

**Agenda for the Regular Meeting of the Board of Directors
Tuesday – April 14, 2015**

7:30 PM - Marinwood Community Center Classroom

	Time	Description:	Board Action
A.	7:30 PM	CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
B.	7:30 PM	AGENDA	Approve
C.	7:35 PM	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of March 10, 2015 b. Bills Paid nos. 816-899	Approve
D.	7:45 PM	OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to limit comments to two minutes. Speakers may comment only on non-agenda and Closed Session items. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff, or refer the matter to a future meeting agenda.</i>	
E.	8:00 PM	CORRESPONDENCE 1. John Hammond, March 26, 2015 commending appearance of community	
F.	8:05 PM	FISCAL MATTERS 1. 2015-2016 Preliminary District Budget – <i>status and review, direction to staff</i> 2. Resolution 2015-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services 3. Resolution 2015-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance	Direction Adopt Adopt
G.	8:30 PM	FIRE DEPARTMENT MATTERS 1. Draft Report of Fire Commission Meeting of April 7, 2015 2. Fire Chief Activity Summary Report 3. Light Duty Policy 4. Resolution 2015-01: California Fire Assistance Agreement Terms and Conditions for OES Strike Team Reimbursement 5. Shared Services Update 6. Date of next commission meeting – May 5, 2015	Review Review Adopt Approve
H.	8:50 PM	PARK AND RECREATION MATTERS 1. Draft Report of Park and Recreation Commission Meeting of March 24, 2015 2. Park & Recreation Commission Bylaws 3. Measure A Work Plan – 2015-2016 4. Recreation and Maintenance Activity Reports 5. Date of next commission meeting – April 28, 2015	Review Adopt Approve Review
I.	9:10 PM	NEW AND OTHER BUSINESS 1. Creation of MCSD Board Bylaws – <i>Discuss and provide direction to staff</i> 2. SEED Solar Power Purchase Agreement Update 3. Requests for Future Meeting Agenda Items	Direction
J.	9:30 PM	RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST	
		CLOSED SESSION <i>Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working condition matters, pursuant to Government Code section 54957.6</i>	
		DATE OF PUBLIC BUDGET HEARING MEETING – April 21, 2015 at 7:30 PM	
		DATE OF NEXT REGULAR BOARD MEETING – May 12, 2015 at 7:30 PM	

Marinwood Community Services District

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

Time and Place: 7:00PM Marinwood Community Center classroom.

Present:

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

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

Park and Recreation Commissioners: Chair Izabela Perry and Shane Valentine.

Fire Commissioners: Ron Marinoff.

Others Present: Stephen Nestel, Linda Barnello, Kel Harris and Tom Royal.

CLOSED SESSION

Personnel exemption; The Board may meet in closed session to confer with its designated representatives to Marinwood Professional Firefighters regarding wages, benefits and working condition matters, pursuant to Government Code section 54957.6: Closed session began at 7:00PM. Closed session ended at 7:55PM, the Board had no action items to report and gave direction to the Districts negotiation team.

Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Adoption of Rosenberg's Rules of Order for all Board and Commission Meetings

Read stated Rosenberg's Rules is a simplified version of Roberts Rules. Barnello stated Rosenberg's Rules do not contain guidelines for minutes or bylaws. Dreikosen replied the Board is held to their Authority and Responsibilities. Barnello commented past Board minutes have been inconsistent. The Board responded and felt the minutes have been consistent and requested procedurally to have the minutes drafted as they have been.

Nestel commented the Board needs bylaws, specifically spending limitations imposed on staff.

Dearborn requested the topic of Board bylaws be placed on the April agenda.

M/s Shea/Dearborn to approve the adoption of Rosenberg's Rules of Order for all Board and Commission Meetings. Ayes: Shea, Dearborn, Kai, Hansell and Read. Nays: None. Motion carried unanimously.

Consent Calendar

- a. *Draft Minutes of Regular Meeting of February 10, 2015:* Read commented Stilson is a "Battalion Chief", not "Captain". Selvitella commented the minutes should state "Engine 658", not "58".
- b. *Draft Minutes of Special Meeting of February 24, 2015:* No comments.
- c. *Bills Paid nos. 726-815:* Kai questioned #812, to Jerry Mehcz. Sullivan responded it is the tennis instructor's portion of tennis revenues. Shea asked if the pool heaters were covered by Measure A money. Sullivan replied yes.

M/s Hansell/Shea to approve Consent Calendar. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: none. Motion carried unanimously.

Open Time for Items not on Agenda

A community member stated the SEED fund is providing materials made in Mexico, not the US as they had promised. Nestel stated there was no solar project update at the last meeting and it is not on the March agenda as well, it needs to be tracked more closely. Additionally Nestel informed the Board of the construction that will be occurring on the land close to Big Rock Deli, he is disappointed the community was not more informed of the project and requested the Board make an official statement. Nestel also commented Susan Adams is now on the ABAG Planning Committee. Kel Harris commented he had met with engineers to look at the intersection of Miller Creek and Marinwood Ave. The new intersection design might include bulb outs or a roundabout; it has yet to be decided. Also Caltrans will be looking at the bike and pedestrian pathway located on Lucas Valley Road under the freeway overcrossing. That specific area will be updated in conjunction with the Smart Train project. Dearborn requested that any roundabout option in the area of Miller Creek be free of landscaping maintenance duties that would fall upon the District. Tom Royal commented the Marinwood Market Plaza is back on the market and suggested the District purchase the property. Hansell stated discussion regarding purchase had occurred in the past, but reminded the public that managing retail property does not fall within the District's Charter. In the past when the District purchased the open space property the CSD obtained a bond. Past Boards did not think a bond measure for the purchase of the property would pass. Read commented any purchase would need to have its own economic viability. Marinoff stated the town of Corte Madera had purchased retail property; it did not work out, it was a financial tragedy. Kai commented there are

interested parties in the property, if the Board is serious about discussing purchase time is a factor and would like to see discussion placed on an upcoming agenda. Read suggested after the Budget cycle is over. Kai additionally commented his interpretation of the District's Charter differs than Hansell and Read's. Nestel reminded the Board that the site is contaminated from the prior Dry Cleaning business.

Dearborn stated status of the solar project needs to be discussed. Dreikosen commented SolEd had concerns with the Duralast roofing and Dreikosen expects to see a proposal for work. Hansell commented the project has halted. Barnello wanted to know how the agenda timing is constructed. The Park and Recreation Commission held a 68 minute conversation at the last meeting and the conversation went beyond its time limit. Read stated the Chair conducts the meetings it is their right to move along the agenda as they feel fit; the times allotted is not a limitation.

Correspondence

1. *Stephen Nestel, February 16, 2015 providing video and "cheat sheet" links re: Rosenburg's Rules of Order:* The Board acknowledged the correspondence.

Fiscal Matters

1. *2014-2015 Budget Amendment:* Read commented this is yearly housekeeping. SAP needs a formal adjustment to pay bills in SAP.
M/s Hansell/ Shea to approve 2014-2015 Budget Amendment. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: None. Motion carried unanimously.
2. *2015-2016 Preliminary District Budget:* Dreikosen reported no department has any property taxes allocated at this point. There is a big hit in Workers Compensation rates and PERS. Hansell pointed out that operationally the District is in the black, but the Reserves and Contingencies are still not being fully funded. Dreikosen replied it is his goal to reach the 6.5% Reserves and Contingencies line. DeMarta commented he and his staff had thoroughly gone through this budget; raised revenue expectations and trimmed expenditures. Hansell stated it's a bit misleading to have property taxes at 0% per Department; he would be in favor of estimating the amounts.
Perry commented the tree maintenance line item in the Park Budget is severely underfunded. An arborist provided the District with a detailed checklist of work to be done that came to about \$20,000. Perry also noted the Park and Recreation Commission had not yet reviewed the Measure A project list; it will be reviewed at the March meeting. Perry asked Dreikosen why there was a \$60,000 change in the Recreation Budget from the last draft which the Commission reviewed in late February. Dreikosen replied he will look into the reason for the difference. Additionally the arborists report does propose about \$20,000 in work, but it doesn't necessarily need to be completed next fiscal year.
Hansell stated everyone should be aware of the increase in Workers Compensation rates. 19% in Parks 38% in Recreation and 48% in the Fire Department. Hansell commented he is glad the Board and staff are making headway with their set goals for reserves and contingencies. He would like to see support to expand the existing facility to better accommodate the revenue generating Recreation Department programs.
Dearborn asked about possible grant money. Dreikosen responded the only grant money that is secured is Measure A. Dearborn stated the District should have grant goals.
Dreikosen commented he would be happy to meet with Board members individually to go over the budget.
3. *2015-2016 Budget Adoption Process Timeline:* A special meeting will be held on April 21, 2015 at 7:30pm in the Community center classroom. The formal adoption will take place at the Regular Board meeting on May 12, 2015.

Fire Department Matters

1. *Draft Report of Fire Commission meeting March 3, 2015:* Roach reported there was no quorum.
2. *Fire Chief Activity Summary Report:* No additional comments.
3. *Draft Resolution for California Fire Assistance Agreement:* Roach commented the first twelve hours of any strike team are not reimbursed, this Resolution would change that.
4. *Shared Services Update:* Hansell asked for an update on the employee status. Roach replied the Department is still down two Firefighters. One will be back in April; the other is still undetermined. Hansell asked the status of the new engine. Roach replied the engine is set to be received in July.
Kai asked why there are so many calls east of the freeway. Roach replied they are mostly medical due to the retirement community and convalescent hospital. Hansell asked if ambulance coverage has increased. Roach replied there is always an ambulance at the ready in northern San Rafael.

Park and Recreation Matters

1. *Draft Report of Park and Recreation Commission meeting of February 24, 2015:* Barnello stated she attended the meeting. She commented about 90% of the new bylaws originated from the Authority and Responsibilities document. Barnello stated she asked for clarification and would like to meet with Dreikosen and Perry. Read suggested Barnello write down her concerns.

2. *Recreation and Maintenance activity reports:* DeMarta reported summer registration has begun and a few of the camps are already sold out. The Recreation Department programs brought in over \$300,000 in the first few days. Dreikosen commented the whole staff has had great customer service. DeMarta commented he has received feedback regarding the 7% increase in cost; resulting in more payment plans. Nestel stated there needs to be a larger gap in price between resident and non-resident. DeMarta replied there is a large gap; keep in mind the non-residents subsidize the residents.
DeMarta reported the Park staff has been working hard with good landscaping updates. He will be meeting with Commissioner John Tune on Thursday to discuss turf maintenance and the best way to proceed. Nestel commented the Park shed area looks awful and there are no dog poop bags. DeMarta took note of Nestel's concerns. DeMarta stated the staff will be working on landscaping projects at the playground using California native plantings and possible stone honoring Tom Kunkel.
Additionally DeMarta reported he had met with a representative from Smartlights to look at rebates for new hall lighting. Dearborn commented PG&E has a big LED rebate running through April.
Hansell commended DeMarta for his work with the Parks Department.

New and Other Business

1. *Marin LAFCO: Election Ballot for Special District Member & Alternate:*
M/s Dearborn/ Shea to vote for Justin Kai in the first position. Ayes: Dearborn, Shea, Hansell, Read and Kai. Nays: None. Motion carried unanimously.
M/s Dearborn/ Read to vote for Brad Beetle in the second position. Ayes: Kai, Read, Hansell, Dearborn and Shea. Nays: None. Motion carried unanimously.
M/s Kai/ Hansell to vote for Pamela Meigs in the third position. Ayes: Kai and Hansell. Nays: Read, Dearborn and Shea. Motion failed.
M/s Shea/ Hansell to vote for Jack Baker in the third position. Ayes: Shea, Read and Hansell. Nays: Dearborn and Kai. Motion passed.
2. *Marin/Sonoma Mosquito and Vector Control District Assessment Ballot:* Dreikosen stated with the passage of Prop 218 it changed the way Special Districts pay; if the ballot measure passes it will cost the District \$90 a year. Shea commented the money raised by the measure will not go towards mosquito abatement; it will go towards unfunded retirement.
M/s Shea/ Kai to vote "no" on the ballot. Ayes: Shea, Kai, Read, Hansell and Dearborn. Motion carried unanimously.
3. *Requests for Future Meeting Agenda Items:* Barnello requested status of the solar project. Kai asked for discussion of purchase of Marinwood Plaza. Dearborn requested Board bylaw discussion be added as well.

Recognitions and Board Member Items of Interest

Dearborn recognized staff; everyone is busy and working well together.
DeMarta thanked the Lions Club for the \$3,000 scholarship for the Recreation Department.

The date of the next Regular Board meeting is April 14, 2015 at 7:30PM.

The meeting was adjourned at 10:26PM.

