Agenda for the Regular Meeting of the Board of Directors
Tuesday – May 12, 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 April 14, 2015 b. Draft Minutes of Budget Hearing Special Meeting of April 21, 2015 c. Draft Minutes of Special Meeting of the Board of May 4, 2015 d. Bills Paid Nos. 900-990 e. County of Marin: 3/31/15 Report of County, Schools and District Investments	Approve
D.	7:45 PM	**OPEN TIME FOR ITEMS NOT ON AGENDA** *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.*	
F.	8:05 PM	**FISCAL MATTERS**	
		1. Adopt District Budget for Fiscal Year 2015-2016	Adopt
		2. Engagement Letter from R.J. Ricciardi, Inc. to Perform Audit of District Financial Statements for FY 2014-2015	Authorize
G.	8:30 PM	**FIRE DEPARTMENT MATTERS**	
		1. Draft Minutes of Fire Commission Meeting of May 5, 2015	Review
		2. Fire Department - Activity Summary Report for April, 2015	Review
		3. Fire Department - Chief Report	Review
		4. Shared Services Update	
		5. Date of Next Fire Commission Meeting – June 2, 2015	
H.	8:50 PM	**PARK AND RECREATION MATTERS**	
		1. Draft Minutes of Park and Recreation Commission Meeting of April 28, 2015	Review
		2. Park & Recreation Commission Bylaws	Adopt
		3. Plaque recognizing Tom Kunkel for 28 years of volunteer service on Park & Recreation Commission	Authorize
		4. Recreation and Maintenance Activity Reports	Review
		5. Date of Next Commission Meeting – May 26, 2015	
I.	9:10 PM	**NEW AND OTHER BUSINESS**	
		1. November Election: Fire Protection Special Assessment Ballot Measure – Appropriations Limit Increase (GANN Limit)	Direction
		2. SEED Solar Power Purchase Agreement Update	
		3. Requests for Future Meeting Agenda Items	
J.	9:30 PM	**RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST**	
		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*	
		DATE OF NEXT REGULAR BOARD MEETING – June 9, 2015 at 7:30 PM	

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday April 14, 2015

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

Present:
Board Members: President Tarey Read, Justin Kai, Bill Hansell and Bill Shea.
Absent: Deana Dearborn.
Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Ryan Brackett and Brad Davenport, Administrative Assistant Carolyn Sullivan.
Park and Recreation Commissioners: Chair Izabela Perry and Shane Valentine.
Fire Commissioners: Ron Marinoff.
Others Present: Stephen Nestel, Linda Barnello.

Call to Order and Pledge of Allegiance

Agenda
No changes or additions.

Consent Calendar

a. *Draft Minutes of Regular Meeting of March 10, 2015:* No comments.
b. *Bills Paid Nos. 816-899:* No comments.

M/s Hansell/ Shea to approve Consent Calendar. Ayes: Hansell, Shea, Read and Kai. Nays: None.

Open Time for Items not on Agenda
Barnello asked if the roof was inspected again. Dreikosen replied it has been inspected twice. Barnello asked when roof repairs will take place. Dreikosen replied there is nothing scheduled. Barnello asked about the unfunded liabilities. Dreikosen responded PERS has given the District the numbers and they are included in the draft 2015/16 Budget.

Correspondence

1. *John Hammond, March 26, 2015 commending appearance of community:* The Board acknowledged the letter and thanked Hammond.

Fiscal Matters

1. *2015-2016 Preliminary District Budget:* Dreikosen presented the budget with the estimated property taxes at 1.53 million; which is about $30,000 more than initially estimated. The District has used Measure A funding to assist with Capital Expenditures in the Park and Recreation Departments. Hansell commented the wording "projected change in fund balance" is misleading. Read suggested "variance from goal of reserves". Dreikosen commented he could move the Reserves and Contingencies to the bottom of the page; as to not interfere with the "projected change". Nestel commented changing wording doesn't change the fiscal problem. Hansell replied there is $239,000 in reserves. Hansell added he would like to have the tax revenue being shown by Department for the Budget Hearing. Hansell also requested that if the Fire Chiefs salary is going to be separated from the Fire Regular Salaries than the 2014/15 amount should be shown as well as the 2015/16 amount. Shea asked if the increase in Workers Compensation was set in stone. Roach replied yes, for the next three years. Marinoff suggested receiving bids from other insurance carriers.
2. *Resolution 2015-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services:* Read stated this is the COLA that the public passed in 2011. It is a $0.0079/ per square foot increase.

   M/s Hansell/ Kai to approve Resolution 2015-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services. Ayes: Kai, Read, Hansell and Shea. Nays: None.
3. *Resolution 2015-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance:* Read stated this is the COLA that the public passed in 2005. It is a $4.98 per parcel increase.

   M/s Hansell/ Kai to approve Resolution 2015-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape. Ayes: Kai, Read, Hansell and Shea. Nays: None.

Fire Department Matters

1. *Draft Report of Fire Commission Meeting of April 7, 2015:* Roach commented it is the one year anniversary of the shared services agreement and hopes to have a paramedic agreement soon. Marinoff commented in regards to the light duty policy the Fire Commission voted unanimously to not approve the policy. Marinoff also commented the Commission discussed adding an alternate or reducing the number of Commissioners.

2. *Fire Chief Activity Summary Report:* Roach reported Jeff Smith had graduated from the Academy with rave reviews.
3. *Light Duty Policy:* Roach reported he had spoken with County Counsel who stated the policy is hollow, with no substance and might open the door to liability issues. Dreikosen commented the Fire Commission discussed this policy at length and overwhelmingly decided not to recommend the policy. Read asked if this policy is approved and a Firefighter is out on disability, could it help our experience modification. Shea stated it will not affect our Workers Compensation rates. Roach commented at first he was supportive of the policy, but Counsel and the Commission do not approve. Hansell stated he will vote against the policy. Shea stated he will vote against the policy. Kai stated he is not in favor of the policy. Marinoff commented there are two retired Firefighters on the Commission and they were both opposed to the policy. Read stated the issue is dead due to lack of a motion. Nestel asked if someone could be "unfit for duty". Roach replied yes.
4. *Resolution 2015-01: California Fire Assistance Agreement Terms and Conditions for OES Strike Team Reimbursement:*

   M/s Hansell/ Shea to approve Resolution 2015-01: California Fire Assistance Agreement Terms and Conditions for OES Strike Team Reimbursement. Ayes: Kai, Read, Hansell and Shea. Nays: None.
5. *Shared Services Update:* No new updates.

Park and Recreation Matters

1. *Draft Report of Park and Recreation Commission Meeting of March 24, 2015*: No additional comments.
2. *Park and Recreation Commission Bylaws*: Perry stated content was taken from the Authority and Responsibilities document. Read commented she was impressed with the document. Hansell asked if County Counsel had read the document. Dreikosen replied no. Read suggested the Board approve the bylaws subject to feedback from Counsel. Hansell commented Article 6 needs language such as, "Subject to approval by the CSD Board".

   M/s Kai/ Shea to approve Park and Recreation Commission Bylaws with changes to Article 6 and subject to feedback from County Counsel. Ayes: Kai, Read, Hansell and Shea. Nays: None.
3. *Measure A Work Plan:* Shea questioned if the chlorine generator will need replacement. DeMarta replied they were rebuilt last year. Shea asked about the reception hall lighting. DeMarta replied that project was approved for the 2014/15 Budget. Hansell asked if the Tennis Association will be helping fundraise for the court resurfacing. DeMarta replied he is unsure, but the District has doubled their fees.

   M/s Hansell/ Shea to approve Measure A Work Plan. Ayes: Kai, Read, Hansell and Shea. Nays: None.
4. *Recreation and Maintenance Activity Reports:* DeMarta reported the Department had two events; Breakfast with Bunny and Happy Hour. DeMarta reported he had been working with an energy consultant to review our pool operations. Dreikosen commented the pool work would be an expense, but on-bill financing might be an option and there will be a payback after three years. Dreikosen confirmed with the Board that staff is approved to move forward with this project, assuming on-bill financing is approved. Hansell asked about a watering schedule for the park. DeMarta replied the Park staff waters as needed, but the District does use recycled water and MMWD will be placing signs on the grass to inform the public. Nestel stated he had concerns about the District hosting beer parties. Shane Valentine commented he was an attendee and it was a very well run event. The Recreation Department events build community and this event was done very responsibly. DeMarta concluded noting the several projects being done by the Park staff. Improvements to Creekside Park and beginning the work on the main park facility as well as the mini park.

New and Other Business

1. *Creation of MCSD Board Bylaws:* Dreikosen stated it is good to begin with a discussion. Hansell asked if Dreikosen had a draft schedule for implementation. Dreikosen replied the first draft schedule would come before the Board in June.
2. *SEED Solar Power Purchase Agreement Update:* Dreikosen commented he had met with SolEd who is still finalizing the financing. SolEd did have a few concerns about the Duralast roof. State Roofing estimated the repairs at about $5,000. These repairs will need to be done whether the solar panels are placed or not. Jonathon Whelan from Optony was also in attendance at the meeting and was looking into the energy efficiencies for the District. Dreikosen added the design has not yet been finalized, but the target for beginning construction will be at the end of the pool season. Hansell commented he is frustrated with the process. The financing from SolEd took much longer than expected and the subcontractor had changed as well, which is outside the CSD's control, but set the schedule back. Hansell noted because the District is in a pool everyone in is the same situation; we're not being left behind. Nestel commented there was a breech in contract; all materials were promised to be made in the USA. Hansell replied that was not in the contract. Barnello stated she recalled a statement made by one of the contractors that they would not install solar panels on a roof with a short lifespan left. It seems that the current roof will need replacement soon. Hansell stated he disagreed with Barnello.

3. *Requests for Future Meeting Agenda Items:* Kai requested that the Marinwood Board Agenda be placed on the Nextdoor website by the District Manager so there is no room for interpretations. Shea stated the public is aware that it is posted on the CSD website. Hansell supported Kai's request and requested it be placed on the Neighberries website as well.

Recognitions and Board Member Items of Interest
Hansell thanked the Lions Club for their 36th Annual Easter Egg hunt.

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. The Board did not meet in closed session.

The date of the next Regular Board meeting is May 12, 2015 at 7:30PM.

The meeting was adjourned at 10:10PM.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Special Meeting
Tuesday April 21, 2015

Time and Place: 7:30PM 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, Firefighter Brandon Selvitella, Administrative Assistant Carolyn Sullivan.
Park and Recreation Commissioners: Chair Izabela.
Others Present: Stephen Nestel, Linda Barnello.

Budget Hearing

1. *Presentation of the Budget for Fiscal Year 2015-2016*: Dreikosen stated there are no content changes from last week. Dreikosen separated out the Department Heads salaries which is shown in the budget. Hansell stated he would like to see a sub-total of Operating Expenses in the Budget Sum. Dreikosen noted he had distributed the property taxes to each department. Kai asked about the unfunded liabilities and commented he would like to give a metric to that number. Read suggested adding a footnote in the Reserves and Contingencies that will lead the reader to the Financial Statements. Dearborn asked if the District had met the goal for the liability. Hansell replied the District has $239,806 in contingencies and reserves; a portion of which will go towards unfunded liabilities. Hansell noted the amount of money the District has been able to save has gone up each year, but the District can't earmark money in a separate account for reserves. Dearborn asked Dreikosen to check the water and electricity rates. Dearborn also questioned why Fire Department salaries did not increase in the 2015/16 budget. Hansell replied no decision has been made regarding Fire wages, but an annotation could state "wages subject to change due to negotiations". Hansell also requested an annotation, for historical reference, as to why some budget numbers had been bolded. Perry asked if Workers Compensation rates are based upon the person in a specific department. Shea replied the rates are based upon the District as a whole. Barnello asked if any of the expenditures associated with the solar project are included in the budget. Hansell replied, there are no specific expenditures associated with the solar project; maintenance to the roof for example will have to be done whether or not solar is installed.

The date of the next Regular Board meeting is May 12, 2015 at 7:30PM.

The meeting was adjourned at 9:00PM.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Special Meeting
Tuesday May 4, 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 Tom Roach
Negotiating Team Member: Jeff Naylor

Agenda
No changes or additions.

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: No action was taken, the Board gave direction to staff and negotiating team.

The date of the next Regular Board meeting is May 12, 2015 at 7:30PM.

The meeting was adjourned at 8:22PM.

