with the public and engage our constituents. We would like to thank the members of the Grand Jury for conducting a thorough examination of Marin County public agencies’ websites and to assure our constituents that we will use Grand Jury’s Web Transparency Checklist Criteria and recommendations to improve transparency of our website as we undertake a major update of www.marinwood.org

Recommendations Implemented:

R2. The agency should file and keep updated its Statement of Facts with the California Secretary of State and the Marin County Clerk as required by California Code §53051.

District Manager filed an updated Statement of Facts on March 25, 2016 with the California Secretary of State (via U.S. Mail) and the Marin County Clerk (in person).

R3. The agency should update its website to include information of the annual compensation of its elected officials, officers and employees; and this information should also be submitted to the Controller, as required by Sections 12463 and 53909 of the California Government Code.

The following elements have already been included on www.marinwood.org:

- a) Board Directors page includes a revised paragraph adding more succinct language stating that MCSD Directors serve without compensation.
- b) Information on district employee compensation previously has been and will continue to be submitted annually to the California State Controller’s Office. A link to the Government Compensation in California page has been included on the District website. Additionally, detailed information regarding individual employee compensation has been readily accessible within the District Budget’s posted on our website.

Recommendations Scheduled:

R1. The agency should improve its web transparency score to “B-“ (or better), by updating its website and submitting the appropriate self-audit form. The form may be obtained by emailing: grandjury-audit@marincounty.org

It is the opinion of the Marinwood Board of Directors that not all of the items listed under each category of the Grand Jury checklist are applicable to our District. In example, Marinwood currently has no requests for proposals and associated bidding opportunities. However, we do appreciate the Grand Jury checklist as whole and have begun to implement many of the suggestions.

Recommendation 1 will be further addressed this calendar year as Marinwood Community Services District undergoes a major website update already initiated by the Board of Directors and the District Manager prior to the Grand Jury report. The Grand Jury’s Web Transparency Checklist together with the Special District Leadership Foundation’s District Transparency Certificate of Excellence website requirements will serve as guidelines in our website improvement project. Upon completion of this project, MCSD will request the self-audit form from the Grand Jury.

Memo



To: Board of Directors

From: Eric Dreikosen, District Manager

cc:

Date: April 8, 2016

Re: District-provided Employee Life Insurance

Board of Directors,

The District was recently notified our Life Insurance policy will be cancelled by our carrier, AIG, due to no longer aligning with their revised business target of employers with over 100 eligible employees. The District currently provides Life Insurance to all full-time employees with a coverage benefit of: *1x Annual Base Salary + \$5000*. The current rate for AIG coverage is \$0.46 per \$1000 in coverage benefit.

I have requested and researched proposed rates direct from multiple carriers. I am recommending the District enroll in the Ancillary Coverage program offered through Special District Risk Management Authority (SDRMA). The District is a current SDRMA member and utilize them for our Property/Liability Insurance and Workers' Compensation Insurance.

Through SDRMA's Ancillary Coverage program, the District has been approved to enroll in VOYA Financial Basic Life and AD&D Insurance with a coverage benefit of: *1x Annual Salary*. The current rate for coverage is \$.276 per \$1000 in coverage benefit. This represents an approximate 40% reduction in costs to the District for substantially similar coverage benefits.

In order to participate in SDRMA's Ancillary Coverage program, the Board of Directors are required to approve the attached Resolution 2016-01. The resolution also incorporates the attached Memorandum of Understanding and Program Participation Agreement.

Respectfully,

A handwritten signature in black ink, appearing to read "Eric Dreikosen", written over a horizontal line.

Eric Dreikosen
District Manager

RESOLUTION NO. 2016-01

A RESOLUTION OF THE (GOVERNING BODY) OF Marinwood Community Services District
APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A
MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS
PROGRAM

WHEREAS, Marinwood Community Services District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in Health Benefits offered by the Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for Health Benefits; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this 12 day of APRIL, 2016 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

ENTITY Secretary

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities typically having 250 or less employees into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates set by the COMMITTEE for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

- a. SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties. Premiums are based on a full month and there are no partial months or prorated premiums.
- b. ENTITY must send notification of termination of benefits for a covered employee or dependent to SDRMA within 31 days of the date of termination. Benefits will be terminated the last day of the month in which the termination occurred. If the termination notice is received after 31 days of the date of termination, the request must be approved by the PROGRAM to terminate coverage. All requests may not be approved; therefore participants may need to wait for open enrollment to elect the change (termination). If the termination is due to an employee terminating employment, if not approved to retroactively terminate coverage, coverage will be terminated prospectively at the end of the month.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, CSAC-EIA Health documents outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
 - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
 - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.
 - c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. **WITHDRAWAL.** ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
10. **LIAISON WITH SDRMA.** Each ENTITY shall maintain staff to act as liaison with the SDRMA and between the ENTITY and the SDRMA's designated PROGRAM representative.
11. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
12. **VENUE.** Venue for any dispute or enforcement shall be in Sacramento, California.
13. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
14. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
15. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
16. **AMENDMENT OF MEMORANDUM.** This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's signatory to this MEMORANDUM.

Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.

17. EFFECTIVE DATE. This MEMORANDUM shall become effective upon the signing of this MEMORANDUM by the ENTITY and Chief Executive Officer or Board President of SDRMA.
18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

Marinwood Community Services District

PROGRAM PARTICIPATION AGREEMENT

The coverage and premiums offered under this agreement are based on the information provided. The submission of any false information may result in the denial of coverage. The provision of known false or misleading information shall render this agreement null and void, and any insurance coverage offered hereunder shall be withdrawn retroactively to the effective date of the policy.

Marinwood Community Services District is approved for the following products:

Health Dental Vision Life Disability EAP

Future underwriting approval is required for coverage not requested / approved above.

Special Acceptance Terms

- Rate proposal assumes full takeover of existing benefit plans and carriers for lines of coverage quoted

Standard Acceptance Terms

- The Underwriting & Eligibility Rules are part of the terms of this agreement and apply unless stated otherwise in the Special Acceptance Terms.
- Proposed rates are guaranteed ONLY for the current population of **Marinwood Community Services District**, including all currently covered active employees, retirees and public officials (where approved).
- This proposal includes the following Affordable Care Act Government Fees (Health plans only)
 - Reinsurance Fee, PCORI Fee, Insurer Fee (where applicable)
- Rate proposal assumes current enrollment as provided in census file submitted in Interest Packet. The EIA reserves the right to potentially non-renew if the following changes occur and no corrective action is taken by the member organization:
 - If total program enrollment changes by more than 10%.
 - If the distribution of Actives versus non-Medicare Retirees changes by more than 10%.
 - If the tiered enrollment distribution changes by more than 10%.
 - If employer's contribution towards the employee only cost falls below 75%. This proposal assumes current employer contribution is at least 75% of employee-only cost unless a specific exception has been provided by underwriting.

GENERAL AGREEMENT AND SIGNATURE

Effective date requested: April 1, 2016 (Actual date will be assigned by EIA if application is accepted). Application is hereby made to EIA or the appropriate affiliated company for Employee benefits coverage identified above. If this application is accepted, this Program Participation Agreement will become part of the agreement to join the program.

Upon Acceptance of the application, the **Marinwood Community Services District** will inform all persons who are eligible for coverage that they may apply for EIA coverage under the Agreement/Policy. By signing below applicant acknowledges receipt and adherence of EIA's underwriting and eligibility guidelines and terms of the Participation Agreement.

By: _____ Title: _____
(Authorized Signature)

Printed Name: _____



VOYA FINANCIAL BASIC LIFE AND AD&D - RATES GUARANTEED UNTIL JULY 1, 2017

For Groups with 10(+) lives

Basic Life and AD&D Benefits

For Groups with less than 10 lives

Basic Life and AD&D Benefits

Eligibility:	All Eligible Employees working at least 20 hrs/wk		Eligibility:	All Eligible Employees working at least 20 hrs/wk	
Life Benefits:	Groups must elect a flat amount of: \$10,000-\$100,000 in \$10,000 increments Basic life benefits have to be defined by class of employee; i.e. City manager, confidential employees, etc. or All employees as one class or 1x Annual Salary or 2x Annual Salary		Life Benefits:	Groups must elect a flat amount of: \$10,000-\$100,000 in \$10,000 increments Basic life benefits have to be defined by class of employee; i.e. City manager, confidential employees, etc. or All employees as one class or 1x Annual Salary or 2x Annual Salary	
AD&D Benefits:	Same as Life		AD&D Benefits:	Same as Life	
Guaranteed Issue Amount	\$100,000		Guaranteed Issue Amount	\$100,000	
Benefit Reduction Formula	Age	% of Original Benefit	Benefit Reduction Formula	Age	% of Original Benefit
	65	65%		65	65%
	70	50%		70	50%
Accelerated Death Benefit	50% of Life Benefits if less than 6 Month Life Expectancy		Accelerated Death Benefit	50% of Life Benefits if less than 6 Month Life Expectancy	
Waiver of Premium	Included		Waiver of Premium	Included	
Seat Belt Benefit (AD&D)	Included		Seat Belt Benefit (AD&D)	Included	
Rate per \$1,000	\$0.276		Basic Life Rate per \$1,000: Under Age 30	\$0.206	
			Basic Life Rate per \$1,000: Age 30-39	\$0.268	
			Basic Life Rate per \$1,000: Age 40-49	\$0.374	
			Basic Life Rate per \$1,000: Over Age 49	\$0.516	
Sample for 10+ lives					
\$100,000 of life insurance:					
\$29.00 (\$100,000 ÷ \$1,000 x \$0.29)					

* Entities must contribute a minimum of 100% of the cost for active employees only.

THIS SUMMARY IS INTENDED TO COMPARE COVERAGE BENEFITS ONLY. THE ACTUAL PLAN CONTRACT SHOULD BE CONSULTED FOR A DETAILED DESCRIPTION OF COVERAGE BENEFITS AND LIMITATIONS.