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 14, 2015

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
816	PERS Health	37,901.47	Health Ins. March	1100	5130120	103000	9,550.71
				2100	5130120	103000	7270.75
				3100	5130120	103000	21080.01
817	Marinwood CSD	8,800.00	Reimb Payroll Acct for Lease Payments	3100	5211714	103000	4,400.00
				2100	5211715	103000	4,400.00
818	Marinwood CSD	76,592.44	Fire Reg Salary	3100	5110110	103000	31,100.72
				3100	5120110	103000	7,327.80
				3100	5110319	103000	711.84
				3100	5110110	103000	3,539.20
				3100	5110210	101000	591.28
				3100	5110210	101000	1,865.60
				3100	5110210	101000	421.65
				2100	5110210	101000	591.28
				1100	5110210	101000	295.63
				2100	5110110	101000	932.80
				1100	5110110	101000	932.80
				2100	5110210	101000	210.83
				1100	5110210	101000	210.82
				2100	5110110	103000	10,513.60
				2100	5110210	103000	504.00
				1100	5110110	102000	6,272.00
				2100	5110210	104000	392.00
				2100	5110210	105000	383.38
				2100	5110210	113000	5,479.00
				2100	5110210	106000	576.00
				2100	5110210	107000	195.18
				2100	5110210	108000	3,481.00
				2100	5110210	110000	456.50
				2100	5110210	111000	100.00
				3100	5210230	103000	118.86
				2100	5210230	103000	69.38
				1100	5210230	103000	15.91
				3100	5140140	103000	2,968.64
				2100	5140140	103000	2,152.20
				1100	5140140	103000	474.94
3100	5140145	103000	89.71				
2100	5140145	103000	465.97				
			Benefits withholding		2120066	103000	-6,848.08
819	PERS Retirement	17,102.99	Retirement 3/20/15	3100	5130510	103000	13,550.53
				2100	5130510	103000	2,050.33
				1100	5130510	103000	1,502.13
820	PERS Health	37,710.96	Health Ins April	3100	5130120	103000	21,199.76
				2100	5130120	103000	8,047.67
				1100	5130120	103000	8,463.53
821	PERS Retirement	17,829.74	Retirement 3/16/15	1100	5130510	103000	1,483.84
				2100	5130510	103000	2,032.04
				3100	5130510	103000	14,313.86
822	Marin Pro Fire	650.00	Union Dues March	3100	5211330	103000	650.00
823	Marinwood CSD	72,410.86	Fire Reg Salary	3100	5110110	103000	31,865.64
				3100	5120110	103000	2,916.36
				3100	5110319	103000	1,547.58
				3100	5110110	103000	3,539.20
				3100	5110210	101000	437.90
				3100	5110110	101000	1,865.60
				3100	5110210	101000	386.52
				2100	5110210	101000	437.90
				1100	5110210	101000	218.96
				2100	5110110	101000	932.80
				1100	5110110	101000	932.80
				2100	5110210	101000	193.26
				1100	5110210	101000	193.26

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			Rec Salary	2100	5110110	103000	10,513.60
			Rec Hourly	2100	5110210	103000	1,011.25
			Park Salary	1100	5110110	102000	6,272.00
			Bldg Attendant	2100	5110210	104000	464.00
			Preschool	2100	5110210	108000	4,839.88
			Youth Prog	2100	5110210	110000	4,322.50
			Adult Prog	2100	5110210	111000	450.00
			Comm Rec	2100	5110210	112000	36.00
			Payroll Billing	3100	5210230	103000	113.80
			Payroll Billing	2100	5210230	103000	69.95
			Payroll Billing	1100	5210230	103000	16.50
			FICA	3100	5140140	103000	2,752.20
			FICA	2100	5140140	103000	2,083.57
			FICA	1100	5140140	103000	474.94
			CA/EDU	3100	5140145	103000	-1.80
			CA/EDU	2100	5140145	103000	449.34
			Benefits withholding		2120066	103000	-6,924.65
824	Delta Dental	3,094.83	Dental Ins March	3100	5130120	103000	1,820.64
				2100	5130120	103000	752.44
				1100	5130120	103000	521.75
825	Vision Services	459.36	Vision Ins. March	3100	5130120	103000	240.12
				2100	5130120	103000	109.62
				1100	5130120	103000	109.62
826	Vision Svcs	459.36	Vision Ins April	3100	5130120	103000	240.12
				2100	5130120	103000	109.62
				1100	5130120	103000	109.62
827	Ca Assoc of Pro Fire	214.50	Long Term Dis April	3100	5130120	103000	214.50
828	AIG Life	373.98	Life Ins April	3100	5130120	103000	173.42
				2100	5130120	103000	94.30
				1100	5130120	103000	106.26
829	AIG Life	344.08	Life Ins March	3100	5130120	103000	173.42
				2100	5130120	103000	64.40
				1100	5130120	103000	106.26
830	Siemens Industry	532.50	Streetlights	4100	5210915	103000	532.50
831	PG&E	3,106.54	Gas/Electric March	3100	5210810	103000	644.69
				2100	5210810	103000	2,106.60
				1100	5210810	103000	355.25
832	American Messaging	27.35	Text Svcs	3100	5210925	103000	27.35
833	AT&T	70.00	Park Internet	1100	5210725	103000	70.00
834	Comcast	73.62	Cable	3100	5210725	103000	73.62
835	AT&T	238.12	Phones	3100	5210725	103000	41.62
				2100	5210725	103000	179.66
				1100	5210725	103000	16.84
836	Nextel	214.39	Cell phones	3100	5210725	103000	214.39
837	PG&E	1,327.78	Streetlights	4100	5210825	103000	1,327.78
838	Comcast	73.62	Cable	3100	5210725	103000	73.62
839	Comcast	134.00	Internet	3100	5210725	103000	67.00
				2100	5210725	103000	67.00
840	Airgas	44.30	Co2	2100	5220810	103000	44.30
841	Kaiser	65.00	Physician svcs	3100	5140130	103000	65.00
842	Vanguard	295.00	Janitorial March	2100	5211110	104000	295.00
843	Krav Maga	1,350.00	Adult fitness Prog	2100	5210146	111000	1,350.00
844	Leslie's Pool Supplies	1,937.51	Pool Chems	2100	5220810	105000	1,937.51
845	LN Curtis & Sons	455.17	Fire Equip	3100	5220810	103000	252.04
				3100	5220210	103000	203.13
846	Co of Marin Sheriff	255.25	Mobile data	3100	5220210	103000	255.25
847	Six Flags	6,566.04	Field Trip	2100	5220819	107000	6,566.04
848	Marinwood Market	412.86	Wine event	2100	5220819	112000	412.86
849	Landesign	2,985.00	Landscape contract	1100	5211125	103000	2,985.00
850	State of Ca Dept Justice	64.00	Fingerprinting	2100	5210128	103000	64.00
851	Richards Watson Gershon	351.00	Legal fees	3100	5210131	103000	351.00
852	US Bank	4,420.46	Fire Equip Maint	3100	5220210	103000	145.99
			Food	3100	5220826	103000	77.52
			Vehicle	3100	5210910	103000	698.28
			Bldg Maint	3100	5220310	103000	564.18
			Gas	3100	5220610	103000	385.10
			Background checks	3100	5211310	103000	43.85

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			Office supplies	3100	5220110	103000	145.98
			Phones	3100	5210725	103000	30.00
			Dump Fees	3100	5210815	101000	20.00
			Hydrant Maint	3100	5220215	103000	166.29
			Office supplies	2100	5220110	103000	442.00
			Pest Control	1100	5211532	103000	89.27
			Comm Events	2100	5220819	112000	503.40
			Grounds maint	1100	5220310	103000	90.80
			Youth Prog	2100	5220819	110000	106.69
			Equip Rentals	1100	5211220	103000	224.76
			Fingerprinting	2100	5210128	103000	120.00
			Pool Passes	2100	5220819	105000	121.21
			Adult Prog	2100	5220819	111000	152.00
			Paint	1100	5211140	103000	293.14
853	Toshiba Financial	1,306.44	Copy Machine	3100	5220130	101000	391.93
			Last payment	2100	5220130	101000	783.87
				1100	5220130	101000	130.64
854	Inland Business Systems	107.18	Copy Machine	3100	5220130	101000	32.15
				2100	5220130	101000	64.31
				1100	5220130	101000	10.72
855	Great America Financial	217.41	Copy Machine	3100	5220130	101000	65.22
				2100	5220130	101000	130.45
				1100	5220130	101000	21.74
856	Honey Bucket	180.85	Porta Potty	1100	5220310	103000	180.85
857	Marin Resource Recovery	385.00	Dump Fees	1100	5210815	101000	385.00
858	Marin Sanitary Svcs	2,328.36	Garbage Feb.	3100	5210815	101000	232.84
				2100	5210815	101000	465.67
				1100	5210815	101000	1,629.85
859	Health Promotions Now	235.80	Jr. FF Hats	3100	5211320	103000	235.80
860	Marin Landscape Materials	1,868.26	Grounds maint	1100	5220310	103000	1,868.26
861	Western Exterminator	800.02	Pest Control	3100	5220310	103000	437.51
				2100	5220310	104000	362.51
862	Three Twins Ice Cream	544.80	Vending	2100	5220826	105000	544.80
863	Waterworld	6,427.11	Field Trip	2100	5220819	107000	6,427.11
864	Wesco	5,379.69	Camp Booklet	2100	5210122	103000	5,379.69
865	Jubilee Jumps	116.25	Bounce House	2100	5220819	107000	116.25
866	Wesco	11,425.87	MW Review	2100	5210122	103000	11,425.87
867	Wesco	250.00	MW Review	2100	5210122	103000	250.00
868	Alice Inc.	150.00	Web Maint	2100	5220110	103000	150.00
869	Krav Maga	1,350.00	Adult fitness Prog	2100	5210146	111000	1,350.00
870	Ace Promotional	3,445.64	Camp shirts	2100	5220819	107000	3,445.64
871	Costco	680.61	Youth Prog	2100	5220819	110000	540.50
			Office supplies	2100	5220110	103000	88.95
			Janitorial suppl	2100	5220827	103000	51.16
872	MMWD	849.75	Water Dec-Feb	3100	5210835	103000	100.00
				2100	5210835	103000	20.25
				1100	5210835	103000	729.50
873	Ca Wine Tours	14,721.64	Camp Transportation	2100	5220819	107000	14,721.64
874	Marin Ace Hardware	578.63	CC Maint	2100	5220310	104000	412.53
			FH Maint	3100	5220310	103000	83.45
			Hydrant Maint	3100	5220215	103000	33.80
			Equip maint	1100	5220210	103000	41.48
			Pool	2100	5220215	105000	7.37
875	Pitney Bowes	116.00	Meter lease	2100	5220110	103000	116.00
876	Lincoln	224.80	Pool Maint	2100	5220215	105000	224.80
877	Jacksons Hardware	19.34	Pool Maint	2100	5220215	105000	19.34
878	Home Depot	792.85	Grounds Maint	1100	5220310	103000	792.85
879	Grainger	226.80	Fire Equip	3100	5220210	103000	226.80
880	Staples	382.18	Office supplies	3100	5220110	103000	130.19
				2100	5220110	103000	251.99
881	Airgas	231.34	Co2	2100	5220810	105000	231.34
882	Co of Marin Tax Collect	221.50	Fuel charges	3100	5220610	103000	221.50
883	Neuweiller, Sylvia	312.00	Refund Pool Membershij	2100	4631918	105000	312.00
884	Pagani, Rossana	993.60	Italian classes	2100	5210146	111000	993.60
885	Bruton, Robyn	559.34	Camp banner	2100	5220819	107000	28.65
			Comm Events	2100	5220819	112000	314.36
			Youth Prog	2100	5220819	110000	194.50

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			Pool Supplies	2100	5220215	105000	21.83
886	Satre, Mariella	225.00	Refund Camps	2100	4631920	107000	225.00
887	Bruton, Robyn	66.75	Toy sale	2100	5220819	110000	66.75
888	Gockel, Gary	4,850.00	Pool chem motor/contr.	2100	5110215	105000	4,850.00
889	Laing, DJ	1,452.90	Boxing	2100	5210146	111000	82.50
			Tae Kwon Do	2100	5210146	110000	1,370.40
890	McBride, Ann	288.40	Irish Dance	2100	5210146	110000	288.40
891	McInroy, Kebby	465.00	Sewing classes	2100	5210146	110000	465.00
892	Mehciz, Gerald	300.00	Tennis prog	2100	5210146	109000	300.00
893	Mount, Amanda	440.00	Yoga classes	2100	5210146	111000	440.00
894	Costello, Christine	1,403.25	Zumba classes	2100	5210146	111000	1,403.25
895	Clippinger, Skip	293.25	Ballroom Dance class	2100	5210146	111000	293.25
896	Boya, Traci	30.00	Marketing	2100	5210122	103000	30.00
897	Fretwell, Lucas	92.22	Comm Events	2100	5220819	112000	92.22
898	Gumercindo, Mesia	100.00	Rental refund	2100	4410225	104000	100.00
899	Boya, Traci	100.00	Camp logos	2100	5220819	107000	100.00
TOTAL:		366,479.91					366,479.91
Total by Department:							
	Streetlights			4100			1,860.28
	Fire Department			3100			178,951.77
	Recreation Department			2100			151,260.36
	Park Department			1100			48,180.23

Eric Dreikosen

From: Paula Collins <csd@marinwood.org>
Sent: Thursday, March 26, 2015 11:38 AM
To: Eric Dreikosen
Subject: FW: Thank you and congratulations

From: John Hammond [mailto:johnhammondclu@yahoo.com]
Sent: Thursday, March 26, 2015 10:39 AM
To: csd@marinwood.org; Paula Collins; Bill Hansell
Subject: Thank you and congratulations

Dear CSD Board-

This note is way over due. I've been meaning to write to you for a very long time to congratulate you on the appearance of our community. The new gardening arrangement is working very, very well. The place looks great and not just because this is early Spring and colorful flowers and green leaves are popping out all over.