Respectfully submitted,
Eric Dreikosen

MARINWOOD COMMUNITY SERVICES DISTRICT
REQUEST FOR PAYMENT OF CLAIMS

Approved by the Board of Directors on May 12, 2015

Fund 73700

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

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
900	Ca. Assoc of Pro Fire	214.50	Long term dis. May	3100	5130120	103000	214.50
901	Vision Svcs Plan	459.36	Vision Ins. May	3100	5130120	103000	250.56
				2100	5130120	103000	93.96
				1100	5130120	103000	114.84
902	AIG Life	321.54	Life Ins May	3100	5130120	103000	173.42
				2100	5130120	103000	94.30
				1100	5130120	103000	53.82
903	PERS Retirement	17,537.03	Retirement 4/17/15	3100	5130510	103000	13,998.04
				2100	5130120	103000	2,043.59
				1100	5130120	103000	1,495.40
904	Marinwood CSD	75,643.64	Fire Reg Salary	3100	5110110	103000	31,089.52
			Fire Overtime	3100	5120110	103000	5,061.24
			Shift Cap/Work Week	3100	5110319	103000	839.52
			4850 Pay	3100	5110110	103000	3,539.20
			Admin Asst	3100	5110210	101000	536.79
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Mngr	3100	5110210	101000	105.42
			Admin Asst	2100	5110210	101000	536.79
			Admin Asst.	1100	5110210	101000	268.39
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Admin Mngr	2100	5110210	101000	52.71
			Admin Mngr	1100	5110210	101000	52.71
			Rec Salary	2100	5110110	103000	10,513.60
			Rec Hourly	2100	5110210	103000	506.50
			Park Salary	1100	5110110	102000	6,272.00
			Bldg Attend.	2100	5110210	104000	246.00
			Pool Staff	2100	5110210	105000	85.35
			Swim Team	2100	5110210	113000	5,818.00
			Preschool	2100	5110210	108000	6,944.00
			Adult Prog	2100	5110210	111000	100.00
			Payroll Billing	3100	5210230	103000	101.45
			Payroll Billing	2100	5210230	103000	67.72
			Payroll Billing	1100	5210230	103000	14.48
			FICA	3100	5140140	103000	2,804.17
			FICA	2100	5140140	103000	2,256.54
			FICA	1100	5140140	103000	474.94
			CA/EDU	3100	5140145	103000	89.71
			CA/EDU	2100	5140145	103000	379.13
			Benefits Witholding		2120066	103000	-6,843.44
905	SDRMA	30,396.61	Workers Comp Qtr 4	3100	5140115	103000	17,630.03
				2100	5140115	103000	6,687.26
				1100	5140115	103000	6,079.32
906	PERS Retirement	17,197.51	Retirement 4/3/15	3100	5130510	103000	13,658.03
				2100	5130510	103000	2,043.84
				1100	5130510	103000	1,495.64
907	Marinwood CSD	84,124.17	Fire Reg Salary	3100	5110110	103000	30,388.78
			Fire Overtime	3100	5120110	103000	12,073.77
			Shift Cap/Work Week	3100	5110319	103000	1,675.31
			4850 Pay	3100	5110110	103000	3,539.20
			Admin Asst	3100	5110210	101000	534.77
			Admin Mngr	3100	5110110	101000	1,865.60
			Admin Mngr	3100	5110210	101000	210.83
			Admin Asst	2100	5110210	101000	534.77
			Admin Asst	1100	5110210	101000	267.39
			Admin Mngr	2100	5110110	101000	932.80
			Admin Mngr	1100	5110110	101000	932.80
			Admin Mngr	2100	5110210	101000	105.42
			Admin Mngr	1100	5110210	101000	105.41
			Rec Salary	2100	5110110	103000	10,513.60
			Rec Hourly	2100	5110210	103000	532.75

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			Park Salary	1100	5110110	102000	6,272.00
			Bldg Attend.	2100	5110210	104000	424.00
			Pool Staff	2100	5110210	105000	4,133.52
			Swim Team	2100	5110210	113000	5,326.00
			Aquatics/Lessons	2100	5110210	106000	75.00
			Preschool	2100	5110210	108000	3,432.50
			Youth Prog	2100	5110210	110000	192.50
			Adult Prog	2100	5110210	111000	172.00
			Payroll Billing	3100	5210230	103000	115.80
			Payroll Billing	2100	5210230	103000	67.04
			Payroll Billing	1100	5210230	103000	13.96
			FICA	3100	5140140	103000	3,350.95
			FICA	2100	5140140	103000	2,317.31
			FICA	1100	5140140	103000	474.94
			CA/EDU	3100	5140145	103000	63.78
			CA/EDU	2100	5140145	103000	528.66
			Benefits Witholding		2120066	103000	-7,048.99
908	AFLAC	127.40	Disability Ins.	1100	5130120	103000	127.40
909	Marin Professional Fire	590.00	Union Dues	3100	5211330	103000	590.00
910	PERS Health	39,415.61	Health Ins May	3100	5130120	103000	23,486.05
				2100	5130120	103000	7,756.84
				1100	5130120	103000	8,172.72
911	Comcast	134.00	Internet	3100	5210725	103000	67.00
				2100	5210725	103000	67.00
912	AT&T	70.00	Park Internet	1100	5210725	103000	70.00
913	Siemens	257.25	Streetlights March	4100	5210915	103000	257.25
914	PG&E	1,335.06	Streetlights March	4100	5210825	103000	1,335.06
915	Ammerican Messaging	27.36	Text svcs	3100	5220810	103000	27.36
916	AT&T	257.98	Phones March	3100	5210725	103000	160.40
				2100	5210725	103000	80.23
				1100	5210725	103000	17.35
917	PG&E	1,807.95	Gas	2100	5210810	103000	1,668.73
				1100	5210810	103000	139.22
918	PG&E	2,237.38	Electricity	3100	5210810	103000	359.46
				2100	5210810	103000	1,671.42
				1100	5210810	103000	206.50
919	Nextel	214.39	Cell phones	3100	5210725	103000	214.39
920	Kelly Moore Paint	105.11	Grounds Maint	1100	5220310	103000	105.11
921	Pitney Bowes	116.00	Meter lease	2100	5220110	103000	116.00
922	Airgas	327.68	Pool chems	2100	5220810	105000	327.68
923	Grainger	90.93	Saw Blade	3100	5220210	103000	90.93
924	Brincker Mincolla	378.50	Firefighter clothing	3100	5220825	103000	378.50
925	Fire King	431.06	Extinguisher Maint	3100	5220210	103000	431.06
926	Carquest Auto Parts	139.57	Vehicle Maint	3100	5210910	103000	139.57
927	Smiths Gopher	300.00	Pest Control	1100	5211532	103000	300.00
928	Three Twins Ice Cream	366.00	Vending	2100	5220826	105000	366.00
929	Ewing Irrigation	1,020.99	Grounds Maint	1100	5220310	103000	1,020.99
930	Jacksons Hardware	19.34	Park equip	1100	5220210	103000	19.34
931	Marin Dance Theatre	614.25	Intro to Dance	2100	5210146	110000	614.25
932	Speedpro Imaging	479.05	Marketing	2100	5210122	103000	479.05
933	US Bank	7,532.95	Food	3100	5220826	103000	83.27
			Extinguisher Maint	3100	5220210	103000	171.73
			Gas	3100	5220610	103000	441.18
			Travel	3100	5220610	103000	60.00
			Station Suppl	3100	5220825	103000	114.12
			Membership dues	3100	5211330	103000	39.95
			Background check	3100	5220810	103000	43.85
			Chief dinner	3100	5211325	103000	12.00
			Phone	3100	5210725	103000	30.00
			Hydrant Suppl	3100	5220215	103000	49.11
			Comm. Events	2100	5220819	112000	374.49
			Marketing	2100	5210122	103000	34.99
			Pool Maint	2100	5220215	105000	78.34
			Office	2100	5220110	103000	426.52
			Rec Bike Maint	2100	5220819	103000	253.94
			Pool Chems	2100	5220810	105000	130.76
			Summer Camps	2100	5220819	107000	932.00

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
			Fingerprinting	2100	5210128	103000	60.00
			Youth Prog	2100	5220819	110000	633.97
			Pool	2100	5220819	105000	683.00
			Adult Prog	2100	5220819	111000	813.00
			First Aid	2100	5220828	105000	54.28
			Staff training	2100	5211315	105000	476.06
			Aquatics/Lessons	2100	5220819	106000	1,158.57
			Grounds Maint	1100	5220310	103000	377.82
934	Vanguard	295.00	Janitorial contract	2100	5211110	104000	295.00
935	National Appliance	107.07	Water filter	3100	5220810	103000	107.07
936	Marin Resource	787.50	Dump Fees	1100	5210815	101000	787.50
937	Richards Watson Gershon	253.50	Legal Fees	3100	5210131	103000	253.50
938	Inland Business	212.53	Copy Machine	3100	5220130	101000	63.76
				2100	5220130	101000	127.52
				1100	5220130	101000	21.25
939	Grainger	216.67	Equip	3100	5210910	103000	216.67
940	Herbs Pool Service	220.78	Pool cleaner repair	2100	5220215	105000	220.78
941	Western Exterminator	217.00	Pest Control	3100	5220310	103000	75.00
				2100	5220310	103000	142.00
942	Airgas	337.68	Pool Co2	2100	5220810	105000	337.68
943	Staples	572.70	Office supplies	2100	5220110	103000	572.70
944	Kelly Moore Paint	35.46	Grounds Maint	1100	5220310	103000	35.46
945	Martin & Harris	120.00	Equip Maint	3100	5220210	103000	120.00
946	ECMS Inc.	94.12	Fire Equip	3100	5220810	103000	94.12
947	Brincker Mincolla	555.74	Clothing	3100	5220825	103000	555.74
948	LN Curtis & Sons	309.08	Flood Light	3100	5210910	103000	309.08
949	US Postmaster	3,595.79	Bulk Mail	2100	5220110	103000	3,595.79
950	American Soil	117.99	Grounds Maint	1100	5220310	103000	117.99
951	Ace Promotions	8,054.21	T-Shirts/Printing	2100	5220825	105000	1,310.21
				2100	5220819	107000	6,744.00
952	Airgas	271.34	Co2	2100	5220810	105000	271.34
953	Hagel Services	1,155.79	Janitorial supplies	3100	5220827	103000	200.00
				2100	5220827	103000	955.79
954	Marin Ace	132.61	Hydrant Maint	3100	5220215	103000	59.99
			Gloves	1100	5220825	103000	16.48
			Bldg Maint	2100	5220310	103000	56.14
955	Honey Bucket	180.85	PortaPotty	1100	5220310	103000	180.85
956	Landesign	2,985.00	Landscape contract	1100	5211125	103000	2,985.00
957	Ca Dept of Justice	256.00	Fingerprinting	2100	5210128	103000	256.00
958	Marin Landscape Mat.	2,391.46	Grounds Maint	1100	5220310	103000	2,391.46
959	Home Depot	644.17	Grounds Maint	1100	5220310	103000	644.17
960	Marin IJ	1,449.00	Ad	2100	5210122	103000	1,449.00
961	Marin Sanitary Svcs	2,265.60	Garbage April	3100	5210815	101000	226.56
				2100	5210815	101000	453.12
				1100	5210815	101000	1,585.92
962	Greatamerica Financial	217.41	Copy Machine	3100	5220130	101000	65.22
				2100	5220130	101000	130.45
				1100	5220130	101000	21.74
963	Leslie's Pool Supplies	875.34	Pool Equip	2100	5220215	105000	70.84
			Pool chems	2100	5220810	105000	804.50
964	Costco	652.20	Comm. Events	2100	5220819	112000	233.62
			Office supplies	2100	5220110	103000	19.60
			Summer Camps	2100	5220819	107000	398.98
965	Hagel Svcs	1,022.87	Janitorial supplies	2100	5220827	103000	822.87
				3100	5220827	103000	200.00
966	American Soil	117.99	Grounds Maint	1100	5220310	103000	117.99
967	Co of Marin Tax Collect	137.38	Fuel	3100	5220610	103000	55.71
				1100	5220610	103000	81.67
968	S&S Worldwide	2,596.50	Summer Camps	2100	5220819	107000	2,596.50
969	Diego Truck Repair	1,003.29	E58 Repair	3100	5210910	103000	1,003.29
970	Margulies, Lori	90.89	Yoga class supplies	2100	5220819	111000	90.89
971	Stilson, Greg	420.00	Training	3100	5211340	103000	420.00
972	Correa, Cesar	115.00	Physical	3100	5140130	103000	115.00
973	Fretwell, Lucas	455.00	Cert Cards LGT	2100	5220819	106000	455.00
974	Smith, Brian	65.54	FH suppl	3100	5211310	103000	65.54
975	Mehciz, Gerald	120.80	Tennis prog	2100	5210146	109000	120.80
976	Anderson, Ross	237.66	Life Ins Qtr 3	3100	5130120	103000	237.66

NO.	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
977	Brackett, Ryan	237.66	Life Ins Qtr 3	3100	5130120	103000	237.66
978	Cespedes, Esteban	198.05	Life Ins Qtr 3	3100	5130120	103000	198.05
979	Correa, Cesar	237.66	Life Ins Qtr 3	3100	5130120	103000	237.66
980	Papanikolaou, John	237.66	Life Ins Qtr 3	3100	5130120	103000	237.66
981	Heine, Stephen	126.90	Life Ins Qtr 3	3100	5130120	103000	126.90
982	Selvitella, Brandon	237.66	Life Ins Qtr 3	3100	5130120	103000	237.66
983	Smith, Brian	126.90	Life Ins Qtr 3	3100	5130120	103000	126.90
984	White, Joel	237.66	Life Ins Qtr 3	3100	5130120	103000	237.66
985	Mehciz, Gerald	4,398.80	Tennis prog	2100	5210146	109000	4,398.80
986	Clark, Gisele	420.00	Art classes	2100	5210146	103000	420.00
987	DeMarta, Shane	250.00	Comm. Events	2100	5220819	112000	250.00
988	Bruton, Robyn	123.00	Comm. Events	2100	5220819	112000	123.00
989	Fretwell, Lucas	100.00	Comm. Events	2100	5220819	112000	100.00
990	Krav Maga Xtreme	900.00	Adult Prog	2100	5210146	111000	900.00
	TOTAL:	328,084.63					328,084.63

Total by Department:		
Streetlights	4100	1,592.31
Fire Department	3100	178,849.98
Recreation Department	2100	116,670.00
Park Department	1100	44,864.77

COUNTY OF MARIN

DIVISION OF THE DEPARTMENT OF FINANCE

TREASURER

Excellent and responsive fiscal leadership.