Some of you may remember that I was chairman of a Landscape Committee several years ago. We formed the committee because many residents were complaining of the messiness of the center divider on Miller Creek and the lack of maintenance on other common areas beyond the park immediately around the Community Center. The committee worked at the job of developing a calendar of work for the gardening staff so that all areas of the community would get proper attention at the appropriate time of the year and to make certain that the gardening staff knew what was expected of them. We were only partially successful at best.

But now there is no need for a Landscape Committee. The new arrangement with an outside gardening contractor is supper great.

Thank you for making that decision. It is one of many things that are going well around Marinwood now under your leadership.

John Hammond

Marinwood CSD
Budget 2015 - 2016, Summary of all Departments

July 1, 2015 Beginning Balance:

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

OPERATIONS

Revenue	Department	Revenue	
	Park Department	353,294	
	Recreation Department	1,583,490	
	Fire Department	1,684,267	
	Street Light	23,960	
	<u>Property Tax</u>	<u>1,537,057</u>	
	Total	5,182,068	Revenue 5,182,068

Operating Expense	Department	Expenditures	
	Park Department	600,339	
	Recreation Department	1,917,516	
	Fire Department	2,275,609	
	<u>Street Light</u>	<u>23,960</u>	
	Total	4,817,424	

Capital Expense	Department	Capital Expenditures	
	Park Department	15,000	
	Recreation Department	51,000	
	Fire Department	58,838	
	<u>Street Light</u>	<u>0</u>	
	Total	124,838	Expenditure (4,942,262)

Net Operational and Capital 239,806

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

Projected Change in Available Fund Balance: (100,194)

Projected Available Fund Balance as of June 30, 2015: (100,194)

Marinwood Community Services District
Fiscal Year 2013-2014 Budget to Actuals Comparison
as of April 1, 2015

Department	Budget 2014-15	Actual to 4/1/15	%	Draft 2015-16	
Park					
Revenue					
Taxes	281,224	176,184	62.6%	0	-100.00%
Special Taxes	328,644	180,645	55.0%	337,544	2.71%
Grants	7,000	7,000		15,000	114.29%
<u>Miscellaneous</u>	<u>2,265</u>	<u>9,291</u>	<u>410.2%</u>	<u>750</u>	<u>-66.89%</u>
Total	619,133	373,120	60.3%	353,294	-42.94%
Expenditure					
Salaries and Benefits	432,111	351,277	81.3%	442,853	2.49%
Services and Supplies	163,980	129,059	78.7%	155,471	-5.19%
Debt Service	1,934	1,816	93.9%	2,015	4.19%
<u>Capital Expenditure</u>	<u>15,000</u>	<u>13,250</u>	<u>88.3%</u>	<u>15,000</u>	<u>0.00%</u>
Total	613,025	495,402	80.8%	615,339	0.38%
<i>Park Revenue minus Expenditure</i>	<i>6,108</i>	<i>-122,283</i>		<i>-262,045</i>	
Recreation					
Revenue					
Taxes	486,942	272,709	56.0%	0	-100.00%
User Fees	1,428,128	1,349,115	94.5%	1,479,840	3.62%
Grants	58,000	71,222	122.8%	51,000	-12.07%
<u>Miscellaneous</u>	<u>59,650</u>	<u>71,903</u>	<u>120.5%</u>	<u>52,650</u>	<u>-11.74%</u>
Total	2,032,720	1,764,950	86.8%	1,583,490	-22.10%
Expenditure					
Salaries and Benefits	1,288,165	929,076	72.1%	1,317,353	2.27%
Services and Supplies	596,231	464,435	77.9%	542,738	-8.97%
Debt Service	60,175	56,067	93.2%	57,425	-4.57%
<u>Capital Expenditure</u>	<u>78,000</u>	<u>64,450</u>	<u>82.6%</u>	<u>51,000</u>	<u>-34.62%</u>
Total	2,022,571	1,514,027	74.9%	1,968,516	-2.67%
<i>Rec Revenue minus Expenditure</i>	<i>10,149</i>	<i>250,922</i>		<i>-385,026</i>	
Fire Department					
Revenue					
Taxes	717,260	396,586	55.3%	0	-100.00%
Special Taxes	963,336	530,451	55.1%	988,746	2.64%
Contracts for Service	644,483	350,913	54.4%	679,921	5.50%
Grants & Reimbursements	130,500	376,862		0	
<u>Fees, recoveries, interest</u>	<u>19,428</u>	<u>2,510</u>	<u>12.9%</u>	<u>15,600</u>	<u>-19.70%</u>
Total	2,475,007	1,657,322	67.0%	1,684,267	-31.95%
Expenditure					
Salaries and Benefits	1,927,139	1,538,327	79.8%	1,994,736	3.51%
Services and Supplies	221,110	165,975	75.1%	205,304	-7.15%
Debt Service	77,551	74,409	95.9%	75,569	-2.56%
<u>Capital Expenditure</u>	<u>147,238</u>	<u>128,135</u>	<u>87.0%</u>	<u>58,838</u>	<u>-60.04%</u>
Total	2,373,038	1,906,846	80.4%	2,334,447	-1.63%
<i>Fire Dept. Revenue minus Expendi</i>	<i>101,969</i>	<i>-249,524</i>		<i>-650,180</i>	
Street Light					
Revenue					
Special Taxes	23,960	13,265	55.4%	23,960	0.00%
Loan and rebate	0	0			
<u>Interest</u>	<u>0</u>	<u>0</u>		<u>0</u>	
Total	23,960	13,265	55.4%	23,960	0.00%
Expenditure					
Services and Supplies	19,850	15,522	78.2%	19,850	0.00%
<u>Capital Expenditure</u>	<u>4,110</u>	<u>0</u>		<u>4,110</u>	<u>0.00%</u>
Total	23,960	15,522		23,960	0.00%
<i>Street Light Revenue minus Expendi</i>	<i>0</i>	<i>-2,258</i>		<i>0</i>	
TOTAL REVENUE	5,150,820	3,808,656	73.9%	3,645,011	-29.23%
Add Estimated Property Taxes				1,537,057	
TOTAL EXPENDITURE	5,032,594	3,931,798	78.1%	4,942,262	-1.79%
Change in Fund Balance	118,226	-123,142		239,806	102.84%

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

Cost Center **610301100**

Draft 4/10/15

Functional Area	Expense Object	Amended Budget 2014-15	Actual 4/1/2015	% Budget 2014-15	Budget 2015-16	% Change
EXPENDITURES:						
EXPENDITURE: SALARIES & EMPLOYEE BENEFITS						
5110110	Regular Salaries					
101000	Administrative	21,045	19,812.47	94.1%	24,252	15.2%
103000	Rec Director (30%)				29,497	
103000	Park & Facilities Maintenance	201,957	163,586.68	81.0%	163,071	-19.3%
5120110	103000 Overtime, park	<u>100</u>			<u>500</u>	400.0%
	Total Regular Salaries	223,102	183,399.15	82.2%	217,320	-2.6%
5110210	Extra Hire Salaries					
101000	CSD Office hourly (Carolyn/Tom)	4,197	7,630.94		5,247	
103000	Extra Hire Grounds	<u>2,000</u>	<u>861.25</u>		<u>5,760</u>	
	Total Extra Hire Salaries	6,197	8,492.19	137.0%	11,007	77.6%
	Total salaries	229,299	191,891.34	83.7%	228,327	-0.4%
	Employee Benefits					
5130120	103000 Group Insurance	125,870	97,287.02	77.3%	120,333	-4.4%
5130510	103000 PERS	27,584	28,932.48	104.9%	39,149	41.9%
5140115	103000 Workers Compensation Insurance	29,951	19,231.78	64.2%	35,893	19.8%
5140130	103000 Physician services	500			500	
5140140	103000 Social Security/Medicare	17,541	13,035.29	74.3%	17,467	-0.4%
5140145	103000 Unemployment insurance	<u>1,366</u>	<u>899.46</u>	65.9%	<u>1,184</u>	-13.3%
	Total Benefits & Employer Expense	202,812	159,386.03	78.6%	214,526	5.8%
TOTAL SALARIES & EMPL. BENEFITS		432,111	351,277.37	81.3%	442,853	2.5%

EXPENDITURE: SERVICES & SUPPLIES						
5210120	103000 Consultant fees, GASB 45 val.	2,500	2,510.72	100.4%	500	-80.0%
5210131	103000 Legal expenses	500	2,272.56	454.5%	500	
5210210	101000 Audit fees(25%)	3,200	3,171.25	99.1%	3,300	3.1%
5210215	101000 Banking fees		388.91			
5210230	103000 Payroll services	600	553.26		600	
5210525	101000 General insurance	9,225	8,925.12	96.7%	9,225	
5210530	101000 Legal Settlements					
5210725	103000 Phone & Radio	1,144	1,016.95	88.9%	1,200	4.9%
5210810	103000 Electricity - PG&E	4,000	2,349.91	58.7%	4,000	
5210815	101000 Garbage, dump	24,040	16,985.65	70.7%	19,040	-20.8%
5210835	103000 Water & sewer	15,000	11,714.27	78.1%	15,000	
5210910	103000 Vehicle Maintenance	2,000	1,150.45	57.5%	3,000	50.0%
5210920	103000 MERA operations - 10%	1,456	1,514.30	104.0%	1,606	10.3%
5210940	103000 Maintenance - park tractor & equip	2,500	639.27	25.6%	1,500	-40.0%
5211110	103000 Janitorial contract					
5211125	103000 Park and community landscape contract	40,000	25,946.54		40,000	
5211130	103000 Creek maintenance					
5211140	103000 Park and community landscape special	10,000	8,122.18			
5211220	103000 Equipment Rental	2,180	1,037.94	47.6%	4,200	92.7%

SAP	Functional Area	Expense Object	Amended Budget 2014-15	Actual 4/1/2015	% Budget 2014-15	Budget 2015-16	% Change
5211320	103000	Education & training supplies	200				
5211325	103000	Conferences, mtgs					
5211330	103000	Membership dues	650	1,847.00	284.2%	1,900	192.3%
5211340	103000	Training Expense - Park	850	1,204.98	141.8%	2,000	135.3%
5211440	103000	General travel	800	892.63	111.6%	800	
5211520	103000	Recruiting ads & legal notices					
5211528	103000	Tree Services				8,000	
5211532	103000	Weed and pest control	500	438.53	87.7%	2,000	300.0%
5211545	101000	Election expense - Board				1,750	#DIV/0!
5211610	103000	Permits, Co. auditor fees, LAFCO share	1,500	577.03	38.5%	700	-53.3%
5220110	103000	Office expense	500	556.89	111.4%	1,000	100.0%
5220130	101000	Reprod. costs, copy machine 10%	650	931.75	143.3%	650	
5220210	103000	Replacement equipment & furnishings	1,500	166.27	11.1%	3,000	100.0%
5220215	103000	Small tools	800	1,847.30	230.9%	800	
5220220	103000	Maintenance - open space	6,000	4,800.00	80.0%	2,500	-58.3%
5220310	103000	Maintenance supplies, land & buildings	25,000	21,883.17	87.5%	20,000	-20.0%
5220610	103000	Gasoline,fuel	3,000	2,273.97	75.8%	3,000	
5220810	103000	Misc supplies, community exp	1,000				-100.0%
5220819	103000	Reg supplies	200			200	
5220825	103000	Uniforms & safety clothing	885	1,095.76	123.8%	700	-20.9%
5220826	103000	Food supplies				500	
5220827	103000	Household & janitorial supplies	1,500	2,059.76		2,000	33.3%
5220828	103000	First Aid supplies	100	184.33		300	200.0%
5420515		Co Pooled Investments interest					
TOTAL SERVICES & SUPPLIES			163,980	129,058.65	78.7%	155,471	-5.2%
EXPENDITURES: DEBT SERVICE							
5211710	103000	MERA 10% principal	1,224	1,204.01	98.4%	1,600	30.7%
5211715	103000	MERA 10% interest	710	612.27	86.2%	415	-41.5%
TOTAL DEBT SERVICE			1,934	1,816.28	93.9%	2,015	
EXPENDITURES: FIXED ASSETS: (Sch. C)							
5220910	103000	Cap. Outlay - Park Improvements	15,000	13,250.00			
5220916	103000	Equipment & tools				15,000	
TOTAL FIXED ASSETS			15,000	13,250.00		15,000	
EXPENDITURES: CONTINGENCIES & RESERVES							
		<i>Capital Reserve (2.25%)</i>		7,900			
		<i>Unfunded Liabilities (3.25%)</i>		11,500			
		<i>Fund Balance Restoration (1%)</i>		3,500			
		Total:		22,900			
TOTAL CONTINGENCIES & RESERVES							
TOTAL PARK BUDGET			613,025	495,402.30	80.8%	615,339	0.4%
REVENUE OTHER THAN TAXES							
		Rebates					
4410125	103000	Interest -Pooled Investments	500	174.42		500	

SAP	Functional	Expense	Amended Budget		Actual	% Budget	Budget	%
	Area	Object	2014-15	4/1/2015	2014-15	2015-16	Change	
4410127	103000	Interest -Pooled Investment ERAF	100			100		
4530516	103000	Measure A Parks & Recreation	7,000	7,000.00		15,000		
4530527	103000	State Grants						
4540510	103000	Fed. Park Svcs						
4511210	103000	HOPTR	1,515	3,002.94				
4570110	103000	Reimbursed expenses		1,113.50				
4710631	103000	Misc. revenue - contract services						
4710642	103000	Miscellaneous	150	5,000.00		150		
4810250	103000	Operating Transfers In						
TOTAL REVENUE OTHER THAN TAXES			9,265	16,290.86		15,750	70.0%	

REVENUE SUMMARY

Estimated Property Tax Revenue:								
4110110	103000	Current Secured	243,538	134,460.93	55.2%			
4110111		SB2557 Admin fees`	(4,131)	(1,904.46)				
4110115	103000	Unitary	1,413	4,310.24				
4110120	103000	Current Unsecured	5,009	6,948.85	138.7%			
4110140	103000	Excess ERAF	30,166	15,992.87	53.0%			
4110145	103000	PY/Reverse ERAF	1,600	1,535.26				
4110210	103000	Supplemental	3,200	13,357.06	417.4%			
4110215	103000	Supplemental Assessment, Current	18	290.93	1616.3%			
4110225	103000	Supplemental Assessment, Redem.	185	218.23	118.0%			
4110310	103000	Prior Secured						
4110510	103000	Prior Unsecured	226	973.64	430.8%			
4560110	103000	In-lieu, Housing						
Total Estimated Property Tax Revenue:			281,224	176,183.55	62.6%			
4120610	103000	Special Tax	329,844	181,312.93	55.0%	338,744		
4120611	103000	Administrative fee for Special Tax	(1,200)	(667.82)		(1,200)		
TOTAL BUDGET FUNDING			619,133	373,119.52	60.3%	353,294		
TOTAL PARK BUDGET			613,025	495,402.30	80.8%	615,339	0.4%	

To be provided from taxes and fund balance:

262,045

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

6103012100

Draft 4/10/15

GL	Functional Expense	Amended Budget	Actual	% Budget	Budget	%
Account	Area Object	2014-15	4/1/2015	2014-15	2015-16	Change

EXPENDITURES:

5110110	Regular Salaries					
	101000 Admin	21,045	19,812.46	94.1%	24,252	15.2%
	103000 Rec Director (70%)	0		0.0%	68,825	0.0%
	103000 Recreation	<u>272,340</u>	<u>198,843.74</u>	<u>73.0%</u>	<u>179,379</u>	-34.1%
		293,385	218,656.20	74.5%	272,456	-7.1%
5110210	Extra Hire Wages					
	101000 Office hourly (Carolyn/Tom)	8,395	12,877.82	153.4%	10,494	25.0%
	103000 Overtime					
	103000 General	6,000	6,633.50	110.6%	6,000	0.0%
	104000 Building attendant & janitorial	12,900	8,865.00	68.7%	12,900	0.0%
	105000 Pool salaries	126,000	90,785.20	72.1%	140,000	11.1%
	106000 Aquatics	35,000	35,070.30	100.2%	45,000	28.6%
	107000 Summer programs	350,048	251,031.04	71.7%	357,581	2.2%
	108000 Preschool	105,000	63,465.85	60.4%	105,000	0.0%
	110000 Youth programs	28,300	16,994.17	60.1%	28,300	0.0%
	111000 Adult programs	2,000	2,511.50	125.6%	2,000	0.0%
	112000 Community events	1,400	671.75	48.0%	700	-50.0%
	113000 Swim team wages	<u>50,000</u>	<u>15,449.00</u>	<u>30.9%</u>	<u>50,000</u>	0.0%
		725,043	504,355.13	69.6%	757,975	4.5%
	Total Wages	1,018,428	723,011.33	71.0%	1,030,431	1.2%
	Benefit & Employer Expenses					
5130120	103000 Group insurance	103,561	52,661.80	50.9%	95,968	-7.3%
5130510	103000 PERS	33,167	39,281.79	118.4%	44,088	32.9%
5140115	103000 Workers Compensation Ins.	33,198	35,086.82	105.7%	46,037	38.7%
5140130	103000 Physician services	500		0.0%	500	0.0%
5140140	103000 Social Security/Medicare	78,311	61,838.70	79.0%	79,330	1.3%
5140145	103000 Unemployment Insurance	<u>21,000</u>	<u>17,195.09</u>	<u>81.9%</u>	<u>21,000</u>	0.0%
		269,737	206,064.20	76.4%	286,922	6.4%
510000		1,288,165	929,075.53	72.1%	1,317,353	2.3%
5210120	103000 Consultant fees	6,500	6,425.95		500	-92.3%
5210122	103000 Marketing expense	28,500	31,640.57	111.0%	30,000	5.3%
5210128	103000 Fingerprints	5,000	2,324.32	46.5%	5,000	0.0%
5210131	103000 Legal expenses	1,000	1,271.81	127.2%	1,000	0.0%
5210146	Recreation Program Contracts					
	107000 Summer program contracts	38,470	32,313.09	84.0%	32,907	-14.5%
	109000 Tennis contracts	44,000	29,773.00	67.7%	44,000	0.0%
	110000 Youth Program contracts	28,025	18,298.47	65.3%	31,215	11.4%
	111000 Adult program contracts	21,020	24,414.80	116.2%	20,450	-2.7%
	112000 Community Recreation contracts	0			0	

GL	Functional	Expense	Amended Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	4/1/2015	2014-15	2015-16	Change
5210210	101000	Audit fees	3,200	3,171.25	99.1%	3,300	3.1%
5210215	103000	Banking services	800	408.45	51.1%	800	0.0%
5210230	103000	Payroll services	3,500	2,240.98	64.0%	3,500	0.0%
5210525	103000	General insurance	8,500	7,884.44	92.8%	8,500	0.0%
5210530	101000	Legal settlements					
5210725	103000	Phone & Radio	3,580	2,833.85	79.2%	3,580	0.0%
5210810	103000	Gas & Electric service	35,000	26,578.46	75.9%	35,000	0.0%
5210815	101000	Garbage, dump	5,440	3,958.28	72.8%	5,440	0.0%
5210835	103000	Water & sewer	1,696	779.95	46.0%	1,696	0.0%
5211110	104000	Janitorial contract	25,000	16,537.89	66.2%	25,000	0.0%
5211115	104000	Maintenance - special bldg*	0			0	
5211315		Staff training					
	103000	Recreation training expense	400	360.00	90.0%	400	0.0%
	105000	Pool training	1,000	1,303.02	130.3%	1,200	20.0%
5211320	103000	Books, publications, reference mat'l					
5211325	103000	Conferences, mtgs	3,000	0.00	0.0%	3,000	0.0%
5211330	103000	Membership dues	2,200	2,212.00	100.5%	2,200	0.0%
5211440	103000	General travel	2,000	887.63	44.4%	2,000	0.0%
5211520	103000	Publication & legal notices	500	0.00	0.0%	500	0.0%
5211545	101000	Election expense	1,750	0.00	0.0%	1,750	0.0%
5211610	101000	Permits, Co. Finance, LAFCO	2,500	577.03	23.1%	1,700	-32.0%
5220110	103000	Office expense	25,500	20,172.52	79.1%	20,500	-19.6%
5220130	101000	Copy machine 60%, + outside printin;	6,200	5,683.28	91.7%	6,200	0.0%
5220215	105000	Maintenance - pool misc & equipmen	22,000	16,372.23	74.4%	20,000	-9.1%
5220310	104000	Maintenance - Community Ctr	11,000	6,463.10	58.8%	6,000	-45.5%
5220810	105000	Pool chemicals	14,000	10,479.14	74.9%	14,000	0.0%
5220819		Recreation supplies					
	103000	General recreation supply	4,000	3,372.04	84.3%	3,000	-25.0%
	104000	<i>Building rec supply</i>					
	105000	Pool Supplies	6,500	1,835.22	28.2%	6,500	0.0%
	106000	Aquatic Supplies	10,000	4,512.52	45.1%	6,000	-40.0%
	107000	Summer program expense	156,000	122,983.72	78.8%	147,700	-5.3%
	108000	Preschool supplies	600	784.76	130.8%	1,000	66.7%
	109000	Tennis class supplies	2,000	816.00		600	
	110000	Youth Program expense	5,150	4,886.48	94.9%	3,200	-37.9%
	111000	Adult program expense	2,500	1,949.58	78.0%	2,000	-20.0%
	112000	Community Recreation expense	26,700	24,883.04	93.2%	16,400	-38.6%
5220825	105000	Pool guard clothing	1,000	718.19	71.8%	1,500	50.0%
5220826	105000	Vending machine supplies	10,000	8,711.68	87.1%	10,000	0.0%
5220827	103000	Janitorial supplies	19,000	12,631.34	66.5%	12,000	-36.8%
5220828		First aid supply					
	105000	Pool first aid	1,000	626.22	62.6%	1,000	0.0%
	107000	Summer first aid supply	500	358.65	71.7%	500	0.0%
5420500	103000	Interest on County Pooled Invest.	0			0	
TOTAL SERVICES & SUPPLIES			596,231	464,434.95	77.9%	542,738	-9.0%

GL	Functional	Expense	Amended Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	4/1/2015	2014-15	2015-16	Change
5211710	103000	Principal, expansion loan	50,000	50,000.00	100.0%	50,000	0.0%
5211715	103000	Interest, expansion loan	10,175	6,067.27	59.6%	7,425	-27.0%
TOTAL LOAN PAYMENT			60,175	56,067.27	93.2%	57,425	-4.6%
5220910	103000	Building and Pool Improvements	58,000	45,567.47	78.6%	51,000	-12.1%
5220916	103000	Rec Equipment	20,000	18,882.24	94.4%	0	
TOTAL FIXED ASSETS			78,000	64,449.71		51,000	
0	Contingency, General (fund bal. unbudgeted)						
		Reserves for equipment - years	<i>Proposed</i>			<i>Budgeted:</i>	
		<i>Solar power/water - 10 yrs</i>	<i>15,000</i>				
		<i>Kitchen Remodel - 2 years</i>	<i>10,000</i>				
		<i>Youth Pool - 8 years</i>	<i>6,500</i>				
		Total:	31,500				
		Board Designated Reserves:					
		<i>Capital Reserve (2.25%)</i>	<i>35,600</i>				
		<i>Unfunded Liabilities (3.25%)</i>	<i>51,500</i>				
5450150		<i>Fund Balance Restoration (1%)</i>	<i>15,800</i>				
		Total:	102,900				
		Contingency for emergencies					
TOTAL CONTINGENCIES & RESE			0			0	0
TOTAL BUDGET RECREATION			2,022,571	1,514,027.46	74.9%	1,968,516	-2.7%
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	9,588.83	59.9%	16,000	0.0%
4410225	104000	Building rental	43,000	41,621.12	96.8%	43,000	0.0%
4511210	103000	HOPTR	2,632	392.73	14.9%	0	-100.0%
4530516	103000	Measure A Parks & Recreation	58,000	71,222.35	122.8%	51,000	-12.1%
4570110	103000	Reimbursed expenses	500	981.38	196.3%	500	0.0%
4631912		Vending & advertising					
	105000	Vending sales	15,000	12,410.13	82.7%	15,000	0.0%
	103000	Ad sales	10,000	6,275.52	62.8%	7,000	-30.0%
4631914	112000	Community recreation activities	21,375	15,198.78	71.1%	20,670	-3.3%
4631915	109000	Tennis	57,000	47,558.73	83.4%	59,000	3.5%
4631917	105000	Pool revenue	70,000	54,862.82	78.4%	82,000	17.1%
	106000	Aquatics, swim classes	90,000	98,612.11	109.6%	105,000	16.7%
	113000	Swim team reimbursement	57,000	59,530.19	104.4%	57,000	0.0%
4631918	105000	Pool membership	62,000	54,078.78	87.2%	60,000	-3.2%
4631919	111000	Adult Programs	36,100	28,567.85	79.1%	36,385	0.8%
4631920	107000	Summer Programs	759,684	816,100.31	107.4%	793,495	4.5%
4631922		Youth Program revenue					
	108000	Preschool	133,000	88,455.62	66.5%	133,000	0.0%
	110000	Youth Programs	112,837	85,214.68	75.5%	102,790	-8.9%

GL	Functional	Expense	Amended Budget	Actual	% Budget	Budget	%
Account	Area	Object	2014-15	4/1/2015	2014-15	2015-16	Change
4640329	103000	Unused credit		887.89			
4710615	103000	Donations	1,000	150.00	15.0%	1,000	0.0%
4710642	103000	Miscellaneous	150	531.11	354.1%	150	0.0%
TOTAL NON-TAX REVENUE			1,545,778	1,492,240.93	96.5%	1,583,490	2.4%