Roy Given, CPA
DIRECTOR

Karen Shaw
INVESTMENT OFFICER

Marin County Civic Center
3501 Civic Center Drive
Suite 209
PO Box 4220
San Rafael, CA 94913-4220
415 473 6143 T
415 473 3741 F
CRS Dial 711
www.marincounty.org/treas

April 28, 2015

Katie Rice, President
Board of Supervisors
County of Marin
3501 Civic Center Dr. #329
San Rafael, CA 94903

Mary Jane Burke
Superintendent of Schools
Marin County Office of Education
P. O. Box 4925
San Rafael, CA 94913

Marin County Schools,
Special Districts, and
MCERA

RE: MONTHLY REPORT OF COUNTY, SCHOOLS AND DISTRICT INVESTMENTS as of March 31, 2015.

Dear Investment Fund Participants:

The attached Monthly Report of County, Schools and District investments is provided for your review.

* The investments were made pursuant to Government Code Sections 53601, 53635 and comply with the County Treasurer's Statement of Investment Policy. The investment policy provides for:

  - Preservation of capital through high quality investments;
  - Maintenance of sufficient liquidity to meet participant operating needs; and
  - A rate of return consistent with the above objectives.

* Maturities are scheduled to meet participant expenditure requirements for the next six months.

* Attached spreadsheets identify investment type, issuer, maturity date, amount invested and fair market value for each security held. Fair market values were determined by Wells Fargo Institutional Trust Services on all securities except for investments in the Local Agency Investment Fund which was valued at face value by us. Adjustments have been made for premiums, discounts and accrued interest on discount securities to make the book value and fair market value more comparable.

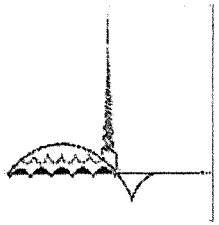
I trust you find this report informative. Should you have any questions do not hesitate to call me.

Respectfully submitted,

Roy Given
Director of Finance

RG: mg
Attachments

cc: Matthew Hymel, County Administrator
Marin County Treasury Oversight Committee



TREASURER DIVISION - DEPARTMENT OF FINANCE

REPORT OF INVESTMENTS - OPERATING FUNDS

COUNTY OF MARIN, SCHOOLS & SPECIAL DISTRICTS

March 31, 2015

INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
142	LA1	236,672.89	2.967	/ /	07/01/2011	236,672.89	0.274	0.278	Local Agency Investment Fund	236,672.89
3490	LA2	0.00	5.170	/ /	07/01/2011	0.00	0.000	0.001	MM-DREYFUS	0.00
9149	LA2	10,003,920.24	0.040	/ /	07/01/2011	10,003,920.24	0.009	0.010	MM-FIDELITY Institutional Gov	10,003,920.24
4366	LA2	0.00	4.930	/ /	07/01/2011	0.00	0.009	0.010	NATIONS Treasury Reserves	0.00
2246	LA2	10,001,752.91	4.760	/ /	07/01/2011	10,001,752.91	0.009	0.010	MM-WELLS FARGO Institutional G	10,001,752.91
10926	FAD	3,720,000.00	0.000	04/13/2015	11/25/2014	3,718,635.48	0.095	0.096	Fed Natl Mtg Assoc Disc	3,719,962.80
10927	FAD	2,600,000.00	0.095	04/14/2015	11/26/2014	2,599,046.31	0.095	0.096	Fed Home Ln Mtg Corp Disc	2,599,974.00
10931	FAD	6,599,000.00	0.095	04/14/2015	12/01/2014	6,596,666.52	0.095	0.096	Fed Home Ln Mtg Corp Disc	6,598,934.01
10940	FAD	27,500,000.00	0.075	04/15/2015	12/08/2014	27,492,666.67	0.075	0.076	Federal Home Loan Discount	27,499,725.00
10928	FAD	11,500,000.00	0.095	04/15/2015	11/26/2014	11,495,751.39	0.095	0.096	Fed Natl Mtg Assoc Disc	11,499,885.00
10932	FAD	6,000,000.00	0.095	04/15/2015	12/01/2014	5,997,862.50	0.095	0.096	Fed Natl Mtg Assoc Disc	5,999,940.00
10933	FAD	15,564,000.00	0.095	04/15/2015	12/03/2014	15,558,537.47	0.095	0.096	Fed Natl Mtg Assoc Disc	15,563,844.36
10934	FAD	4,959,000.00	0.105	04/15/2015	12/04/2014	4,957,090.79	0.105	0.106	Fed Natl Mtg Assoc Disc	4,958,950.41
10941	FAD	3,800,000.00	0.110	04/16/2015	12/08/2014	3,798,502.17	0.110	0.111	Fed Home Ln Mtg Corp Disc	3,799,924.00
10949	FAD	4,000,000.00	0.075	04/17/2015	12/10/2014	3,998,933.33	0.075	0.076	Federal Home Loan Discount	3,999,920.00
10950	FAD	4,000,000.00	0.080	04/20/2015	12/10/2014	3,998,835.56	0.080	0.081	Federal Home Loan Discount	3,999,920.00
10951	FAD	4,000,000.00	0.080	04/21/2015	12/10/2014	3,998,826.67	0.080	0.081	Federal Home Loan Discount	3,999,920.00
10936	FAD	2,000,000.00	0.095	04/22/2015	12/04/2014	1,999,266.39	0.095	0.096	Fed Home Ln Mtg Corp Disc	1,999,960.00
10967	FAD	1,500,000.00	0.110	04/22/2015	12/16/2014	1,499,417.92	0.110	0.111	Fed Natl Mtg Assoc Disc	1,499,970.00
10952	FAD	4,000,000.00	0.080	04/23/2015	12/10/2014	3,998,808.89	0.080	0.081	Federal Home Loan Discount	3,999,920.00
10935	FAD	5,750,000.00	0.100	04/24/2015	12/04/2014	5,747,747.92	0.100	0.101	Fed Home Ln Mtg Corp Disc	5,749,885.00
10938	FAD	5,000,000.00	0.100	04/24/2015	12/05/2014	4,998,055.56	0.100	0.101	Fed Home Ln Mtg Corp Disc	4,999,900.00

INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
10939	FAD	5,000,000.00	0.100	04/27/2015	12/05/2014	4,998,013.89	0.100	0.101	Fed Home Ln Mtg Corp	4,999,850.00
10953	FAD	9,500,000.00	0.080	04/28/2015	12/10/2014	9,497,065.56	0.080	0.081	Federal Home Loan Discount	9,499,715.00
10955	FAD	7,400,000.00	0.120	04/29/2015	12/12/2014	7,396,596.00	0.120	0.121	Federal Home Loan Discount	7,399,778.00
10945	FAD	1,200,000.00	0.115	04/29/2015	12/08/2014	1,199,455.67	0.115	0.116	Fed Natl Mtg Assoc Disc	1,199,964.00
10948	FAD	16,500,000.00	0.080	04/30/2015	12/09/2014	16,494,793.33	0.080	0.081	Federal Home Loan Discount	16,499,505.00
10959	FAD	5,000,000.00	0.115	05/01/2015	12/15/2014	4,997,811.81	0.115	0.116	Fed Natl Mtg Assoc Disc	4,999,800.00
10942	FAD	2,885,000.00	0.115	05/05/2015	12/08/2014	2,883,636.04	0.115	0.116	Fed Home Ln Mtg Corp Disc	2,884,884.60
10944	FAD	5,000,000.00	0.115	05/06/2015	12/08/2014	4,997,620.14	0.115	0.116	Fed Natl Mtg Assoc Disc	4,999,800.00
10972	FAD	3,250,000.00	0.160	05/07/2015	12/19/2014	3,247,992.22	0.160	0.162	Federal Home Loan Discount	3,249,870.00
10947	FAD	6,000,000.00	0.120	05/08/2015	12/09/2014	5,997,000.00	0.120	0.121	Federal Home Loan Discount	5,999,760.00
10987	FAD	3,000,000.00	0.060	05/08/2015	01/02/2015	2,999,370.00	0.060	0.060	Fed Natl Mtg Assoc Disc	2,999,880.00
10943	FAD	6,000,000.00	0.115	05/11/2015	12/08/2014	5,997,048.33	0.115	0.116	Fed Home Ln Mtg Corp	5,999,700.00
10968	FAD	4,000,000.00	0.120	05/12/2015	12/16/2014	3,998,040.00	0.120	0.121	Fed Home Ln Mtg Corp Disc	3,999,800.00
10969	FAD	4,000,000.00	0.120	05/13/2015	12/16/2014	3,998,026.67	0.120	0.121	Fed Home Ln Mtg Corp Disc	3,999,800.00
10970	FAD	4,000,000.00	0.120	05/14/2015	12/16/2014	3,998,013.33	0.120	0.121	Fed Home Ln Mtg Corp Disc	3,999,800.00
10973	FAD	3,300,000.00	0.110	05/15/2015	12/19/2014	3,298,517.75	0.110	0.111	Fed Natl Mtg Assoc Disc	3,299,835.00
10961	FAD	4,000,000.00	0.115	05/18/2015	12/15/2014	3,998,032.22	0.115	0.116	Fed Natl Mtg Assoc Disc	3,999,760.00
10964	FAD	4,000,000.00	0.140	05/19/2015	12/15/2014	3,997,588.89	0.140	0.142	Federal Home Loan Discount	3,999,760.00
11003	FAD	7,500,000.00	0.060	05/20/2015	01/30/2015	7,498,625.00	0.060	0.060	Federal Home Loan Discount	7,499,550.00
10963	FAD	4,000,000.00	0.115	05/20/2015	12/15/2014	3,998,006.67	0.115	0.116	Fed Natl Mtg Assoc Disc	3,999,760.00
10988	FAD	4,000,000.00	0.085	05/21/2015	01/05/2015	3,998,715.56	0.085	0.086	Fed Natl Mtg Assoc Disc	3,999,760.00
10958	FAD	9,000,000.00	0.115	05/22/2015	12/15/2014	8,995,457.50	0.115	0.116	Fed Home Ln Mtg Corp Disc	8,999,460.00
10962	FAD	6,000,000.00	0.115	05/26/2015	12/15/2014	5,996,895.00	0.115	0.116	Fed Natl Mtg Assoc Disc	5,999,640.00
10960	FAD	2,600,000.00	0.140	05/27/2015	12/15/2014	2,598,351.89	0.140	0.142	Federal Home Loan Discount	2,599,818.00
10976	FAD	4,000,000.00	0.115	05/28/2015	12/24/2014	3,998,019.44	0.115	0.116	Fed Natl Mtg Assoc Disc	3,999,720.00
10946	FAD	4,425,000.00	0.125	05/29/2015	12/09/2014	4,422,372.66	0.125	0.126	Federal Home Loan Discount	4,424,690.25
10957	FAD	17,000,000.00	0.100	05/29/2015	12/15/2014	16,992,208.33	0.100	0.101	Fed Natl Mtg Assoc Disc	16,998,810.00

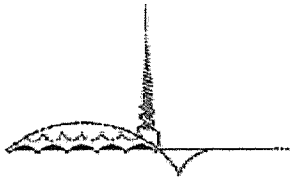
INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
10998	FAD	5,000,000.00	0.000	06/01/2015	01/23/2015	4,998,566.67	0.080	0.081	Federal Home Loan Discount	4,999,500.00
10981	FAD	3,000,000.00	0.100	06/02/2015	12/29/2014	2,998,708.33	0.100	0.101	Fed Natl Mtg Assoc Disc	2,999,670.00
10982	FAD	3,500,000.00	0.100	06/03/2015	12/29/2014	3,498,483.33	0.100	0.101	Fed Natl Mtg Assoc Disc	3,499,615.00
10984	FAD	4,000,000.00	0.100	06/04/2015	12/30/2014	3,998,266.67	0.100	0.101	Fed Natl Mtg Assoc Disc	3,999,560.00
10996	FAD	7,600,000.00	0.080	06/05/2015	01/20/2015	7,597,703.11	0.080	0.081	Fed Natl Mtg Assoc Disc	7,599,164.00
11004	FAD	5,500,000.00	0.065	06/08/2015	02/03/2015	5,498,758.68	0.065	0.065	Federal Home Loan Discount	5,499,340.00
11013	FAD	3,000,000.00	0.055	06/09/2015	02/19/2015	2,999,495.83	0.055	0.055	Federal Home Loan Discount	2,999,640.00
10989	FAD	3,600,000.00	0.105	06/10/2015	01/06/2015	3,598,372.50	0.105	0.106	Fed Natl Mtg Assoc Disc	3,599,568.00
11014	FAD	3,000,000.00	0.055	06/11/2015	02/19/2015	2,999,486.67	0.055	0.055	Federal Home Loan Discount	2,999,640.00
11010	FAD	3,300,000.00	0.055	06/12/2015	02/12/2015	3,299,395.00	0.055	0.055	Federal Home Loan Discount	3,299,604.00
11008	FAD	3,000,000.00	0.060	06/15/2015	02/09/2015	2,999,370.00	0.060	0.060	Federal Home Loan Discount	2,999,610.00
10992	FAD	4,000,000.00	0.110	06/15/2015	01/12/2015	3,998,117.78	0.110	0.111	Fed Natl Mtg Assoc Disc	3,999,480.00
10979	FAD	5,000,000.00	0.160	06/17/2015	12/26/2014	4,996,155.56	0.160	0.162	Fed Natl Mtg Assoc Disc	4,999,350.00
11011	FAD	3,000,000.00	0.060	06/18/2015	02/17/2015	2,999,395.00	0.060	0.060	Federal Home Loan Discount	2,999,610.00
11012	FAD	7,300,000.00	0.060	06/19/2015	02/18/2015	7,298,527.83	0.060	0.060	Federal Home Loan Discount	7,299,051.00
10994	FAD	6,500,000.00	0.095	06/22/2015	01/14/2015	6,497,272.71	0.095	0.096	Fed Natl Mtg Assoc Disc	6,499,090.00
11006	FAD	3,000,000.00	0.065	06/23/2015	02/05/2015	2,999,252.50	0.065	0.065	Federal Home Loan Discount	2,999,580.00
10995	FAD	3,200,000.00	0.090	06/24/2015	01/15/2015	3,198,720.00	0.090	0.091	Fed Natl Mtg Assoc Disc	3,199,552.00
11005	FAD	4,200,000.00	0.065	06/25/2015	02/04/2015	4,198,930.75	0.065	0.065	Federal Home Loan Discount	4,199,412.00
11009	FAD	10,000,000.00	0.060	06/26/2015	02/11/2015	9,997,750.00	0.060	0.060	Federal Home Loan Discount	9,998,500.00
11007	FAD	2,200,000.00	0.065	06/29/2015	02/06/2015	2,199,431.97	0.065	0.065	Federal Home Loan Discount	2,199,670.00
11015	FAD	6,600,000.00	0.060	06/29/2015	02/19/2015	6,598,570.00	0.060	0.060	Federal Home Loan Discount	6,599,010.00
11001	FAD	5,500,000.00	0.080	06/30/2015	01/29/2015	5,498,142.22	0.080	0.081	Federal Home Loan Discount	5,499,175.00
10993	FAD	5,000,000.00	0.095	06/30/2015	01/13/2015	4,997,783.33	0.095	0.096	Fed Natl Mtg Assoc Disc	4,999,250.00
11033	FAD	5,000,000.00	0.000	07/01/2015	03/13/2015	4,998,930.55	0.070	0.070	Fed Natl Mtg Assoc Disc	4,999,100.00
11027	FAD	7,000,000.00	0.050	07/02/2015	03/09/2015	6,998,881.94	0.050	0.050	Federal Home Loan Discount	6,998,740.00
11017	FAD	5,100,000.00	0.070	07/06/2015	02/20/2015	5,098,651.33	0.070	0.070	Federal Home Loan Discount	5,099,031.00

INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
11024	FAD	3,000,000.00	0.065	07/07/2015	03/03/2015	2,999,317.50	0.065	0.065	Federal Home Loan Discount	2,999,430.00
11021	FAD	6,000,000.00	0.065	07/08/2015	02/26/2015	5,998,570.00	0.065	0.065	Federal Home Loan Discount	5,998,860.00
11029	FAD	14,000,000.00	0.070	07/09/2015	03/09/2015	13,996,678.89	0.070	0.070	Fed Natl Mtg Assoc Disc	13,997,340.00
11025	FAD	3,000,000.00	0.065	07/10/2015	03/04/2015	2,999,306.67	0.065	0.065	Federal Home Loan Discount	2,999,430.00
11030	FAD	3,000,000.00	0.070	07/13/2015	03/09/2015	2,999,265.00	0.070	0.070	Fed Natl Mtg Assoc Disc	2,999,400.00
11044	FAD	3,500,000.00	0.075	07/14/2015	03/23/2015	3,499,176.04	0.075	0.076	Federal Home Loan Discount	3,499,300.00
11042	FAD	3,000,000.00	0.050	07/14/2015	03/20/2015	2,999,516.67	0.050	0.050	Fed Natl Mtg Assoc Disc	2,999,400.00
11036	FAD	3,000,000.00	0.090	07/15/2015	03/18/2015	2,999,107.50	0.090	0.091	Fed Natl Mtg Assoc Disc	2,999,400.00
11037	FAD	5,000,000.00	0.090	07/16/2015	03/18/2015	4,998,500.00	0.090	0.091	Fed Natl Mtg Assoc Disc	4,998,950.00
11038	FAD	10,000,000.00	0.090	07/17/2015	03/18/2015	9,996,975.00	0.090	0.091	Fed Natl Mtg Assoc Disc	9,997,900.00
11020	FAD	5,000,000.00	0.070	07/20/2015	02/25/2015	4,998,590.28	0.070	0.070	Federal Home Loan Discount	4,998,950.00
11031	FAD	5,000,000.00	0.060	07/20/2015	03/10/2015	4,998,900.00	0.060	0.060	Federal Home Loan Discount	4,998,950.00
11023	FAD	3,000,000.00	0.060	07/21/2015	02/27/2015	2,999,280.00	0.060	0.060	Federal Home Loan Discount	2,999,340.00
11039	FAD	3,000,000.00	0.075	07/22/2015	03/19/2015	2,999,218.75	0.075	0.076	Federal Home Loan Discount	2,999,340.00
11040	FAD	3,000,000.00	0.075	07/23/2015	03/19/2015	2,999,212.50	0.075	0.076	Federal Home Loan Discount	2,999,340.00
11041	FAD	4,000,000.00	0.075	07/24/2015	03/19/2015	3,998,941.67	0.075	0.076	Federal Home Loan Discount	3,999,120.00
11045	FAD	3,000,000.00	0.080	07/27/2015	03/23/2015	2,999,160.00	0.080	0.081	Federal Home Loan Discount	2,999,310.00
11043	FAD	5,100,000.00	0.065	07/27/2015	03/20/2015	5,098,812.13	0.065	0.065	Fed Natl Mtg Assoc Disc	5,098,827.00
11018	FAD	4,300,000.00	0.065	07/28/2015	02/23/2015	4,298,796.60	0.065	0.065	Fed Home Ln Mtg Corp Disc	4,299,011.00
11019	FAD	2,700,000.00	0.070	07/29/2015	02/24/2015	2,699,186.25	0.070	0.070	Federal Home Loan Discount	2,699,379.00
11056	FAD	13,500,000.00	0.060	07/30/2015	03/27/2015	13,497,187.50	0.060	0.060	Federal Home Loan Discount	13,496,895.00
11057	FAD	10,500,000.00	0.055	07/30/2015	03/30/2015	10,498,042.92	0.055	0.055	Federal Home Loan Discount	10,497,585.00
11058	FAD	10,000,000.00	0.055	07/30/2015	03/31/2015	9,998,151.39	0.055	0.055	Federal Home Loan Discount	9,997,700.00
11046	FAD	5,000,000.00	0.080	07/31/2015	03/24/2015	4,998,566.67	0.080	0.081	Federal Home Loan Discount	4,998,800.00
11032	FAD	6,000,000.00	0.070	07/31/2015	03/11/2015	5,998,343.34	0.070	0.070	Fed Home Ln Mtg Corp Disc	5,998,560.00
11053	FAD	3,600,000.00	0.100	08/04/2015	03/26/2015	3,598,690.00	0.100	0.101	Fed Natl Mtg Assoc Disc	3,598,812.00
11054	FAD	3,000,000.00	0.100	08/05/2015	03/26/2015	2,998,900.00	0.100	0.101	Fed Natl Mtg Assoc Disc	2,999,010.00

INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
11055	FAD	3,000,000.00	0.100	08/06/2015	03/26/2015	2,998,891.67	0.100	0.101	Fed Natl Mtg Assoc Disc	2,999,010.00
11049	FAD	3,500,000.00	0.110	08/07/2015	03/25/2015	3,498,556.25	0.110	0.111	Fed Home Ln Mtg Corp Disc	3,498,845.00
11059	FAD	3,000,000.00	0.095	08/10/2015	03/31/2015	2,998,955.00	0.095	0.096	Federal Home Loan Discount	2,998,980.00
11050	FAD	5,000,000.00	0.100	08/14/2015	03/25/2015	4,998,027.78	0.100	0.101	Fed Natl Mtg Assoc Disc	4,998,250.00
11051	FAD	3,500,000.00	0.110	08/17/2015	03/25/2015	3,498,449.31	0.110	0.111	Fed Natl Mtg Assoc Disc	3,498,740.00
11047	FAD	3,500,000.00	0.115	08/25/2015	03/24/2015	3,498,278.19	0.115	0.116	Fed Home Ln Mtg Corp Disc	3,498,670.00
11048	FAD	3,500,000.00	0.115	08/26/2015	03/24/2015	3,498,267.01	0.115	0.116	Fed Home Ln Mtg Corp Disc	3,498,670.00
10333	FAC	5,000,000.00	0.420	09/18/2015	03/18/2013	5,000,000.00	0.414	0.420	Fed Home Ln Mtg Corp	5,005,000.00
10710	FAC	5,000,000.00	0.500	04/01/2016	04/01/2014	4,996,250.00	0.530	0.537	Fed Home Ln Mtg Corp	5,000,000.00
10445	FAC	5,000,000.00	0.570	06/20/2016	06/20/2013	5,000,000.00	0.562	0.570	Fed Home Ln Mtg Corp	5,003,500.00
10620	FAC	5,000,000.00	0.500	06/20/2016	12/20/2013	5,000,000.00	0.493	0.500	Fed Home Ln Mtg Corp	4,995,050.00
10640	FAC	5,000,000.00	0.600	07/07/2016	01/07/2014	5,000,000.00	0.591	0.600	Fed Home Ln Mtg Corp	5,000,300.00
10799	FAC	5,000,000.00	0.570	09/30/2016	06/30/2014	4,998,000.00	0.579	0.587	Federal Home Loan Bank	5,005,000.00
10802	FAC	5,000,000.00	0.700	10/14/2016	07/14/2014	5,000,000.00	0.689	0.699	Fed Home Ln Mtg Corp	5,000,200.00
10774	FAC	5,000,000.00	0.700	11/21/2016	05/21/2014	5,000,000.00	0.690	0.700	Federal Home Loan Bank	5,004,200.00
10684	FAC	5,000,000.00	0.750	12/12/2016	03/12/2014	5,000,000.00	0.739	0.750	Fed Home Ln Mtg Corp	4,998,650.00
10789	FAC	5,000,000.00	0.700	12/12/2016	06/12/2014	5,000,000.00	0.690	0.700	Fed Home Ln Mtg Corp	5,004,200.00
10605	FAC	5,000,000.00	0.750	12/13/2016	12/13/2013	5,000,000.00	0.739	0.750	Fed Home Ln Mtg Corp	5,000,000.00
10965	FAC	5,000,000.00	0.750	12/16/2016	12/16/2014	5,000,000.00	0.739	0.750	Federal Home Loan Bank	5,004,050.00
10610	FAC	5,000,000.00	0.750	12/16/2016	12/16/2013	5,000,000.00	0.739	0.750	Fed Home Ln Mtg Corp	4,990,750.00
10690	FAC	5,000,000.00	0.650	12/19/2016	03/19/2014	4,998,500.00	0.652	0.661	Federal Home Loan Bank	5,010,400.00
10617	FAC	5,000,000.00	0.500	12/19/2016	12/19/2013	5,000,000.00	0.795	0.806	Fed Home Ln Mtg Corp	5,003,650.00
10256	MC1	178,000.00	3.560	12/19/2016	12/19/2012	178,000.00	3.511	3.560	Town of Ross	178,000.00
10626	FAC	5,000,000.00	0.800	12/27/2016	12/27/2013	5,000,000.00	0.789	0.800	Fed Home Ln Mtg Corp	4,915,000.00
10646	FAC	5,000,000.00	0.830	01/13/2017	01/13/2014	5,000,000.00	0.818	0.830	Fed Home Ln Mtg Corp	5,001,150.00
10579	FAC	5,000,000.00	0.875	03/27/2017	11/27/2013	5,000,000.00	0.863	0.875	Fed Natl Mtg Assoc	5,007,350.00
10730	FAC	5,000,000.00	1.000	04/10/2017	04/10/2014	5,000,000.00	0.986	1.000	Fed Home Ln Mtg Corp	5,000,350.00

INVESTMENT #	TYPE	FACE VALUE	STATED RATE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
10999	FAC	5,000,000.00	1.000	04/26/2017	01/26/2015	5,000,000.00	0.986	1.000	Fed Home Ln Mtg Corp	5,006,850.00
10780	FAC	5,000,000.00	1.050	05/26/2017	05/28/2014	5,000,000.00	1.035	1.050	Fed Home Ln Mtg Corp	5,005,350.00
11034	FAC	5,000,000.00	1.000	06/16/2017	03/16/2015	5,000,000.00	0.986	1.000	Federal Home Loan Bank	5,003,750.00
10980	FAC	5,000,000.00	0.900	06/29/2017	12/29/2014	5,000,000.00	0.887	0.900	Fed Home Ln Mtg Corp	5,008,250.00
11028	FAC	5,000,000.00	1.000	06/30/2017	03/30/2015	5,000,000.00	0.986	1.000	Fed Home Ln Mtg Corp	5,007,950.00
10806	FAC	5,000,000.00	1.000	07/17/2017	07/17/2014	5,000,000.00	0.986	1.000	Fed Agric Mrg Corp (FarmerMac)	5,011,150.00
10838	FAC	5,000,000.00	1.125	09/15/2017	09/15/2014	4,995,000.00	1.143	1.159	Fed Home Ln Mtg Corp	5,009,250.00
10839	FAC	5,000,000.00	1.200	09/18/2017	09/18/2014	5,000,000.00	1.183	1.200	Fed Home Ln Mtg Corp	5,008,750.00
10974	FAC	5,000,000.00	1.000	09/22/2017	12/22/2014	5,000,000.00	0.986	1.000	Federal Home Loan Bank	5,013,350.00
11052	FAC	5,000,000.00	0.500	09/26/2017	03/26/2015	5,000,000.00	1.421	1.441	Fed Home Ln Mtg Corp	5,001,150.00
10893	FAC	5,000,000.00	1.125	11/03/2017	11/03/2014	5,000,000.00	1.109	1.125	Fed Home Ln Mtg Corp	5,003,500.00
10902	FAC	5,000,000.00	1.125	11/10/2017	11/10/2014	5,000,000.00	1.109	1.125	Fed Home Ln Mtg Corp	4,988,750.00
10905	FAC	5,000,000.00	0.500	11/13/2017	11/13/2014	5,000,000.00	1.387	1.407	Fed Home Ln Mtg Corp	5,001,700.00
10914	FAC	5,000,000.00	1.100	11/17/2017	11/17/2014	5,000,000.00	1.084	1.100	Fed Home Ln Mtg Corp	5,006,300.00
10929	FAC	5,000,000.00	1.250	11/27/2017	11/28/2014	5,000,000.00	1.232	1.250	Fed Home Ln Mtg Corp	4,992,000.00
11022	FAC	5,000,000.00	1.000	11/27/2017	02/27/2015	5,000,000.00	0.986	1.000	Fed Home Ln Mtg Corp	5,003,850.00
10937	FAC	5,000,000.00	1.250	12/05/2017	12/05/2014	5,000,000.00	1.232	1.250	Fed Home Ln Mtg Corp	5,005,500.00
10954	FAC	5,000,000.00	1.300	12/12/2017	12/12/2014	5,000,000.00	1.282	1.300	Fed Home Ln Mtg Corp	5,007,550.00
10956	FAC	5,000,000.00	1.200	12/15/2017	12/15/2014	5,000,000.00	1.183	1.200	Fed Home Ln Mtg Corp	5,016,800.00
10971	FAC	5,000,000.00	1.300	12/18/2017	12/18/2014	5,000,000.00	1.282	1.300	Federal Home Loan Bank	5,008,350.00
10257	MC1	172,777.00	3.648	12/19/2017	12/19/2012	172,777.00	3.598	3.648	Town of Ross	172,777.00
10983	FAC	5,000,000.00	0.625	12/29/2017	12/29/2014	4,991,000.00	1.328	1.346	Federal Home Loan Bank	5,008,850.00
11002	FAC	5,000,000.00	1.450	01/30/2018	01/30/2015	5,000,000.00	1.430	1.450	Fed Home Ln Mtg Corp	5,003,850.00
11016	FAC	5,000,000.00	1.250	02/20/2018	02/20/2015	5,000,000.00	1.232	1.250	Fed Home Ln Mtg Corp	4,996,750.00
11026	FAC	5,000,000.00	1.375	03/05/2018	03/05/2015	5,000,000.00	1.356	1.375	Federal Home Loan Bank	5,007,150.00
11035	FAC	5,000,000.00	1.450	03/16/2018	03/16/2015	5,000,000.00	1.430	1.450	Fed Home Ln Mtg Corp	5,008,850.00
10800	RRP	235,675.00	3.500	07/01/2019	07/01/2014	235,675.00	3.452	3.500	MARIN COUNTY	235,675.00

801,180,798.04	**800,970,412.22**		**801,198,168.47**
AMORTIZATION & ACCRETION OF PREMIUMS & DISCOUNTS	**664.68**	ACCRUED INTEREST DISCOUNT INVESTMENTS	
801,180,798.04	**800,971,076.90**		**801,198,168.47**



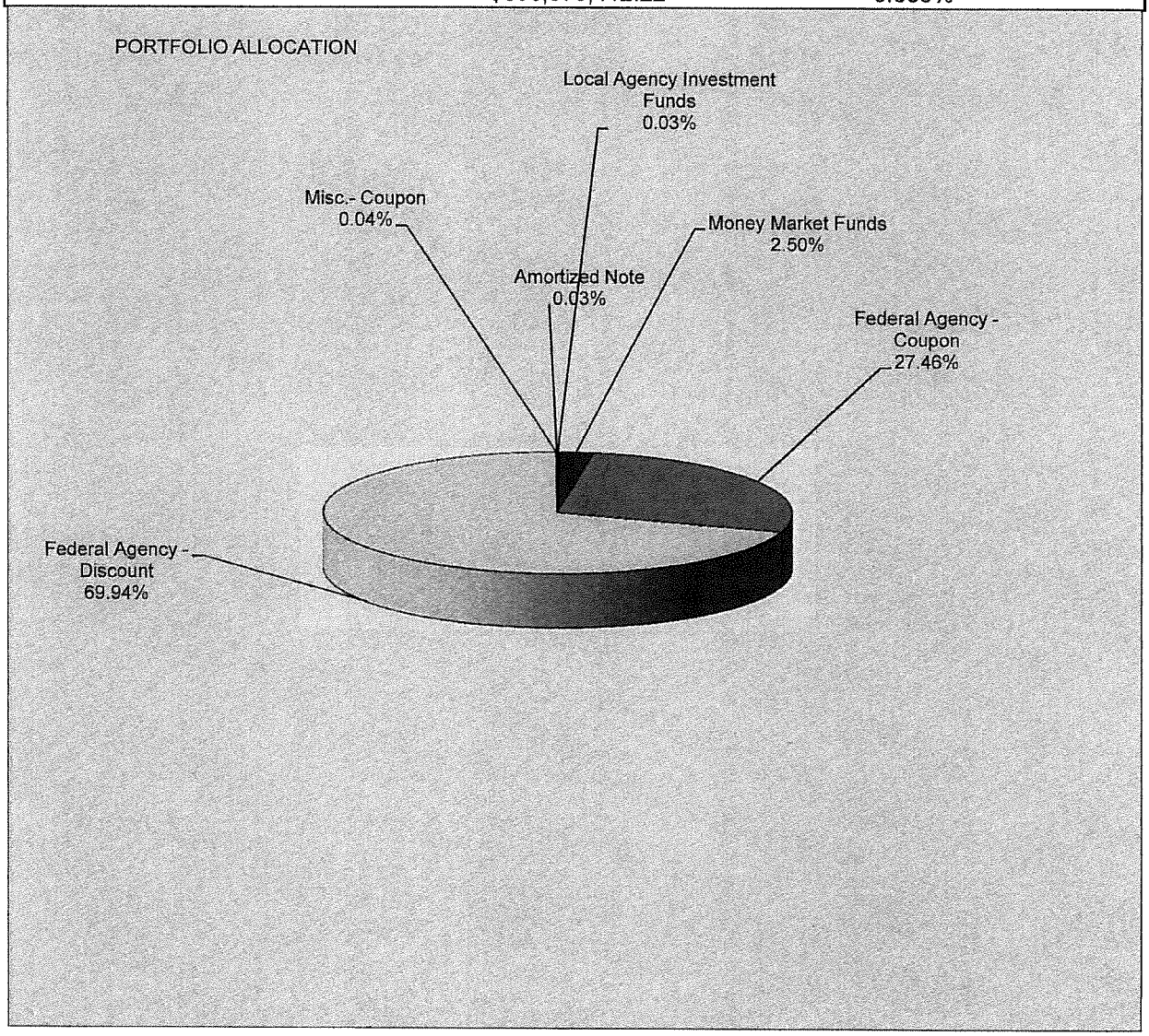
TREASURER DIVISION - DEPARTMENT OF FINANCE
PORTFOLIO SUMMARY REPORT - OPERATING FUNDS
COUNTY OF MARIN, SCHOOLS & SPECIAL DISTRICTS
March 31, 2015

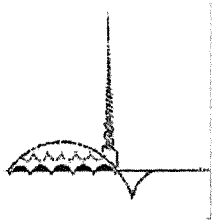
DESCRIPTION	ENDING BALANCE March 31, 2015	AVERAGE BALANCE March 31, 2015	WEIGHTED AVERAGE DAYS TO MATURITY	ANNUALIZED YIELD March 31, 2015	YIELD March 31, 2015
LOCAL AGENCY INVESTMENT FUNDS	$236,672.89	$236,672.89	1	0.278	0.278
MONEY MARKET FUNDS	$20,005,673.15	$20,005,668.20	1	0.010	0.010
FEDERAL AGENCY ISSUES - COUPON	$219,978,750.00	$228,047,737.00	775	0.899	0.977
FEDERAL AGENCY ISSUES - DISCOUNT	$560,162,864.18	$538,515,873.24	67	0.089	0.088
TREASURY SECURITIES - COUPON					
TREASURY SECURITIES - DISCOUNT					
MISC SECURITIES - COUPON	$350,777.00	$350,777.00	808	3.603	3.603
AMORTIZED NOTE	$235,675.00	$235,675.00	1,552	3.502	3.500
TOTALS & AVERAGES	$800,970,412.22	$787,392,403.33	261	0.324%	0.333%

The Local Agency Investment Funds is an open ended account and is not included in the total weighted days to maturity.

Treasurer Division - Department of Finance
Portfolio Yield Report - Operating Funds
County of Marin, Schools & Special Districts
March 31, 2015

INVESTMENT HOLDINGS	BOOK VALUE	3/31/15
Local Agency Investment Funds	$236,672.89	0.278%
Money Market Funds	$20,005,673.15	0.010%
Federal Agency - Coupon	$219,978,750.00	0.977%
Federal Agency - Discount	$560,162,864.18	0.088%
Misc.- Coupon	$350,777.00	3.603%
Amortized Note	$235,675.00	3.500%
TOTAL	$800,970,412.22	0.333%





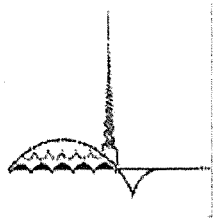
TREASURER DIVISION - DEPARTMENT OF FINANCE

REPORT OF INVESTMENTS - NON-OPERATING FUNDS

CHILDREN & FAMILIES COMMISSION

March 31, 2015

INVESTMENT #	TYPE	FACE VALUE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
101	LA2	98,302.94	/ /	/ /	98,302.94	0.274	0.278	LOCAL AGENCY INVESTMENT FUND	98,302.94
		98,302.94			**98,302.94**				**98,302.94**



TREASURER DIVISION - DEPARTMENT OF FINANCE

REPORT OF INVESTMENTS - NON-OPERATING FUNDS

SAN RAFAEL SCHOOLS

March 31, 2015

INVESTMENT #	TYPE	FACE VALUE	MATURITY DATE	PURCHASE DATE	BOOK VALUE	YTM 360 DAYS	YTM 365 DAYS	DESCRIPTION	MARKET VALUE
687	LA1	0.00	/ /	/ /	0.00	5.181	5.253	LOCAL AGENCY INVESTMENT FUND	0.00
746	LA1	425,815.95	/ /	/ /	425,815.95	0.274	0.278	LOCAL AGENCY INVESTMENT FUND	425,815.95
		425,815.95			**425,815.95**				**425,815.95**
AMORTIZATION & ACCRETION OF PREMIUMS & DISCOUNTS					-0-				
		425,815.95			**425,815.95**				**425,815.95**

Marinwood Community Services District
Budget 2015 - 2016: Summary of all Departments
Marin County Fund 73700

OPERATIONS

Revenue	Department	Revenue		
	Park Department	338,294		
	Recreation Department	1,532,490		
	Fire Department	1,687,424		
	Street Light	23,960		
	Property Tax	1,537,057		
	Total	5,119,225	**Total Revenue:**	**5,119,225**

Operating Expense	Department	Expenditures		
	Park Department	602,124		
	Recreation Department	1,920,541		
	Fire Department	2,287,741		
	Street Light	23,960		
	Total	4,834,367	***Operating Subtotal:***	***4,834,367***

Capital Expense	Department Capital Expenditures		
Park Department	0		
Recreation Department	0		
Fire Department	58,838		
Street Light	0		
Total	58,838	***Capital Subtotal:***	***58,838***

Total Expenditure:	(4,893,205)	
Net Gain/(Loss) Prior to Reserves and Contingencies	**226,020**	

Reserve and Contingency Goals			
Reserve for Capital replacement; 2.25% of total revenue	115,000		
Unfunded Liabilities Reserve*; 3.25% of total revenue	166,000		
Fund Balance restoration; 1% of total revenue	51,000		
Total	332,000	**Contingencies Total:**	(332,000)
Variance from Reserve Goals			(105,980)

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

Marinwood Community Services District
Budget 2015 - 2016: Summary of "Measure A" Funding
Marin County Fund 73701

Revenue	Department	Revenue		
	Park Department	37,000		
	Recreation Department	29,000		
	Total	66,000	**Total Revenue:**	**66,000**

Operating Expense	Department	Expenditures		
	Park Department	37,000		
	Recreation Department	25,000		
	Total	62,000	**Total Expenditure:**	(62,000)
			Net Gain/(Loss) to Measure A Fund Balance:	**4,000**

Marinwood Community Services District
Fiscal Year 2014-2015 Budget to Actuals Comparison
as of April 30, 2015