Total restricted funds & 6/30 balance budgeted 0

Other Revenue:

Revenue other than taxes 1,545,778 0.0% 1,583,490 2.4%

Estimated Property Tax Revenue:

4110110	103000	Current Secured	421,566	233537.41	55.4%		
4110111	103000	Tax Admin fee - contra revenue	(7,175)	(3307.76)			
4110115	103000	Unitary	2,455				
4110120	103000	Current Unsecured	8,699	8329.21	95.7%		
4110140	103000	Excess ERAF	52,394	27777.09	53.0%		
4110145	103000	P/Y ERAF/Reverse ERAF	2,700	2666.52	0.0%		
4110210	10300	Supplemental	5,558	2965.60			
4110215	103000	Supplemental , unsecured	32	68.72	214.8%		
4110225	103000	Supplemental Assessment, Redem.	321	237.39	74.0%		
4110310		Prior Year Secured	0				
4110510	103000	Prior Unsecured	392	434.56			
4560110	103000	In-lieu, Housing	0				
			486,942	272,708.74		0	
TOTAL BUDGET FUNDING			2,032,720	1,764,949.67	86.8%	1,583,490	-22.1%
TOTAL RECREATION BUDGET			2,022,571	1,514,027.46	74.9%	1,968,516	-2.7%

Surplus: To be provided from Fund Balance and Property Taxes: 385,026

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

Cost Center 6103013100

Draft 4/10/15

Functional	Expense	Budget	Actual	% Var	Budget	%
SAP Area	Object	2014-15	4/1/2015	Percent	2015-16	Change
EXPENDITURES: SALARIES & EMPLOYEE BENEFITS						
5110110	Regular Salaries					
101000	Sal. Administration (Dist Mgr 50%)	42,089	39,624.92	94.1%	48,504	15.2%
103000	Sal. Fire Chief				107,432	
103000	Sal. Fire Regular (Schedule A)	938,854	639,155.96	68.1%	828,156	-11.8%
5110313	103000 Holiday Pay	37,107	16,031.40	43.2%	36,896	-0.6%
5110319	103000 FLSA Work-week Adjustment	21,083	21,039.88	99.8%	20,963	-0.6%
5120110	103000 Overtime - General	85,000	71,080.33	83.6%	85,000	0.0%
5120110	103000 Overtime - Industrial Accident					
5120110	103000 Overtime - OES (Reimbursed)		152,721.52			
	Total Regular Salaries	1,124,133	939,654.01	83.6%	1,126,951	0.3%
5110210	Extra Hire Salaries					
101000	CSD Office hourly (Sullivan/ Horne)	8,395	15,726.13	187.3%	10,494	25.0%
103000	Cadet Program/Extra Hire	0	0.00	-	-	
	Total Extra Hire Salaries	8,395	15,726.13	187.3%	10,494	25.0%
	Total salaries	1,132,528	955,380.14	84.4%	1,137,444	0.4%
5130120	103000 Group Insurance	277,599	233,202.60	84.0%	287,704	3.6%
5130510	103000 PERS	321,187	226,306.27	70.5%	333,661	3.9%
5140115	103000 Workers Compensation	101,979	54,336.37	53.3%	141,704	39.0%
5140130	103000 Physicians Services	4,100	65.00	1.6%	4,100	0.0%
5140140	103000 Social Security/Medicare	86,638	66,201.00	76.4%	87,014	0.4%
5140145	103000 Unemployment Insurance	3,108	2,835.49	91.2%	3,108	0.0%
	Total Benefits & Employer Expense	794,611	582,946.73	73.4%	857,291	7.9%
5100000	TOTAL SALARIES & EMPLOYEE BENEFITS	1,927,139	1,538,326.87	79.8%	1,994,736	3.5%

EXPENDITURES: SERVICES AND SUPPLIES						
5210120	103000 Consultant fees	15,000	13,640.85	90.9%	1,000	-93.3%
5210128	103000 Fingerprinting	300	496.00	165.3%	300	0.0%
5210131	103000 Legal Expense	10,000	3,645.63	36.5%	10,000	0.0%
5210210	101000 Audit	6,400	6,222.50	97.2%	6,600	3.1%
5210215	103000 Banking fees	600	798.08	133.0%	600	0.0%
5210230	103000 Payroll services	4,000	3,133.25	78.3%	4,000	0.0%
5210525	103000 General Insurance	13,502	11,441.63	84.7%	13,502	0.0%
5210530	101000 Legal settlements					
5210725	103000 Telephone, broadband, cell	8,000	5,014.66	62.7%	8,000	0.0%
5210810	103000 Power	9,000	7,660.98	85.1%	9,000	0.0%
5210815	101000 Garbage Removal	2,720	2,151.07	79.1%	2,720	0.0%
5210835	103000 Water (\$100/mo) & Sewer (40%)	1,800	1,244.05	69.1%	1,800	0.0%
5210910	103000 Vehicle maintenance	25,000	14,601.17	58.4%	25,000	0.0%
5210920	103000 MERA operation (90% of total)	15,000	13,628.70	90.9%	14,456	-3.6%
5210925	103000 Radio Maintenance & Equipment	3,418	2,764.46	80.9%	3,918	14.6%
5211140	103000 Vegetation management	5,000	2,997.20		-	
5211310	103000 Special programs, awards & incentives	3,000	2,379.40	79.3%	3,000	0.0%
5211320	103000 Educational Materials (Train/Prev/NERT)	5,000	4,118.62	82.4%	5,000	0.0%
5211325	103000 Conferences & meeting expense	1,000		0.0%	1,000	0.0%

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 4/1/2015	% Var Percent	Budget 2015-16	% Change
5211330	103000	Memberships, Dues (offset by payroll ded.)	2,500	4,556.31	182.3%	2,500	0.0%
5211340	103000	Training / Testing (inc.EMT,CPR, FPO, TO)	8,000	1,320.89	16.5%	8,000	0.0%
5211440	103000	Routine Travel	700	958.33	136.9%	1,000	42.9%
5211520	103000	Publications, Legal Notices	400		0.0%	400	0.0%
5211545	101000	Election Exp. (Board, Paramedic)	6,000		0.0%	6,000	0.0%
5211610	103000	County fees, LAFCO share, Hazmat	5,960	2,654.04	44.5%	5,960	0.0%
5220110	103000	Office expense	5,000	7,827.60	156.6%	7,000	40.0%
5220130	101000	Reprod. costs - Xerox 30%	2,000	2,794.22	139.7%	3,000	50.0%
5220210	103000	In-house apparatus & equipment maintenance	5,000	5,599.82	112.0%	5,000	0.0%
5220215	103000	Hydrant Maint.	1,500	260.91	17.4%	1,500	0.0%
5220220	103000	Small tools	500	208.55	41.7%	500	0.0%
5220310	103000	Building Maintenance	8,000	8,087.42	101.1%	9,400	17.5%
5220610	103000	Gasoline, fuel	10,000	7,644.34	76.4%	9,000	-10.0%
5220810	103000	Miscellaneous supplies	23,248	17,897.07	77.0%	24,586	5.8%
5220825	103000	Uniforms & personal Supplies	9,062	5,391.66	59.5%	7,062	-22.1%
5220826	103000	Food, emergency supplies	1,500	2,144.27	143.0%	1,500	0.0%
5220827	103000	Janitorial & Building Supplies	3,000	2,691.24	89.7%	3,000	0.0%
TOTAL SERVICES & SUPPLIES			221,110	165,974.92	75.1%	205,304	-7.1%
EXPENDITURES: DEBT SERVICE							
5211710	103000	Long-term debt principal <i>MERA bond share - 14408</i> <i>Building loan - 50000</i>	62,944	62,831.12	99.8%	64,408	2.3%
5211715	103000	Long-term debt interest <i>MERA bond share - 3736</i> <i>Building loan - 7425</i>	14,607	11,577.70	79.3%	11,161	-23.6%
TOTAL LOAN PAYMENT			77,551	74,408.82	95.9%	75,569	-2.6%
EXPENDITURES: FIXED ASSETS							
5220910	103000	Improvements	6,238			15,838	
5220916	103000	Other equipment - new fire engine lease	141,000	128,135.00		43,000	
TOTAL FIXED ASSETS			147,238	128,135.00		58,838	
EXPENDITURES: CONTINGENCIES & RESERVES							
		Reserves for equipment replacement <i>proposed</i>					
		Utility Vehicle		6,000			
		HVAC, Firehouse		8,000			
		Total:		14,000			
		Contingency for Wage Increases:					
<i>Board Designated</i>		<i>Capital Reserve (2.25% of Total Rev)</i>		37,900			
<i>Board Designated</i>		<i>Unfunded Liabilities Reserve (3.25%)</i>		54,700			
<i>Board Designated</i>		<i>Fund Balance Restoration (1%)</i>		16,800			
		Total Board Designated Reserve:		109,400			
TOTAL CONTINGENCIES & RESERVES			0			-	
TOTAL BUDGET			2,373,038	1,906,845.61	80.4%	2,334,447	-1.6%

REVENUE: BUDGET FUNDING - FIRE DEPT.

Estimated Property Tax Revenue:

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 4/1/2015	% Var Percent	Budget 2015-16	% Change
4110110	103000	Current Secured	615,096	339,609.77	55.2%		
4110111	103000	Admin fee for tax collection	-10,437	(4,811.28)			
4110115	103000	Unitary	3,571		0.0%		
4110120	103000	Current Unsecured	19,653	12,115.22	61.6%		
4110140	103000	Excess ERAF	76,209	40,403.04	53.0%		
4110145	103000	P/Y ERAF /Reverse ERAF	4,000	3,878.57	0.0%		
4110210	103000	Supplemental Assessment, Current	8,085	4,313.60			
4110215	103000	Supplemental Assessment, Unsecured	46	99.95	217.3%		
4110225	103000	Supplemental Assessment, Redem.	467	345.29	73.9%		
4110310	103000	Prior Year Secured	0				
4110510	103000	Prior Unsecured	570	632.09			
4560110	103000	In-lieu, Housing	<u>0</u>				
		Total Estimated Property Tax Revenue:	717,260	396,586.25	55.3%	0	
4120610	103000	Special Tax	966,936	532,413.77	55.1%	992,346	2.6%
4120611	103000	Admin fee for Special Tax collection	-3,600	(1,963.22)		(3,600)	0.0%
4220115		Plan Review fees	5,000	1,939.00		5,000	
4410125		Interest - Pooled Investments	500		0.0%	500	
4410127		Interest - excess ERAF					
4511210	103000	HOPTR	3,828	571.24		0	
4530527		Grants - two vegetation management projects					
4570110		Expense reimbursements	130,500	130,362.00			
4631145		Contracts for service	76,248	67,067.00	88.0%	83,687	9.8%
4631740		Emergency Response Fees (billable)	10,000			10,000	
4640321		CSA 13 contract	568,235	283,846.00	50.0%	596,234	4.9%
4640415		OES reimbursement		246,499.82			
4710615		Donations					
4710642		Miscellaneous revenue	100			100	0.0%
TOTAL FIRE BUDGET FUNDING			2,475,007	1,657,321.86	67.0%	1,684,267	-31.9%
TOTAL FIRE BUDGET			2,373,038	1,906,845.61	80.4%	2,334,447	-1.6%

To be provided from property tax and fund balance: 650,180

RESOLUTION NO. 2015-02

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT
INCREASING THE AMOUNT OF THE SPECIAL TAX FOR FIRE PROTECTION
SERVICES**

WHEREAS, the Board of Directors of Marinwood Community Services adopted Resolution No. 2011-06 providing for an increase in the Special Tax for Fire Protection Services special tax increase and calling for an election to be held to present the tax to the voters for approval; and

WHEREAS, in the General Election held on November 8, 2011, the voters of Marinwood Community Services District approved Measure G Increasing the Special Tax for Fire Protection Services; and

WHEREAS, Measure G provides for annual cost of living adjustments consistent with CPI, and Resolution No. 2011-06 provides that the tax may be increased by resolution of the Board of Directors for each fiscal year by a factor not to exceed the Bay Area All Urban Consumers Consumer Price Index (CPI) for December 31 of the year preceding the start of the fiscal year; and

WHEREAS, the Consumer Price Index percent increase for the year ending December 31, 2014 is 2.7%; and

WHEREAS, the amount of the Special Tax for Fire Protection Services for the Fiscal Year 2014-2015 is \$0.2936 per square foot of residential living and commercial working area, and \$94.36 per acre of undeveloped property;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Marinwood Community Services District that the amount of the Special Tax shall be increased by the percent increase of the Consumer Price Index; that the amount of the increase is calculated to be \$0.0079 per square foot, and \$2.55 per acre; and that the total tax for Fiscal Year 2015-2016 shall be \$0.3015 per square foot and \$96.91 per acre.