Department	Budget 2014-15	Actual to 4/30/15	%	Draft 2015-16	
Park					
Revenue					
Taxes	281,224	176,184	*62.6%*	339,689	20.79%
Special Taxes	328,644	180,645	*55.0%*	337,544	2.71%
Grants	7,000	7,000	*100.0%*	0	-100.00%
Miscellaneous	2,265	9,291	*410.2%*	750	-66.89%
Total	619,133	373,120	*60.3%*	677,983	9.51%
Expenditure					
Salaries and Benefits	432,111	380,626	*88.1%*	442,853	2.49%
Services and Supplies	163,980	140,192	*85.5%*	157,256	-4.10%
Debt Service	1,934	1,816	*93.9%*	2,015	4.19%
Capital Expenditure	15,000	13,250	*88.3%*	0	-100.00%
Total	613,025	535,884	*87.4%*	602,124	-1.78%
Park Revenue minus Expenditure	*6,108*	*-162,764*		*75,859*	
Recreation					
Revenue					
Taxes	486,942	272,709	*56.0%*	464,192	-4.67%
User Fees	1,428,128	1,429,915	*100.1%*	1,530,840	7.19%
Grants	58,000	71,222	*122.8%*	0	-100.00%
Miscellaneous	59,650	71,903	*120.5%*	1,650	-97.23%
Total	2,032,720	1,845,750	*90.8%*	1,996,682	-1.77%
Expenditure					
Salaries and Benefits	1,288,165	997,563	*77.4%*	1,317,353	2.27%
Services and Supplies	596,231	502,844	*84.3%*	545,763	-8.46%
Debt Service	60,175	56,067	*93.2%*	57,425	-4.57%
Capital Expenditure	78,000	64,450	*82.6%*	0	-100.00%
Total	2,022,571	1,620,924	*80.1%*	1,920,541	-5.04%
Rec Revenue minus Expenditure	*10,149*	*224,825*		*76,141*	
Fire Department					
Revenue					
Taxes	717,260	396,586	*55.3%*	733,176	2.22%
Special Taxes	963,336	530,451	*55.1%*	988,746	2.64%
Contracts for Service	644,483	502,607	*78.0%*	683,078	5.99%
Grants &Reimbursements	130,500	376,862	*288.8%*	0	
Fees, recoveries, interest	19,428	3,386	*17.4%*	15,600	-19.70%
Total	2,475,007	1,809,892	*73.1%*	2,420,600	-2.20%
Expenditure					
Salaries and Benefits	1,927,139	1,679,045	*87.1%*	1,995,368	3.54%
Services and Supplies	221,110	171,994	*77.8%*	216,804	-1.95%
Debt Service	77,551	74,409	*95.9%*	75,569	-2.56%
Capital Expenditure	147,238	128,135	*87.0%*	58,838	-60.04%
Total	2,373,038	2,053,583	*86.5%*	2,346,579	-1.11%
Fire Dept. Revenue minus Expendi	*101,969*	*-243,691*		*74,021*	
Street Light					
Revenue					
Special Taxes	23,960	13,265	*55.4%*	23,960	0.00%
Loan and rebate	0	0			
Interest	0	0		0	
Total	23,960	13,265	*55.4%*	23,960	0.00%
Expenditure					
Services and Supplies	19,850	17,115	*86.2%*	19,850	0.00%
Capital Expenditure	4,110	0		4,110	0.00%
Total	23,960	17,115		23,960	0.00%
Street Light Revenue minus Expen	*0*	*-3,850*		*0*	
TOTAL REVENUE	5,150,820	4,042,025	*78.5%*	5,119,225	-0.61%
TOTAL EXPENDITURE	5,032,594	4,227,505	*84.0%*	4,893,205	-2.77%
Change in Fund Balance	**118,226**	**-185,480**		**226,020**	91.18%

MARINWOOD COMMUNITY SERVICES DISTRICT

PARK DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16

Cost Center 6103011100 *Draft 5/8/15*

SAP	Functional Area	Expense Object	Amended Budget 2014-15	Actual 4/30/2015	% Budget 2014-15	Budget 2015-16	% Change
EXPENDITURES:							
	EXPENDITURE: SALARIES & EMPLOYEE BENEFITS						
5110110		Regular Salaries					
	101000	Administration (Dist Mgr 25%)	21,045	21,678.07	103.0%	24,252	15.2%
	103000	Rec Director (30%)				29,497	
	103000	Park & Facilities Maintenance	201,957	176,130.68	87.2%	163,071	-19.3%
5120110	103000	Overtime, park	100			500	400.0%
		Total Regular Salaries	223,102	197,808.75	88.7%	217,320	-2.6%
5110210		Extra Hire Salaries					
	101000	CSD Office hourly (Carolyn/Tom)	4,197	8,324.84		5,247	
	103000	Extra Hire Grounds	2,000	2,011.25		5,760	
		Total Extra Hire Salaries	6,197	10,336.09	166.8%	11,007	77.6%
	Total salaries		229,299	208,144.84	90.8%	228,327	-0.4%
		Employee Benefits					
5130120	103000	Group Insurance	125,870	103,942.24	82.6%	120,333	-4.4%
5130510	103000	PERS	27,584	28,343.11	102.8%	39,149	41.9%
5140115	103000	Workers Compensation Insurance	29,951	25,311.10	84.5%	35,893	19.8%
5140130	103000	Physician services	500			500	
5140140	103000	Social Security/Medicare	17,541	13,985.17	79.7%	17,467	-0.4%
5140145	103000	Unemployment insurance	1,366	899.46	65.9%	1,184	-13.3%
	Total Benefits & Employer Expense		202,812	172,481.08	85.0%	214,526	5.8%
	TOTAL SALARIES & EMPL. BENEFITS		432,111	380,625.92	*88.1%*	442,853	2.5%
	EXPENDITURE: SERVICES & SUPPLIES						
5210120	103000	Consultant fees	**2,500**	2,510.72	100.4%	2,125	-15.0%
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	581.70		600	
5210525	101000	General insurance	9,225	8,925.12	96.7%	9,225	
5210530	101000	Legal Settlements					
5210725	103000	Phone & Radio	1,144	1,104.30	96.5%	1,200	4.9%
5210810	103000	Electricity - PG&E	4,000	2,556.41	63.9%	4,160	4.0%
5210815	101000	Garbage, dump	**24,040**	19,359.07	80.5%	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	28,931.54		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 4/30/2015	% 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	738.53	147.7%	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	974.74	150.0%	650	
5220210	103000	Replacement equipment & furnishings	1,500	185.61	12.4%	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**	26,875.01	107.5%	20,000	-20.0%
5220610	103000	Gasoline,fuel	3,000	2,355.64	78.5%	3,000	
5220810	103000	Misc supplies, community exp	1,000				-100.0%
5220819	103000	Reg supplies	200			200	
5220825	103000	Uniforms & safety clothing	885	1,112.24	125.7%	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	140,191.68	85.5%	157,256	-4.1%
		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					
		TOTAL FIXED ASSETS	15,000	13,250.00			
		Board Designated Reserve Goals:					
		Capital Reserve (2.25%)	*15,300*				
		Unfunded Liabilities (3.25%)	*22,000*				
		Fund Balance Restoration (1%)	*6,800*				
		Total:	44,100				
		TOTAL CONTINGENCIES & RESERVES					
		TOTAL PARK BUDGET	613,025	535,883.88	87.4%	602,124	-1.8%
		REVENUE OTHER THAN TAXES					
		Rebates					
4410125	103000	Interest -Pooled Investments	500	174.42		500	

SAP	Functional Area	Expense Object	Amended Budget 2014-15	Actual 4/30/2015	% Budget 2014-15	Budget 2015-16	% Change
4410127	103000	Interest -Pooled Investment ERAF	100			100	
4530516	103000	Measure A Parks & Recreation	7,000	7,000.00			
4530527	103000	State Grants					
4540510	103000	Fed. Park Srvcs					
4511210	103000	HOPTR	1,515	3,002.94			
4570110	103000	Reimbursed expenses		1,113.50			
4710631	103000	Misc. Revenue - contract services					
4710642	103000	Misc. Revenue - Donations	150	5,000.00		150	
4810250	103000	Operating Transfers In					
	TOTAL REVENUE OTHER THAN TAXES		9,265	16,290.86		750	-91.9%
	REVENUE SUMMARY						
		Estimated Property Tax Revenue:					
4110110	103000	Current Secured	**243,538**	134,460.93	55.2%	295,737	
4110111		SB2557 Admin fees`	(4,131)	(1,904.46)		-5,323	
4110115	103000	Unitary	1,413	4,310.24		1,839	
4110120	103000	Current Unsecured	5,009	6,948.85	138.7%	5,994	
4110140	103000	Excess ERAF	30,166	15,992.87	53.0%	34,366	
4110145	103000	PY/Reverse ERAF	**1,600**	1,535.26			
4110210	103000	Supplemental	3,200	13,357.06	417.4%	6,259	
4110215	103000	Supplemental Assessment, Current	18	290.93	1616.3%	143	
4110225	103000	Supplemental Assessment, Redem.	185	218.23	118.0%	453	
4110310	103000	Prior Secured					
4110510	103000	Prior Unsecured	226	973.64	430.8%	221	
4560110	103000	In-lieu, Housing					
		Total Estimated Property Tax Revenue:	281,224	176,183.55	62.6%	339,689	
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%	677,983	
	TOTAL PARK BUDGET		613,025	535,883.88	87.4%	602,124	-1.8%

MARINWOOD COMMUNITY SERVICES DISTRICT

RECREATION DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16

6103012100 *Draft 5/8/15*

GL Account	Functional Area	Expense Object	Amended Budget 2014-15	Actual 4/30/2015	% Budget 2014-15	Budget 2015-16	% Change
EXPENDITURES:							
5110110		Regular Salaries					
	101000	Administration (Dist Mgr 25%)	21,045	21,678.06	103.0%	24,252	15.2%
	103000	Rec Director (70%)	*98,322*		0.0%	*68,825*	-30.0%
	103000	Recreation	*272,340*	219,870.94	80.7%	*179,379*	*-34.1%*
			293,385	241,549.00	82.3%	272,456	-7.1%
5110210		Extra Hire Wages					
	101000	Office hourly (Carolyn/Tom)	8,395	14,107.51	168.0%	10,494	25.0%
	103000	Overtime					
	103000	General	6,000	7,672.75	127.9%	6,000	0.0%
	104000	Building attendant & janitorial	12,900	9,534.98	73.9%	12,900	0.0%
	105000	Pool salaries	126,000	95,004.07	75.4%	140,000	11.1%
	106000	Aquatics	35,000	35,145.30	100.4%	45,000	28.6%
	107000	Summer programs	350,048	251,031.04	71.7%	357,581	2.2%
	108000	Preschool	105,000	73,842.35	70.3%	105,000	0.0%
	110000	Youth programs	28,300	17,186.67	60.7%	28,300	0.0%
	111000	Adult programs	2,000	2,783.50	139.2%	2,000	0.0%
	112000	Community events	1,400	671.75	48.0%	700	-50.0%
	113000	Swim team wages	50,000	26,593.00	53.2%	50,000	0.0%
			725,043	533,572.92	73.6%	757,975	4.5%
		Total Wages	1,018,428	775,121.92	76.1%	1,030,431	1.2%
		Benefit & Employer Expenses					
5130120	103000	Group insurance	103,561	57,884.60	55.9%	95,968	-7.3%
5130510	103000	PERS	33,167	38,267.22	115.4%	44,088	32.9%
5140115	103000	Workers Compensation Ins.	33,198	41,774.08	125.8%	46,037	38.7%
5140130	103000	Physician services	500		0.0%	500	0.0%
5140140	103000	Social Security/Medicare	78,311	66,412.55	84.8%	79,330	1.3%
5140145	103000	Unemployment Insurance	21,000	18,102.88	86.2%	21,000	0.0%
			269,737	222,441.33	82.5%	286,922	6.4%
510000			1,288,165	997,563.25	77.4%	1,317,353	2.3%
5210120	103000	Consultant fees	**6,500**	6,425.95		2,125	-67.3%
5210122	103000	Marketing expense	28,500	33,603.61	117.9%	30,000	5.3%
5210128	103000	Fingerprints	5,000	2,640.32	52.8%	5,000	0.0%
5210131	103000	Legal expenses	1,000	1,271.81	127.2%	1,000	0.0%
5210146		Recreation Program Contracts					
	107000	Summer program contracts	**38,470**	32,313.09	84.0%	32,907	-14.5%
	109000	Tennis contracts	44,000	34,292.60	77.9%	44,000	0.0%
	110000	Youth Program contracts	28,025	19,332.72	69.0%	31,215	11.4%
	111000	Adult program contracts	21,020	25,314.80	120.4%	20,450	-2.7%
	112000	Community Recreation contracts	0			0	

GL Account	Functional Area	Expense Object	Amended Budget 2014-15	Actual 4/30/2015	% Budget 2014-15	Budget 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	2,375.74	67.9%	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	2,981.08	83.3%	3,580	0.0%
5210810	103000	Gas & Electricity - PG&E	35,000	29,918.61	85.5%	36,400	4.0%
5210815	101000	Garbage, dump	5,440	4,411.40	81.1%	5,440	0.0%
5210835	103000	Water & sewer	1,696	779.95	46.0%	1,696	0.0%
5211110	104000	Janitorial contract	25,000	16,832.89	67.3%	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	1,779.08	177.9%	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**	24,903.13	97.7%	20,500	-19.6%
5220130	101000	Copy machine 60%, + outside printin;	6,200	5,941.25	95.8%	6,200	0.0%
5220215	105000	Maintenance - pool misc & equipmen	**22,000**	16,742.19	76.1%	20,000	-9.1%
5220310	104000	Maintenance - Community Ctr	**11,000**	6,661.24	60.6%	6,000	-45.5%
5220810	105000	Pool chemicals	14,000	12,351.10	88.2%	14,000	0.0%
5220819		Recreation supplies					
	103000	General recreation supply	**4,000**	3,625.98	90.6%	3,000	-25.0%
	104000	*Building rec supply*					
	105000	Pool Supplies	6,500	2,518.22	38.7%	6,500	0.0%
	106000	Aquatic Supplies	**10,000**	4,227.09	42.3%	6,000	-40.0%
	107000	Summer program expense	**156,000**	133,655.20	85.7%	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	5,520.45	107.2%	3,200	-37.9%
	111000	Adult program expense	**2,500**	2,853.47	114.1%	2,000	-20.0%
	112000	Community Recreation expense	**26,700**	25,914.15	97.1%	16,400	-38.6%
5220825	105000	Pool guard clothing	1,000	2,028.40	202.8%	1,500	50.0%
5220826	105000	Vending machine supplies	10,000	9,077.68	90.8%	10,000	0.0%
5220827	103000	Janitorial supplies	**19,000**	14,410.00	75.8%	12,000	-36.8%
5220828		First aid supply					
	105000	Pool first aid	1,000	680.50	68.1%	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	502,843.91	84.3%	545,763	-8.5%

GL Account	Functional Area	Expense Object	Amended Budget 2014-15	Actual 4/30/2015	% Budget 2014-15	Budget 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%	0	-100.0%
5220916	103000	Rec Equipment	20,000	18,882.24	94.4%	0	
		TOTAL FIXED ASSETS	78,000	64,449.71		0	
		Contingency, General (fund bal. unbudgeted)					
		Board Designated Reserve Goals:					
		Capital Reserve (2.25%)	*44,900*				
		Unfunded Liabilities (3.25%)	*64,900*				
5450150		*Fund Balance Restoration (1%)*	*20,000*				
		Total:	***129,800***				
		Contingency for emergencies					
		TOTAL CONTINGENCIES & RESERVES	0			0	0
		TOTAL BUDGET RECREATION	2,022,571	1,620,924.14	80.1%	1,920,541	-5.0%
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	11,118.13	69.5%	16,000	0.0%
4410225	104000	Building rental	43,000	43,318.12	100.7%	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%	0	-100.0%
4570110	103000	Reimbursed expenses	500	1,561.45	312.3%	500	0.0%
4631912		Vending & advertising					
	105000	Vending sales	15,000	13,331.66	88.9%	15,000	0.0%
	103000	Ad sales	10,000	7,317.88	73.2%	7,000	-30.0%
4631914	112000	Community recreation activities	21,375	15,730.38	73.6%	20,670	-3.3%
4631915	109000	Tennis	57,000	51,321.54	90.0%	59,000	3.5%
4631917	105000	Pool revenue - Drop-in/Passes	**70,000**	61,746.34	88.2%	82,000	17.1%
	106000	Aquatics, swim classes	**90,000**	101,142.56	112.4%	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	63,865.38	103.0%	60,000	-3.2%
4631919	111000	Adult Programs	36,100	31,096.10	86.1%	36,385	0.8%
4631920	107000	Summer Programs	**759,684**	856,846.60	112.8%	793,495	4.5%
4631922		Youth Program revenue					
	108000	Preschool	133,000	86,550.04	65.1%	133,000	0.0%
	110000	Youth Programs	**112,837**	95,347.34	84.5%	102,790	-8.9%
4640329	103000	Unused credit		920.89			
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	1,573,040.79	101.8%	1,532,490	-0.9%

GL Account	Functional Area	Expense Object	Amended Budget 2014-15	Actual 4/30/2015	% Budget 2014-15	Budget 2015-16	% Change
		Total restricted funds & 6/30 balance budgeted					0
		Other Revenue:					
		Revenue other than taxes	1,545,778		0.0%	1,532,490	-0.9%
		Estimated Property Tax Revenue:					
4110110	103000	Current Secured	**421,566**	233537.41	55.4%	404,129	
4110111	103000	Tax Admin fee - contra revenue	(7.175)	(3307.76)		(7,274)	
4110115	103000	Unitary	2,455			2,514	
4110120	103000	Current Unsecured	8,699	8329.21	95.7%	8,191	
4110140	103000	Excess ERAF	52,394	27777.09	53.0%	46,961	
4110145	103000	P/Y ERAF/Reverse ERAF	**2,700**	2666.52	0.0%	0	
4110210	103000	Supplemental	5,558	2965.60		8,553	
4110215	103000	Supplemental , unsecured	32	68.72	214.8%	196	
4110225	103000	Supplemental Assessment, Redem.	321	237.39	74.0%	620	
4110310		Prior Year Secured	0			0	
4110510	103000	Prior Unsecured	392	434.56		302	
4560110	103000	In-lieu, Housing	0			0	
			486,942	272,708.74		464,192	
		TOTAL BUDGET FUNDING	2,032,720	1,845,749.53	90.8%	1,996,682	-1.8%
		TOTAL RECREATION BUDGET	2,022,571	1,620,924.14	80.1%	1,920,541	-5.0%

MARINWOOD COMMUNITY SERVICES DISTRICT

FIRE DEPARTMENT BUDGET FOR FISCAL YEAR 2015-16

Cost Center 6103013100 *Draft* *5/8/15*

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 4/30/2015	*% Var Percent*	Budget 2015-16	*% Change*
EXPENDITURES:		**SALARIES & EMPLOYEE BENEFITS**					
5110110		Regular Salaries					
	101000	Administration (Dist Mgr 50%)	42,089	43,356.12	*103.0%*	48,504	*15.2%*
	103000	Sal. Fire Chief	*107,432*			*107,432*	*0.0%*
	103000	Sal. Firefighters (*Pending Negotiations*)	*938,854*	703,445.78	*74.9%*	*828,156*	-11.8%
5110313	103000	Holiday Pay	37,107	16,031.40	*43.2%*	37,358	*0.7%*
5110319	103000	FLSA Work-week Adjustment	21,083	23,554.71	*111.7%*	20,963	*-0.6%*
5120110	103000	Overtime - General	85,000	88,215.34	*103.8%*	85,000	*0.0%*
5120110	103000	Overtime - Industrial Accident					
5120110	103000	Overtime - OES (Reimbursed)		152,721.52			
		Total Regular Salaries	1,124,133	1,027,324.87	*91.4%*	1,127,413	*0.3%*
5110210		Extra Hire Salaries					
	101000	CSD Office hourly (Sullivan/ Horne)	8,395	17,113.94	*203.9%*	10,494	*25.0%*
	103000	Cadet Program/Extra Hire	0	0.00	-	-	
		Total Extra Hire Salaries	8,395	17,113.94	*203.9%*	10,494	*25.0%*
	Total salaries		1,132,528	1,044,438.81	*92.2%*	1,137,906	*0.5%*
5130120	103000	Group Insurance	277,599	250,668.46	*90.3%*	287,704	*3.6%*
5130510	103000	PERS	321,187	236,446.09	*73.6%*	333,738	*3.9%*
5140115	103000	Workers Compensation	101,979	71,966.40	*70.6%*	141,762	*39.0%*
5140130	103000	Physicians Services	4,100	1,852.00	*45.2%*	4,100	*0.0%*
5140140	103000	Social Security/Medicare	86,638	70,684.12	*81.6%*	87,050	*0.5%*
5140145	103000	Unemployment Insurance	3,108	2,988.98	*96.2%*	3,108	*0.0%*
	Total Benefits & Employer Expense		794,611	634,606.05	*79.9%*	857,462	*7.9%*
5100000	**TOTAL SALARIES & EMPLOYEE BENEFITS**		1,927,139	1,679,044.86	*87.1%*	1,995,368	***3.5%***
EXPENDITURES:		**SERVICES AND SUPPLIES**					
5210120	103000	Consultant fees	**15,000**	13,640.85	*90.9%*	12,050	*-19.7%*
5210128	103000	Fingerprinting	300	496.00	*165.3%*	300	*0.0%*
5210131	103000	Legal Expense	10,000	3,899.13	*39.0%*	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	3,350.50	*83.8%*	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	5,486.45	*68.6%*	8,000	*0.0%*
5210810	103000	Gas & Electricity - PG&E	9,000	8,159.66	*90.7%*	9,450	*5.0%*
5210815	101000	Garbage Removal	2,720	2,377.63	*87.4%*	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	16,269.78	*65.1%*	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 progams, awards & incentives	3,000	2,444.94	*81.5%*	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	12.00	*1.2%*	1,000	*0.0%*

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 4/30/2015	% Var Percent	Budget 2015-16	% Change
5211330	103000	Memberships, Dues (offset by payroll ded.)	2,500	3,253.65	*130.1%*	2,500	*0.0%*
5211340	103000	Training / Testing (inc.EMT,CPR, FPO, TO)	8,000	1,740.89	*21.8%*	8,000	*0.0%*
5211440	103000	Routine Travel	700	1,018.33	*145.5%*	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	2,923.20	*146.2%*	3,000	*50.0%*
5220210	103000	In-house apparatus & equipment maintenance	5,000	6,413.54	*128.3%*	5,000	*0.0%*
5220215	103000	Hydrant Maint.	1,500	370.01	*24.7%*	1,500	*0.0%*
5220220	103000	Small tools	500	208.55	*41.7%*	500	*0.0%*
5220310	103000	Building Maintenance	8,000	8,162.42	*102.0%*	9,400	*17.5%*
5220610	103000	Gasoline, fuel	**10,000**	8,141.23	*81.4%*	9,000	*-10.0%*
5220810	103000	Miscellaneous supplies	23,248	18,169.47	*78.2%*	24,586	*5.8%*
5220825	103000	Uniforms & personal Supplies	**9,062**	6,440.02	*71.1%*	7,062	*-22.1%*
5220826	103000	Food, emergency supplies	1,500	2,227.54	*148.5%*	1,500	*0.0%*
5220827	103000	Janitorial & Building Supplies	3,000	3,091.24	*103.0%*	3,000	*0.0%*
		TOTAL SERVICES & SUPPLIES	221,110	171,993.91	*77.8%*	216,804	*-1.9%*
EXPENDITURES:		**DEBT SERVICE**					
5211710	103000	**Long-term debt principal**	62,944	62,831.12	*99.8%*	64,408	*2.3%*
		MERA bond share - 14408					
		Building loan - 50000					
5211715	103000	**Long-term debt interest**	14,607	11,577.70	*79.3%*	11,161	*-23.6%*
		MERA bond share - 3736					
		Building loan - 7425					
		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	*proposed*				
		Utility Vehicle	*6,000*				
		HVAC, Firehouse	*8,000*				
		Total:	*14,000*				
		Board Designated Reserve Goals:					
		Capital Reserve (2.25% of Total Rev)	*54,500*				
		Unfunded Liabilities Reserve (3.25%)	*78,700*				
		Fund Balance Restoration (1%)	*24,200*				
		Total Board Designated Reserve:	157,400				
		TOTAL CONTINGENCIES & RESERVES	0			-	
		TOTAL BUDGET	2,373,038	2,053,582.59	*86.5%*	2,346,579	*-1.1%*
REVENUE:		**BUDGET FUNDING - FIRE DEPT.**					
		Estimated Property Tax Revenue:					
4110110	103000	Current Secured	**615,096**	339,609.77	*55.2%*	638,309	

SAP	Functional Area	Expense Object	Budget 2014-15	Actual 4/30/2015	*% Var Percent*	Budget 2015-16	*% Change*
4110111	103000	Admin fee for tax collection	-10,437	(4,811.28)		-11,489	
4110115	103000	Unitary	3,571		*0.0%*	3,970	
4110120	103000	Current Unsecured	**19,653**	12,115.22	*61.6%*	12,937	
4110140	103000	Excess ERAF	76,209	40,403.04	*53.0%*	74,174	
4110145	103000	P/Y ERAF /Reverse ERAF	**4,000**	3,878.57	*0.0%*	0	
4110210	103000	Supplemental Assessment, Current	8,085	4,313.60		13,510	
4110215	103000	Supplemental Assessment, Unsecured	46	99.95	*217.3%*	309	
4110225	103000	Supplemental Assessment, Redem.	467	345.29	*73.9%*	979	
4110310	103000	Prior Year Secured	0			0	
4110510	103000	Prior Unsecured	570	632.09		477	
4560110	103000	In-lieu, Housing	0			0	
		Total Estimated Property Tax Revenue:	717,260	396,586.25	*55.3%*	733,176	
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 - CSA13 Engine Payment	**130,500**	130,362.00			
4631145		Contracts for service	76,248	76,838.00	*100.8%*	83,687	*9.8%*
4631740		Emergency Response Fees (billable)	10,000	876.00		10,000	
4640321		CSA 13 contract	568,235	425,769.00	*74.9%*	599,391	*5.5%*
4640415		OES reimbursement		246,499.82			
4710615		Donations					
4710642		Miscellaneous revenue	100			100	*0.0%*
		TOTAL FIRE BUDGET FUNDING	2,475,007	1,809,891.86	*73.1%*	2,420,600	*-2.2%*
		TOTAL FIRE BUDGET	2,373,038	2,053,582.59	*86.5%*	2,346,579	*-1.1%*

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

Cost Center 6103014100 *Draft 5/8/15*

SAP	Functional Area	Expense Object	mended Budget 2014-15	Actual 4/30/15	% Var 2014-15	Budget 2015-16	% Change
		EXPENDITURES: SERVICES & SUPPLIES					
5220110	103000	CSD Admin overhead - (chg to office exp)					
5210237	103000	Special Tax admin					
5210825	103000	Street Light power (295 lights)	16,000	13,283.30	83.0%	16,000	0.0%
5210915	103000	Street Light maint	3,600	3,619.50	100.5%	3,600	0.0%
5211520	103000	Publication, legal notices					
5211610	103000	Marin General Services Authority admin fee	250	212.00	84.8%	250	0.0%
5220916	103000	New street lights	*0*			0	
		TOTAL SERVICES AND SUPPLIES	19,850	17,114.80	86.2%	19,850	0.0%
		EXPENDITURES: CONTINGENCIES & RESERVES					
	103000	Contingency, Special:					
9000010		Major maintenance contingency	4,110			4,110	0.0%
		TOTAL CONTINGENCIES & RESERVES	4,110			4,110	
		TOTAL BUDGET	23,960	17,114.80	71.4%	23,960	0.0%
		BUDGET FUNDING					
		Taxes					
4120610	103000	Service charge - $15.00 per impr. par.	24,060	13,315.50	55.3%	24,060	0.0%
4120611	103000	Tax collection fee - contra revenue	(100)	(50.96)	51.0%	(100)	
4410125	103000	Interest - Co. Pooled Investments					
4570110	103000	Rebate from PG&E for LED retrofit					
4810135	103000	Loan Proceeds					
		6/30 fund balance budgeted	0			0	
		TOTAL BUDGET FUNDING	23,960	13,264.54	55.4%	23,960	0.0%