PASSED AND ADOPTED at a regular meeting on April 14, 2015 by the following vote:

AYES:

NOES:

ABSENT:

MARINWOOD COMMUNITY SERVICES DISTRICT

Tarey Read, President of the Board

ATTEST: _____
Carolyn Sullivan, Secretary to the Board

RESOLUTION NO. 2015-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT
INCREASING THE AMOUNT OF THE SPECIAL TAX FOR PARK, OPEN SPACE AND
STREET LANDSCAPE MAINTENANCE**

WHEREAS, in an election held on March 8, 2005, the voters of Marinwood Community Services District approved Ordinance No. 16 Imposing a Special Tax for Park, Open Space and Street Landscape Maintenance; and

WHEREAS, Section III of said Ordinance No. 16 provides that "the Board of Directors may annually, by resolution passed by a simple majority of the Board, increase the amount of the special tax by the amount of the U.S. Department of Labor, Bureau of Labor Statistics San Francisco Bay Area All Urban Consumers Consumer Price Index (Consumer Price Index) percent increase for the preceding calendar year;" and

WHEREAS, the Consumer Price Index percent increase for the year ending December 31, 2014 is 2.7%; and

WHEREAS, the amount of the Special Tax for Park, Open Space and Street Landscape Maintenance for the Fiscal Year 2014-2015 is \$184.58 per improved parcel in Marinwood Community Services District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Marinwood Community Services District that the amount of the Special Tax shall be increased by the percent increase of the Consumer Price Index; that the amount of the increase is calculated to be \$4.98; and that the total tax per parcel for Fiscal Year 2015-2016 shall be \$189.56 per improved parcel.

PASSED AND ADOPTED at a regular meeting on April 14, 2015 by the following vote:

AYES:

NOES:

ABSENT

MARINWOOD COMMUNITY SERVICES DISTRICT

Tarey Read, President of the Board

ATTEST: _____
Carolyn Sullivan, Secretary to the Board

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

April 7, 2015 Fire Commission Meeting Minutes

DRAFT

Fire Commissioners:

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

Others in attendance:

Fire Chief Tom Roach, District Manager Eric Dreikosen, Board Member Bill Shea, Linda Barnello, Firefighter Ryan Brackett

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

2. Approval of February Minutes
 - There was not a quorum at the March Meeting so the February Minutes could not be approved at that meeting. Also, there were no March Minutes since there was no meeting.
 - **M/S Approval of February Minutes. Marinoff/Albano to approve minutes. One correction to Section 3 of the minutes on the month, change from September to February. All in favor with the correction.**

3. March Activity Schedule and Response Report.
 - The March 2015 Activity Schedule was reviewed. There were no questions.
 - The March 2015 Response Report was reviewed. Commission Chair Naylor mentioned that the department was at the one year anniversary for the Shared Services Agreement. He also mentioned that the department was responding to San Rafael for close to 50% of it's calls and had to move forward with the paramedics on the engine. Commissioner Marinoff objects to having the address removed from the response report. Something that was done to comply with HIPPA. *Commissioner Albano had a question on call 15-262 a pepper spray incident. Firefighter Brackett who was on the call gave the details of the call. Commissioner Albano asked if law enforcement responds to pepper spray incidents, Chief informed him yes. There was a question from Commissioner Naylor on a detoxification call, 15-254. Chief informed him it was a response to Helen Vine Detox Center where patients go to detoxify but as a result can have seizures, tremors, etc. Board Member Shea had a question on a leaking radiator call, 15-266. Chief explained he did not have details to the call but would look them up. This was a response to a car leaking radiator fluid on the street in Roundtree. The engine company was able to stop the leak and then used absorbant to soak up and clean up the radiator fluid on the street and along the curb. No fluid had gone into a storm drain.*

4. Chief Report
 - The Commission reviewed the draft 2015/16 Fire department budget. Year to date actuals for this years budget were also reviewed. There was a question as to why next years draft budget showed the chief's salary and previous budgets did not. Chief explained the Board President asked that the Manager and Department heads salary be broken out from regular salaries. There was a question as to why the extra hire salary was increased by 25%. Eric informed the Commission that Carolyn has been working more hours and the budget needed to reflect that. Eric also explained that there were no hours budgeted for Tom Horne on next years budget. There is a budget hearing scheduled for 4/21 with possible budget adoption at the May Board Meeting.
 - The draft light duty policy was discussed as well as the email from County Counsel. County Counsel recommended not adopting what they called a hollow policy. The lack of a policy does not necessarily preclude the possibility of an injured employee

coming back to light duty. In the past there has been no interest from the employee group of the District in having a light duty policy or bringing employees back on light duty. County Counsel feels as if this could cause the District more problems than help.

M/S Marinoff/Albano To recommend to the Board to not pass a light duty policy. Unanimous in favor to not recommend passage of policy.

- The Draft Resolution for the California Fire Assistance Agreement and the staff report were reviewed. Chief explained that this is for portal to portal reimbursement as before the first 12 hours were free. Commissioner Marinoff asked if this would include out of State Responses, Chief said it would as long as when the department was called for mutual aid it was from one of the five parties that provide reimbursement-Cal OES, Cal Fire, Bureau of Indian Affairs, The Federal Government, and Bureau of Land Management.

M/S Marinoff/Rey To recommend to the Board passage of Resolution 2015-01. Motion carried unanimously.

- The current Fire Commission Authority and Roles and Responsibilities were reviewed as well as San Rafael's Fire Commission roles and responsibilities and Kentfield FPD Board of Directors Roles and Responsibilities. The last update for Marinwood Fire Commission document was in 1993. The Park and Rec Commission recently updated their bylaws for Board review and approve in April. It was discussed that the Park and Rec by laws would be forwarded to the Fire Commission next month and possibly be used as a template for updating the Fire Commission document. Commissioner Naylor commented that updating might be a good thing since what the Fire Commission actually does and what is reflected in the Roles and Responsibilities are different.
- The Commission discussed the possibility of increasing the size of the Commission by one alternate. Recently there have been a few months where a quorum had not been met. Currently there are 5 Marinwood Commissioners, one CSA 13 Commissioner, and one CSA 13 Alternate, for a total of 6 Commissioners. It was discussed that maybe reducing the number of Marinwood Commissioners to 4 and having a Marinwood Alternate might be a better avenue. That would leave a total of 5 Commissioners with one alternate from Marinwood and one from CSA 13. It was felt an odd number would prevent voting ties and 5 commissioners total would allow for a quorum of 3 Commissioners as opposed to the current need of 4. It was felt this could be reviewed further with the Roles and Responsibilities update.
- Chief mentioned that the District will need to have Gann Limit approval on the ballot for the November Election. The District needs approval from the Community every four years to spend the special tax it collects on behalf of the fire department. It is not a new tax, it is not an increase in taxes, it is approval to spend the money collected.

Respectfully submitted,
Chief Tom Roach

April 9, 2015

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

FULL TIME PAID STAFFING

Eleven (11) full time paid personnel including:

Fire Chief Tom Roach

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

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

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

Relief Firefighter-Jeff Smith

Two firefighters off injured. Jeff Smith has been attending the joint fire academy between San Rafael, Larkspur, and Marinwood and covering some shifts. He completes the academy next week and will move to B shift. Brad Davenport, a volunteer firefighter on the Firefighter Eligibility List who meets all of the job description requirements has been hired as a Temporary Firefighter to help while the injured employees are rehabilitating to come back to work.

VOLUNTEER STAFFING

18 Current Volunteers including:

One Volunteer Captain-one undergoing training

3 Volunteer Firefighter/AO’s

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

8 Volunteer Firefighter qualified as a “non responder”

EMERGENCY CALLS

Below are emergency call for March 2015. The department ran 103 emergency responses, mostly medical aides but did respond to six vehicle accidents on Lucas Valley Road and on Highway 101. The department did respond to one vegetation fire in San Rafael and one natural gas leak in San Rafael.

	March 2015 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	22	10	2	0	0	NA	34
CSA 13	7	1	1	0	0	NA	9
New JPA (east of 101)	40	3	3	0	0	NA	46
Old JPA (mont marin)	2	1	0	0	0	NA	3
SR Mutual Aid	2	0	1	1	1	0	5
MC JPA	2	2	0	0	0	NA	4
MC Mutual Aid	0	0	0	0	0	0	0
Novato Matrix	0	0	0	0	0	2	2
Others (list)							
Total number	75	17	7	1	1	2	103

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed three final inspections of new solar systems in Marinwood during March.
- One fire commission meeting was held in March.
- I completed one inspection of a new adult residential home in Marinwood in March.
- A Terra Linda student interested in the fire service as a possible career had a meeting with the on duty shift during March.
- One tours of the fire house for a home school program was done in March.
- A cub scout troop had a tour and a fire safety talk done at the firehouse during March.
- The Department led the Dixie Little League Opening Day Parade in March.
- I attended the MERA Governing Body Meeting in March.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- The on duty engine company taught a county wide volunteer academy day that was held in Marinwood during March.
- The on duty engine company taught a county wide volunteer drill night at Marinwood during March.
- Department Personnel continued with the Target Safety Training Program during March.
- One paid employee continued working on Officer Training.
- All three shifts participated in a multi company drill/training through the Central Marin Training Consortium in March. The topic was vehicle extrication with emphasis on large public transportation buses.
- Four volunteer drills were held in March. Topics included engineer training, vehicle extrication, and wildland firefighting.
- Four new volunteer firefighters completed the County Wide Volunteer Academy in March. It consisted of eight consecutive Sundays of training.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during March.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.
- All radio batteries were rotated and charged on a weekly basis during the month.
- Unit had a preventative maintenance check during the month.
- All O2 cylinders were hydrostatically tested as required every five years during March.

April 9, 2015

To: Marinwood Board of Directors
From: Chief Roach

Re: Draft 2015/16 Fire Department Budget, Draft Light Duty Policy, Draft Resolution for California Fire Assistance Agreement, Fire Commission Authority and/or bylaws and size, Fire Department Square Footage Tax Gann Limit Approval in November

Draft 2015/16 Fire Department Budget

Included in the packet is a draft of the 2015/16 FD budget with the year to date expenditures from this years budget through March 31.

Draft Light Duty Policy

The light duty policy was forwarded to County Counsel for review. The policy that went before the Commission has changes made by that office. The Commission voted to recommend the Board NOT adopt a light duty policy at this time. That the policy has no practical effect. Below is an email from County Counsel-

Hi Tom,

Thanks for speaking with me last week regarding the light duty policy and practical effects of the policy. I have looked it over with those issues in mind and have attached further revisions for you (I pulled some language from Tiburon's FPD policy as well). However, as we discussed, I do have concerns regarding this being a "hollow" policy since there are currently no positions available that would meet the policy. To create any position (where one is not needed for the district) could create other problems (e.g. HR concerns from other employees, gift of public funds issues etc). To have the policy, when there are no current positions or assignments that would meet the policy, could create other HR issues for any employees that become disabled and wonder why the District has a policy if it has no practical effect. That said, whether or not to implement the policy, despite these issues, is a policy call for the board, however, I did want to raise my concerns because they could have legal implications.

Best,

Jenna

I ran it past Jack Govi too and he agreed with me that a hollow policy is worse than no policy at all. But I provided edits in case the board trumps my advice.

California Fire Assistance Agreement

Included in the Board packet is a draft resolution the District will need to pass before the next fire season. Also included is a report as to why we need to do this. The Commission voted to recommend the Board pass this resolution. I also recommend the Board approve the resolution.

Fire Commission Authority and Responsibility

There was some discussion in previous meetings of Commission bylaws and Roles and Responsibilities. The Park and Rec Commission is rewriting bylaws and updating their roles and responsibilities. It was suggested the Fire Commission may want to do the same. The Commission will discuss this in further meetings and will use the Park and Rec By Laws as a template. Included in those discussions will be the size of the Fire Commission and the number of alternates.

Gann Limit Approval

The Special Square Footage Fire Tax will need to go on the November Ballot. The Community needs to vote to give the District the Authority to spend the money it collects. It is not a new tax, it is not a tax increase, it a reauthorization giving the CSD the authority to spend a tax it collects. It still needs 2/3's majority.

Marinwood Fire Department

Light Duty Policy

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

1. It shall be the policy of this department to assist injured employees in returning to work as soon as they are medically able to perform meaningful work for the department. There is no guarantee of light duty assignments. The department will consider all light duty assignments on a case-by-case basis. The department's ability to offer a light duty assignment will be based on the specific limitations of the employee, as determined by a qualified health care professional, and whether light duty assignments are available and needed.
2. Light duty assignments may be approved by the Fire Chief subject to the following guidelines:
 - a) Written authorization from a qualified physician shall be required prior to any assignment to light duty for a non-industrial injury or illness, or from the employee's treating physician for an industrial injury or illness.
 - b) Such written authorization from a physician must include specific clearance to work a light duty assignment and identify the specific work restrictions, as well as a specific date of anticipated return to full duty. Such dates may be adjusted based upon a more rapid recovery than anticipated or a longer period of recovery due to aggravated circumstances, as determined by a qualified health care professional.
3. Assignment to light duty may be initiated either by request from the employee or the Fire Chief.
4. All light duty work details will be approved by the Fire Chief. The Fire Chief will determine the availability of a light duty assignment that is commensurate with the employee's work restrictions. Employees on light duty shall receive supervision from the company officer or chief officer to whom he/she is assigned.
5. Light duty assignments shall be restricted to functions within the scope of the fire department's mission and that are related to the individual employee's skills, knowledge and abilities.
6. Since the intent of this policy is to keep employees working but not subject them to circumstances that might aggravate their existing medical condition, employees on light duty are to use good judgment in carrying out all assigned tasks and immediately inform the Fire Chief or their supervisor if they believe that the light duty assignment is aggravating any existing medical condition.
7. Time off for follow-up examinations by a treating physician or for other treatments directly related to the employee's current medical restriction from normal duties shall be permitted.

However, an employee assigned to light duty for non-industrial injury or illness shall be required to use sick leave benefits for such appointments.

8. Temporary light duty assignments shall not exceed 3 months without approval from the Fire Chief or the authorized designee. Extensions will be based on the employee's need for continued temporary light duty and the department's need for continued work in the task assigned. Extensions are not guaranteed. Extensions in a temporary light duty assignment will be granted on a case-by-case basis and at the sole discretion of the Fire Chief. An authorized extension will not expand any temporary light duty into a permanent assignment and will not be considered as precedent for any other extensions.

**Marinwood CSD
Staff Report**

April 14, 2014 Board Meeting

DATE: April 1, 2015
TO: Marinwood CSD Board of Directors
FROM: Tom Roach, Fire Chief
SUBJECT: **Identifying the Terms and Conditions for Fire Department Response Away from the Official Duty Station and Assigned to an Out-of-County Emergency Incident.**

ACTION REQUESTED

For the Board to approve Resolution 2015-01 identifying the terms and conditions for Fire Department response away from the official duty station and assigned to a mutual aid emergency incident.

SUMMARY

The Marinwood Fire Department adheres to the California Fire Assistance Agreement (CFAA) for reimbursement of out-of-county mutual aid responses. In 2014, the Fire Department responded to six out-of county responses. The total reimbursement amount for these responses was approximately \$200,000. The CFAA has recently been revised with a new agreement being implemented in advance of the 2015 fire season. The new CFAA establishes guidelines to follow to ensure adequate reimbursement for mutual aid responses. Adoption of Resolution 2015-01 is necessary to be in compliance with the 2015 CFAA and to ensure that the CSD receives compensation for actual hours worked from time of departure through time returned to the official duty station. The elected bodies of all California fire agencies that participate in out-of-county mutual aid are compelled to adopt resolutions in order to ensure proper payment.

FISCAL IMPACT

There is no fiscal impact to approving this request.

ENVIRONMENTAL STATUS

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

BACKGROUND

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

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

DISCUSSION

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

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

STAFF RECOMMENDATION

Passage of the attached resolution ensures that the Marinwood CSD will be fully reimbursed for out-of-county mutual aid responses. Approve Resolution 2015-01

Respectfully submitted,

Tom Roach, Fire Chief

RESOLUTION NO. 2015-01

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

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

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

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

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

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

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

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

PASSED AND ADOPTED at a regular meeting on April 14, 2015 by the following vote:

AYES:

NOES:

ABSENT:

Attest:

Tarey Read, Board President

Carolyn Sullivan, Secretary to the Board

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

March 24, 2015

Time and Place: 7:30 Marinwood Community Center Classroom

Present:

Commissioners: Chair Izabela Perry, Kimberly Call, John Tune, Sarah Paoli, Shane Valentine, and Sivan Oyserman.
Staff: District Manager Eric Dreikosen, Recreation Director Shane DeMarta and Administrative Assistant Carolyn Sullivan.
Others present: Linda Barnello.
Board members: Justin Kai.

Agenda

No changes or additions.

Board Adoption of Rosenberg's Rules of Order

Dreikosen stated Rosenberg's Rules are simple to understand and the Commission will be following them from here on.

Public Comment

No comments.

Minutes of February 24, 2015 Commission Meeting

Call stated she would like a comment scratched that read, "Call added the Commission should not be micro-managing staff". Sullivan will scratch the sentence.

M/s Tune/ Paoli to approve minutes of February 24, 2015. Ayes: Perry, Call, Tune, Paoli and Valentine. Absent: Oyserman.

Review of Draft Board Minutes of March 10, 2015

No comments.

FY 2015-2016 Park and Recreation Draft Budgets

Perry asked Dreikosen if there were any changes. Dreikosen replied he had shifted some of DeMarta's salary to the Park Department. PERS and Worker's Compensation rates were updated as well. Perry stated it would be helpful to include in the budget the Measure A project list under Contingencies and Reserves.

Dreikosen stated he will be looking at the Park staff salaries budget; five employees versus three employees and its effect on the budget. Perry commented the outsourcing it not just a personnel issue, it should effect the budget as a whole due to reduced expenditures. DeMarta stated the District will be saving money due to fewer personnel costs as well as fewer expenditures. Dreikosen commented he would be happy to sit down with any Commissioner to review the budget. Call suggested holding a half hour session before the regular Commission meeting.

Valentine asked what the budget should be for tree maintenance work. Dreikosen relied he is unsure; the Department has always been reactive. DeMarta stated it is subjective, but this year has been hard and the Department has spent about \$4,000 in emergency work. Tune commented the Department needs a tree inventory to access the issues. There are tools available to determine the age and health of the trees. The assessment will be costly so it needs to be timed when the District has the money to act on the assessments. DeMarta thanked Tune for his time and knowledge and stated he would like to another walk through of the grounds to look at vegetation.

FY 2015-2016 Measure A Work Plan

Dreikosen stated staff's recommendations are: tennis court resurface top coat at Creekside Park, park tennis court (#1&2) resurfacing, reception hall lighting, paint trim on community center building and pool building and replacement of Park Maintenance "Gator" vehicle. Valentine stated at some point he would like to see a commercial kitchen in the community center. Perry replied it would need a cost analysis to determine if the project would garner enough revenue. Barnello asked if all the project estimates are up to date. DeMarta replied most estimates came from Harrelson; Dreikosen and DeMarta will go through and update items if need be. Dreikosen added the numbers for 2015/16 have been vetted.

M/s Valentine/ Paoli to approve 2015/2016 Measure A work plan per staff recommendations. Ayes: Paoli, Valentine, Call, Tune and Perry. Absent: Oyserman.

Draft Bylaws for Park and Recreation Commission

Perry thanked Barnello for reviewing the bylaws. Call commented "Attachment A" is very vague. Call would like to see an orientation for new Commission members; the District is responsible for the education of the Commissioners. Barnello asked if the Commission is planning on having a "Committee of one". Perry replied there would be no point. Oyserman replied, the Commission

is not planning on that at this point in time. Barnello questioned why there is no ethics training involved. Dreikosen replied in accordance with California's AB1234 there is no State mandated ethics training for Marinwood District's Board members or Commissioners due to that fact they are not compensated.

The Commission decided to scratch the partial sentence, "...and the District's 'Commission Code of Conduct and Ethics' ...".

M/s Oyserman/ Tune to approve draft Bylaws for Park and Recreation Commission with edit and removing the "Attachment A". Ayes: Oyserman, Tune, Perry, Call, Paoli and Valentine. Nays: None.

Park and Recreation Report

Oyserman asked if the sandbag area will be removed for the summer months. DeMarta replied yes the area will be tidied.

DeMarta reported summer camp registration is going extremely well. DeMarta decided to add another camp for kids entering First Grade; this will help with the waitlist. Kai stated the Department should consider implementing a "payment plan fee" in the future seeing that it takes up more administrative time than a traditional registration. Perry stated a fee might help space out registrations as well. DeMarta commented it should be considered.

DeMarta stated the pool is set to open to the public on Monday. Dreikosen commented DeMarta, Fretwell and the Maintenance crew have worked hard to get the pool up and running properly. Oyserman asked about groupon deals versus memberships. DeMarta replied the deals have been reduced, but please keep in mind the Department does make money off of the deals.

Use of Round-Up vs. Organic Weed Control Methods

Perry commented a resident had approached the front office concerned with the use of Round-Up in the community. DeMarta stated he had inquired about organic use; it is not as effective and more expensive. DeMarta stated there is no use of Round-Up near any of the playgrounds, picnic areas and streams. Tune commented the science behind Round-Up is strong. Glyphosate (Round-Up) essentially inhibits an enzyme in the plant and kills it from the inside out. After application once the product is dry it is no longer hazardous. Tune added the work done by Round-Up can save hundreds of hours in manual labor, but does understand the subject is touchy. Call commented she is against the use of herbicides and the District should reset community expectations in regards to weeds. Furthermore, Call does not agree with using Monsanto products in the community. Call would like this subject to be added to a future agenda.

Commemorative Plaque for Tom Kunkel Recognizing his Service as Commissioner

Perry commented DeMarta has a plan for a small playground renovation in the main park and would like to add a picnic bench and a stone to recognize Kunkel. Paoli offered to inquire how much a plaque set into stone would cost. Tune had done some research into outdoor plaques and gave his findings to Perry. The Commission will further investigate the cost and specific plaque and stone, but decided to approve the idea of a commemorative plaque for Kunkel.

M/s Oyserman/ Paoli to approve commemorative plaque for Tom Kunkel recognizing his service as a Park and Recreation Commissioner. Ayes: Oyserman, Tune, Perry, Call, Paoli and Valentine. Nays: None.

Miller Creek Special Committee

Perry commented she had met with Ray Lorber and Judy Schriebman with the Miller Creek Watershed Stewards. Seeing that there is already an identifying entity it would make sense for a member from the District to have representation on its body. The Miller Creek Watershed Stewards agreed and would like to see the District involved. Perry asked if any Commissioners would be willing to become involved. Call replied she would consider getting involved and would like to see invasive species be removed from the watershed.

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

Paoli stated she would not be at the July meeting. Oyserman stated she is due with her second baby in April and will most likely miss a few meetings.

Perry thanked Tune for his professional knowledge in regards to Park and Recreation matters.

Call commented she would like the aim for the Commission meetings to run about 2 hours. Paoli agreed a 2 hour meeting is reasonable, but sometimes discussion may run lengthy.

The meeting concluded at 10:00PM.

The date of the next Park and Recreation Commission meeting is April 28, 2015 at 7:30pm in the Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

**MARINWOOD COMMUNITY SERVICES DISTRICT
PARK AND RECREATION COMMISSION BYLAWS**

(Adopted by Board of Directors ##/##/####)

ARTICLE I – NAME

The Commission shall be designated the Marinwood Community Services District Park and Recreation Commission, referred to hereafter as the “Commission.”

ARTICLE II – PURPOSE

The Marinwood Community Services District Park and Recreation Commission is an advisory body to the Marinwood Community Services District Board of Directors (“Board”) and exercises particular powers as delegated by the Board. The Commission shall recommend to the Board policies governing the operation and management of the Marinwood Community Center, Marinwood Community Parks, Marinwood Community Pool, open space, and recreation programs in accordance with the needs of the community and the District's policies, rules and regulations. The Board, as the legally constituted body under State law, retains power of final review and decision.

ARTICLE III – RESPONSIBILITIES

1. Review, comment, and make recommendations regarding the annual operating budget for the Park and Recreation Departments.
2. Review and recommend to the Board any change in staffing needs of the Park and Recreation Departments.
3. In cooperation with staff, develop and recommend to the Board a long-range plan for parks, open space, pool, and recreation facilities. Review the plan periodically.
4. Monitor existing capital projects related to parks, open space, pool, and recreation facilities. Suggest new capital projects based on community recreation needs.
5. Inspect parks, open space, pool and recreation facilities annually during summer months and develop a list of recommended improvements.

6. In cooperation with staff, review and revise rules and regulations, policies and schedules concerning park, pool and recreation facilities and activities as needed.
7. Review monthly reports from staff concerning the general operations, functions and activities of the Park and Recreation Departments.
8. Promote the preservation and protection of the natural resources under District purview.
9. As requested by staff, help develop and maintain a good working relationship with local school districts, other organizations and private entities engaged in recreation programming in order to maximize the use of school, public, and community facilities for recreation activities.
10. Perform other such duties as may be directed by the Board.

ARTICLE IV – STRUCTURE

A. MEMBERSHIP

The Commission shall consist of five regular members and one alternate member. All members shall be residents of the Marinwood Community Services District. Commissioners serve without remuneration.

B. APPOINTMENT TERMS AND PROCESS

Commissioners are appointed by the Board of Directors during their regular December board meeting for two-year terms beginning in January. Three commissioners shall be appointed for terms beginning in the same even year. Two other commissioners plus the alternate shall be appointed for terms beginning in the same odd year. A spreadsheet listing commissioners' appointment terms shall be kept up to date by the District Manager and be available by request.

In the first week of October, District staff will post a notice of all upcoming commission vacancies on, at a minimum, District's website as well as utilize District email lists and neighborhood social media websites to encourage applications from the community. Notices will include general information about the commission vacancy, including the specific term of the vacancy, as well as instructions on how to express interest in becoming an appointed Commissioner.

There are no term limits for Commission members. Current Commission members may apply for reappointment following the same procedure stated above.

C. RESIGNATIONS, REMOVAL AND VACANCY

Any appointed member may resign by giving written notice to the Board. Commissioners shall be subject to removal by the affirmative vote of three members of the Board. Any such vacancy will trigger a notice of the vacancy within five business days. District staff will post a notice of all commission vacancies on, at a minimum, District's website as well as utilize District email lists and neighborhood social media websites to encourage applications from the community. Notices will include general information about the commission vacancy, including the specific term of the vacancy, as well as instructions on how to express interest in becoming an appointed Commissioner. The current alternate member of the Commission may at that time apply for the vacated seat. The new appointee will serve the remainder of the removed Commissioner's term.

D. CHAIRPERSON

One regular Commission member shall be elected in January by the other Commissioners to the role of Chairperson of the Commission for a period of one year. The chairperson must have been appointed to the Commission for a period of no less than one year preceding election to the role of chairperson. The chairperson can serve in this role consecutively if reelected by the members of the Commission.

1. DUTIES OF THE CHAIRPERSON

- a. Preside over meetings of the Commission, utilizing and maintaining Rosenberg's Rules of Order.
- b. In cooperation with District staff, prepare agendas for Commission meetings.
- c. Attend Board meetings at least for the portion covering Commission matters and other portions the Chair may be asked to attend. Alternatively, designate another member of the Commission to attend should the Chair be unable.
- d. Report to the Board the actions and recommendations of the Commission to the extent needed to supplement the Commission's report.
- e. Welcome newly appointed Commissioners. Provide a copy of Commission Bylaws to each new Commissioner.
- f. Assign special duties and responsibilities to the Vice Chairperson.
- g. Form special committees as needed and appoint members to serve on the committee.
- h. Call special meetings if necessary to discuss extraordinary issues.

E. VICE CHAIRPERSON

One Commission member shall be elected in January by the other Commissioners to become the Vice Chairperson of the Commission for a period of one year. The Vice Chairperson shall assume the responsibilities of the Chairperson in his/her absence and take on any duties assigned by the Chairperson. The position does not imply succession into the position of Chairperson. The Vice Chairperson can serve consecutively in this position if reelected by the members of the Commission.

F. LIAISON DIRECTOR

A Liaison Director is a member of the Board of Directors appointed by the Chair of the Board at the January meeting of the Board for a period of one year. There are no term limits for the Liaison.

1. DUTIES OF THE LIAISON DIRECTOR

- a. The Liaison Director attends Commission meetings and may participate in the discussion as appropriate.
- b. The Liaison Director's principal function is to advise the Commission of official Board policy when appropriate and to inform the Board of the Commission's viewpoints and recommendations.
- c. The Liaison Director shall be available for advice and consultation with the Commission Chair.

ARTICLE V – MEETINGS

A. TIME AND PLACE

The Commission shall hold regular meetings every fourth Tuesday of the month at 7:30 PM in the small classroom at the Marinwood Community Center, unless otherwise necessary. Public notice of all meetings shall be given in accordance with the provisions of The Ralph M. Brown Act. The meetings shall be open to the public.

B. SPECIAL MEETINGS

Special meetings may be called by the Chairperson, by three members of the Commission, or by the Board. Public notice of all meetings shall be given in accordance with the provisions of the Ralph M. Brown Act. The meetings shall be open to the public.

C. ATTENDANCE

Commission members are required to attend all regular and special meetings. Members shall notify District staff of any expected absence by 5:00 p.m. the day prior to the meeting. Three absences in a row will trigger the Chairperson's inquiry into the nature of the absence, and may trigger Commission's request to the Board of Directors to remove absent Commissioner from their duties. Absences due to extenuating circumstances are exempt. Absence with notification from a special meeting does not count towards attendance requirements.

In addition to attending the regular monthly Commission meetings, Commissioners are encouraged to attend meetings of the Board of Directors.

D. AGENDA

Unless otherwise determined by the Chairperson, the agenda of the regular meeting shall include but not be limited to:

1. Confirmation of a Quorum
2. Call to Order
3. Review of the Agenda
4. Public Comment
5. Approval of the draft minutes from the prior Park & Recreation Commission meeting
6. Review of the draft minutes from the last meeting of the Board of Directors
7. Park and Recreation Staff Report
8. Q & A on non-agenda items
9. Adjournment

E. QUORUM, VOTING AND ACTION

The Commission acts as a body, not as individuals. A quorum consisting of a majority (3) of Commissioners is required to take any action. Action of the Commission as a whole is taken by formal vote. A simple majority will decide if action passes or fails. Each member has one vote. No member shall participate in a vote if he or she has a proprietary interest in the outcome of the matter being voted on. The alternate member shall vote only in the absence of a regular member or if a regular member has recused themselves due to a conflict of interest.

F. PARLIAMENTARY AUTHORITY

All proceedings of the Commission shall be conducted according to the rules contained in the most recent edition of Rosenberg's Rules of Order when these do not conflict with these bylaws.

ARTICLE VI – COMMITTEES

The Commission shall establish additional committees on either a permanent (standing) or temporary (ad hoc) basis to address specific issues or concerns related to parks and recreation within Marinwood. These committees can consist of other members of the public, but cannot consist of more than two Commissioners. All permanent committees are subject to the provisions of the Ralph M. Brown Act.

ARTICLE VII – COMPLIANCE

Commission members must abide by these bylaws and all provisions of the Ralph M. Brown Act (Government Code Sections 54950 – 54963, et seq.). The Ralph M. Brown Act is available at: <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=gov&group=54001-55000&file=54950-54963>.

ARTICLE IIX – BYLAWS ADOPTION AND AMENDMENTS

This document replaces the “Authority and Responsibilities of the Marinwood Park and Recreation Commission” upon the approval of the Board of Directors. These bylaws may be amended or repealed and new bylaws recommended by the majority vote of the Commission at any regular meeting. The amendments are further subject to the approval of the Board of Directors. Any member of the Commission may propose amendments to the Bylaws. Written notice of any proposed amendments must be sent to the District Manager and the Commission Chairperson in time to be included in the upcoming meeting agenda.

Park & Recreation Report – April 2015

Shane DeMarta, Recreation Director

Recreation Activities

Summer Registration:

Summer program registration continues to be strong; we are now seeing a surge in our older camps registrations. In addition, aquatic registrations (group and private swim lessons) are up slightly from last year.

Spring Events:

Breakfast with Bunny

We had a huge turnout for BWB. The Gallinas Lions Club did an excellent job coordinating the egg hunt and we had nearly twice as many people purchase breakfast this year. Overall, it was a great event.

Marinwood Happy Hour (new event)

Marinwood Happy Hour is scheduled for Friday, April 10th from 6-9pm. Bealtane Brewery will be pouring; we have live music by Teja Gerken, a food cart and five-dollar childcare.

Spring Break Camp:

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

Pool Season:

The Pool has been operating well and membership sales are in line with last season. In addition, the Waterdevils season has been running smoothly thus far.

We have been working with Tim Rosenfeld of Aquatic Energy Management Group on installing an Energy Management System Controller as well as a variable speed drive motor for the main pool and a variable speed pump for the wading pool. In addition, the proposal adds a booster pump system for our waterslide so we can circulate water directly from the pool rather than use “fresh water” which we are currently doing.

By making these modifications we would save approx. \$6,000 a year in electricity. The total cost of the project is est. to be \$24,950 before rebates and \$22,069 after rebates. We are looking into on-bill financing for the project through PG&E. The “simple payback” for the project would be 3.5 years.

Park Activities

General Maintenance:

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

Projects:

Pool:

- Working on new operations manuals to comply with new 2015 state guidelines
- Replace Umbrellas in tot-pool (in-progress)
- Landscaping in tot-pool

Playgrounds:

Creekside Park:

- Finished shade structure
- Added plantings

Main Park:

- Add new fall material (in-progress)
- Work to begin on removing unsafe bench in playground
- Work to begin on landscaping in playground

Mini Park:

- Pulled weeds
- Re-seeded turf
- General maintenance

Turf:

- Aeration, top dressing, and seeding of second area near tennis courts

Open Space:

- Inspected two trees that residents called about, stating that they pose dangers to their property.
- Work to begin on cleaning the Marinwood Shop area as well as the Panhandle over the next two weeks

Miscellaneous:

I have been working with Dana Armanino, Senior Planner/Sustainability Team and Lindsey Knaebel from PG&E on possible rebates for new lighting in the reception hall. I am waiting to hear back about possible rebates.

ORGANIZATION OF THE MARINWOOD COMMUNITY SERVICES DISTRICT

(Approved by Board of Directors 9/22/93)

FORMATION

The Marinwood Community Services District was established on February 23, 1960, in accordance with the results of an election held on February 16, 1960, "for the purpose of providing public recreation by means of parks, including aquatic parks and recreation harbors, playgrounds, swimming pools, or recreation buildings; protection against fire; and street lighting." The results of the election are contained in Resolution No. 6155 of the Board of Supervisors of the County of Marin, the Resolution and Order Canvassing Vote of Election, Declaring Establishment of Marinwood Community Services District, setting Forth the Boundaries of Said District, and the Names of the Persons Elected Directors Thereof," passed on February 23, 1960.

The Marinwood Community Services District is organized pursuant to the provisions of Title 6, Division 3, of the Government Code of the State of California, and is regulated under Sections 61000 through 61891 of the California Government Code.

MISSION STATEMENT

The purpose of the Marinwood Community Services District is:

- to provide fire protection and emergency services to the residents of the District.
- to provide street lighting services to the residents of the District.
- to develop and promote recreation programs and activities which satisfy the majority demands of the residents of the District.
- to develop and maintain parks areas and recreational facilities and preserve open spaces for the enjoyment of the residents of the District.

ORGANIZATION

BOARD OF DIRECTORS:

The Marinwood Community Services District is governed by a Board of Directors of five members who are elected for four-year terms.

COMMISSIONS:

The Board of Directors may form advisory commissions to assist in their responsibility.

There shall be a Fire Commission to recommend policies governing the operation and management of the Marinwood Fire Department.

There shall be a Parks and Recreation Commission to recommend policies governing the operation and management of the Marinwood Community Center, parks, open space, and recreation facilities of the District.

There shall be a Pool Commission to recommend policies governing the operation and management of the Marinwood Community Pool.

PERSONNEL COMMITTEE:

There shall be a District Personnel Committee, consisting of two Board members, with Commission members as invited by the Personnel Committee to provide input and advice, which shall:

- recommend policies governing employment and employee benefits;
- negotiate contracts with Union and non-union employees;
- review job descriptions;
- recommend policies governing salary increases for COLA, merit, and promotion;
- hear employee grievances;
- recommend hiring of District Manager;
- review personnel evaluations of Department Heads;
- evaluate performance of District Manager.

OTHER COMMITTEES:

Other committees may be formed as needed for a specific purpose.

TIME AND PLACE OF MEETINGS

The Marinwood CSD Board shall hold regular meetings. Special meetings may be called by the Chair or by three members of the Board. Notice of all meetings shall be in accordance with the provisions of the Brown Act.

The time and date of the regular Board meetings shall be set by the Board. They shall be held in the Community Center unless there is a good reason to meet elsewhere.

POWERS

The Marinwood CSD Board may:

- acquire real or personal property of every kind by grant, purchase, gift, devise, lease, or condemnation;
- hold, use, enjoy, lease, or dispose of any of its property;
- borrow money and incur or assume indebtedness and issue bonds or other evidences of such indebtedness;
- authorize, issue, and sell revenue bonds;
- levy and cause to be collected taxes for the purpose of carrying on the operations and paying the obligations of the District;
- make contracts for any and all purposes necessary for the full exercise of its powers;
- adopt a seal;
- employ labor and professional services;
- perform any work of construction or operation under its own superintendence or may contract for the performance of such work by others;
- prescribe, revise, and collect rates or other charges for services and facilities furnished by it;
- adopt regulations by ordinance binding upon all persons to govern use of its facilities and property, including regulations imposing reasonable charges for the use thereof;
- clear or order the clearing of land or remove or order the removal of dry grass, stubble, brush, rubbish, litter, or other flammable material if it endangers the public safety by creating a fire hazard.
- perform all acts necessary to carry out fully the provisions of Sections 61000 through 61891 of the California Government

MARINWOOD COMMUNITY SERVICES DISTRICT
Board of Directors Bylaws
Draft Outline
April 14, 2015

Article 1: Formation and Legal Authority

- Office Location/Place of Business

Article 2: Mission Statement/Purpose

Article 3: Directors

- Responsibility
 - Ordinance, Resolution, Policy
- Make-up
- Term of Office
- Election Protocols
- Compensation
- Resignation
- Vacancies
- Board Officers
 - President (Responsibility & Authority)
 - Vice-President (Responsibility & Authority)
- Appointed Officers
 - District Manager (Responsibility and Authority)
 - Secretary to the Board
- Counsel

Article 4: Meetings

- Time and Place
- Special Meetings
- Emergency Meetings
- Attendance
- Agenda/Order of Business
 - Regular Agenda Items
- Public Notice
- Rights of Public
 - Code of Public Conduct
- Quorum, Voting and Action
- Parliamentary Authority

Article 5: Commissions

- Fire
- Park & Recreation

Article 6: Committees

Article 7: Compliance

- Government Code 61000 - 61891
- Brown Act

Article 8: Bylaws Adoption and Amendments