MARINWOOD COMMUNITY SERVICES DISTRICT
"MEASURE A" BUDGET FOR FISCAL YEAR 2015-16
FUND: 73701

Draft 5/8/15

SAP	Functional Area	Expense Object	Amended Budget 2014-15	Actual 4/30/15	% Var 2014-15	Budget 2015-16	% Change
	EXPENDITURES:						
PARK							
5220910	103000	Capital Outlay - Park Improvements				22,000	
5220916	103000	Equipment & Tools - Park				15,000	
RECREATION							
5220910	103000	Building and Pool Improvements				25,000	
5220916	103000	Rec Equipment					
		TOTAL MEASURE A BUDGET				62,000	
	REVENUE:						
PARK							
4530516	103000	Measure A - Park				37,000	
RECREATION							
4530516	103000	Measure A - Recreation				29,000	
		TOTAL MEASURE A FUNDING				66,000	

Net Gain/(Loss) to Fund Balance: 4,000

R. J. RICCIARDI, INC.
CERTIFIED PUBLIC ACCOUNTANTS

April 7, 2015

Mr. Eric Dreikosen, District Manager
Marinwood Community Services District
775 Miller Creek Road
San Rafael, CA 94903-1323

Dear Mr. Dreikosen:

We are pleased to confirm our understanding of the services we are to provide Marinwood Community Services District for the year ended June 30, 2015. We will audit the financial statements of the governmental activities and each major fund, including the notes to the financial statements, which collectively comprise the basic financial statements, of Marinwood Community Services District as of the year ended June 30, 2015. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), and the statement of revenues, expenditures and changes in fund balance – budget and actual – for the General Fund, to accompany Marinwood Community Services District's basic financial statements. Such information, although not a part of the basic financial statements is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Marinwood Community Services District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any reassurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Statements of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – General Fund.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities, for the selection and application of accounting principles, and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us, and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention.

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors, is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Marinwood Community Services District's compliance with provisions of applicable laws, regulations, contracts, and agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any invoices selected by us for testing. Further, we understand that your employees will prepare all information we request in our Client Participation List in the format requested and send it to us 30 days prior to scheduling the audit field work. If you have insufficient personnel or time to prepare these items we can assist you in this area and we will discuss with you the additional time required and estimated fee for these services.

The audit documentation for this engagement is the property of R.J. Ricciardi, Inc. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to regulatory agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of R.J. Ricciardi, Inc. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs, except that we agree that our estimated fee, including expenses will be $11,900 for the audit and $900 for preparation of the State Controller's Report.

Estimated fees for future year(s) are as follows:

2016 $11,900 for the audit and $900 for preparation of the State Controller's Report

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes thirty days or more overdue and may not be resumed until your account is paid in full.

In addition to the estimated fees noted above, we reserve the right to invoice Marinwood Community Services District at our standard hourly rates time incurred providing information to successor auditors in compliance with SAS. No. 84. Our invoices and related fees for this service will be payable upon presentation.

If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. In the event that the scope of the audit has to be increased due to changes in accounting or auditing pronouncements and standards, laws or regulations, material weaknesses in the internal control environment, or significant changes in operations, the prior approval of Marinwood Community Services District will be sought.

The above fees are based upon the anticipated cooperation from all of the personnel of Marinwood Community Services District and include out-of-pocket charges expenses for items including clerical support, computer charges, supplies, telephone charges, printing, mailing/shipping and handling fees, and travel. There will be no additional charges related to these items.

The fees above assume the Marinwood Community Services District's books will be closed prior to the start of the audit and all closing entries will be accrued, including the accounts and grants receivable, accounts payable, accrued payroll and benefits, compensated absences if payable at separation, and that prior year audit adjustments have been recorded in the books and other typical closing entries. If Marinwood Community Services District would like us to perform these additional services, we will perform such additional work at our standard hourly rates indicated below:

Director $180
Manager $125
Senior accountant $100
Staff accountant $70

We reserve the right to suspend or terminate our work if you have failed to fulfill your responsibilities set forth in this engagement letter, and such failure materially interferes with our work. If our work is suspended or terminated because of your failure to fulfill your responsibilities set forth in this engagement letter, you agree that we will not be responsible for your failure to meet government and other deadlines, for any penalties or interest that may be assessed against you resulting from your failure to meet such deadlines, and for any damages (including consequential damages) incurred as a result of the suspension or termination of our work.

You reserve the right to terminate our services if we have not met our responsibilities as set forth in this engagement letter or if our work is not proceeding in a manner to insure completion of the audit in a timely manner and in accordance with applicable law. In such event our compensation will be limited to no more than time actually expended and out of pocket costs expenditures through the date of termination.

We appreciate the opportunity to be of service to Marinwood Community Services District, and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

R.J. Ricciardi, Inc.

R.J. Ricciardi, Inc.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of Marinwood Community Services District:

Officer signature:_____

Title:_____

Date:_____

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

May 5, 2015 Fire Commission Meeting Minutes

DRAFT

Fire Commissioners:
Present: Jeff Naylor, Russ Albano, Tom Elsbree, Jim Rey
Others in attendance:
Fire Chief Tom Roach, District Manager Eric Dreikosen, Board Members Bill Shea and Tarey Read, Linda Barnello, Firefighter Ross Anderson, Engineer Cesar Correa, Captain Joel White

1. Approval of Agenda-Call to order 728 pm. Approval of Agenda.
   - **M/S Eslbree/Albano to approve agenda. All in favor.**

2. Approval of April Minutes
   - **M/S Approval of April Minutes. Albano/Elsbree to approve minutes. All in favor.**

3. April Activity Schedule and Response Report.
   - The April 2015 Activity Schedule was reviewed. There were no questions.
   - The April 2015 Response Report was reviewed. Board Member Tarey Read had a question as to what a "good intent" call was. Chief and Captain White explained that is when someone calls 911 thinking there is an emergency when really there isn't. An example being someone parked on the side of the road appearing to be unconscious when really they are just asleep. Commissioner Naylor had a question on the structure fire on Mt. Shasta. Chief explained it was a garage fire started by oily rags left by a contractor. The fire was mostly confined to the garage with some smoke damage in the house. No one was injured and Chief Roach added that it was Jeff Smith's first shift as a full time firefighter. Engineer Correa added that through shared services Marinwood was using E-53 on loan from San Rafael because E-58 was in the shop.

4. Chief Report
   - The Chief included a draft copy of new Fire Commission Bylaws. Chief explained he used the new Park and Rec Bylaws as a template. Commissioner Naylor had sent Chief a number of comments about the draft Bylaws. Some changes were made and noted, some were left highlighted for further discussion. DM Eric Dreikosen added that the P and R Bylaw template had already been vetted by County Counsel although when complete the Fire Commission Bylaws will probably need to be seen also by counsel. There was discussion of the use of ad-hoc committees as opposed to the full commission for certain duties. Commissioner Naylor suggested the Bylaws be tabled for the next Commission meeting when a full commission was available and asked that any questions or suggestions be sent to Chief Roach for changes. Chief Roach said he would forward Jeff's questions on the Bylaws along with his answers to the entire Commission.
   - Chief explained that he had received a copy of the Grady Ranch Senior and Workforce Housing proposal. He had met with County Fire Marshal Scott Alber to review and was meeting with Tom Forster and Mark Horick from Skywalker Properties to further review the plans. Chief stated he will be submitting general comments to the County regarding the proposal.
   - The Water Conservation Directive from the Chief to the Staff was reviewed. Chief mentioned that this came from the Marin County Fire Chief's Association and was issued so the department could do it's part on water conservation and would be able to show the public that the department was indeed conserving water.
   - Additional discussion-Chief mentioned he was working on a Vegetation Management flier to be distributed to homes that interface with the open space. He said he would also be contacting the management company of Hoytt Plaza and is

continuing to try and make contact with the homeowner of 642 Appleberry in an attempt to clean up that property. Chief also stated he was working on the cross over hours Marinwood personnel had worked in San Rafael and to come up with what the actual overtime costs are to the District. At that point the District could choose to invoice San Rafael for reimbursement.

Respectfully submitted,
Chief Tom Roach

May 6, 2015

To: Marinwood Board of Directors
From: Chief Tom Roach
Re: Activity Summary for April 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
One injured employee has returned to work, one is still off injured. Relief Firefighter Jeff Smith has been moved on to shift to fill that opening. A temporary hire is being used to fill the Relief Firefighter Role until his 1000 hours are up. He is a current volunteer, on the firefighter eligibility list.

VOLUNTEER STAFFING

17 Current Volunteers including:
One Volunteer Battalion Chief
2 Volunteer Firefighter/AO's
7 Volunteer Firefighters qualified as "responders" (includes AO's & Captains)
10 Volunteer Firefighter qualified as a "non responder"
The department will be conducting Volunteer Firefighter Interviews during May with new hires brought on in June.

EMERGENCY CALLS

Below are emergency calls for April 2015. The department ran 108 emergency responses, mostly medical aides but did respond to one vehicle fire in Marinwood, one garage fire on Mt. Shasta, one structure fire in San Rafael, one small vegetation fire in Novato and one vehicle fire in Novato.

April 2015 Response Report

	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	16	5	8	2	0	na	31
CSA 13	7	2	0	0	0	na	9
New JPA (east of 101)	35	4	9	0	0	na	48
Old JPA (mont marin)	6	1	0	0	0	na	7
SR Mutual Aid	2	0	0	1	0	0	3
MC JPA	4	0	1	0	0	na	5
MC Mutual Aid	0	0	0	0	0	0	0
Novato Matrix	0	0	0	2	0	3	5
Others (list)							
Total number	**70**	**12**	**18**	**5**	**0**	**3**	**108**

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed two final inspections of new solar systems in Marinwood during April and one general remodel inspection..
- One fire commission meeting will be held in held in April.
- The Department drove the Bunny to the Easter Egg Hunt in April for the Lions sponsored Easter Egg Hunt in the Park.
- I attended and read to two classes at Silveira School for Guest Reader Day.
- The Department held a reception before a Volunteer Drill in April to recognize the five volunteers who completed the County Wide Volunteer Academy and to promote two senior Volunteers, Brad Davenport and John Seratt to Platoon Coordinators.
- I attended the Joint Fire Academy Graduation in April between Larkspur, San Rafael, and Marinwood that new hire Jeff Smith attended.
- The Marinwood FD cooked pancakes at the YMCA Healthy Kids Day during April.
- The Department held a Marinwood CERT Planning meeting in April for the Gas Shut Off Valve Test Day planned in June.
- I had meetings with two different architects for plan review for remodel projects in Marinwood.
- The departments Type 3 engine and two volunteers attended Marin Formative Preschool Open House Day in April.
- I had a meeting with Marin County Fire Marshal regarding LucasFilm's Grady Ranch Project.
- The department hosted a meeting between PG & E and Marinwood Cert Leaders during April.
- The Department sponsored a Blood Drive at the Firehouse during April.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Engine 658 with four personnel attended the Santa Rosa JC Live Fire Training for the Fire Academy.
- Department Personnel continued with the Target Safety Training Program during April.
- New Hire Jeff Smith completed the Joint Fire Academy in April.
- Three volunteers completed and passed their Volunteer Responder Written Examination.
- All three shifts participated in a multi company drill/training through the Central Marin Training Consortium in April. The topic was new defibrillator training.
- Four volunteer drills were held in April. Topics included engineer training, wildland firefighting, and CPR Certification.
- Four new volunteer firefighters completed the County Wide Volunteer Academy in March. It consisted of eight consecutive Sundays of training.
- Brian Smith and Ryan Brackett taught a CPR Certification class for all volunteer firefighters.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during April.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.
- All radio batteries were rotated and charged on a weekly basis during the month.
- Engine 58 had a leaky power steering hose replaced and some leaking radiator parts replaced.

May 6, 2015

To: Marinwood Board of Directors
From: Chief Roach

Re: Fire Commission Authority and Responsibilities and Draft Bylaws, Lucas Film Housing Update, Water Conservation Directive, Shared Services Crossover shifts, Vegetation Management

Fire Commission Authority and Responsibility

Included in the packet is a copy of the Authority and Responsibility of the Fire Commission document. It was last updated in 1993. There is also a draft copy of Bylaws for the Fire Commission. The Park and Rec Commission recently went through the process of creating Bylaws for that Commission. The Fire Comission, Eric, and I are working the Draft Fire Commission Bylaws to present to the Board.

Lucasfilm Housing Proposal

I have received a copy of the Lucasfilm Housing Proposal. I have spoken with Tom Forster from Lucasfilm about the plans, spoke on the phone with a representative of PEP Housing who is the developer, and met with the Marin County Fire Marshal to review the plans. I have another meeting next week with Tom Forster from Lucasfilm to review the plans. At this point, County Community Development is looking for feedback on whether the project is feasible or needs modification for Marinwood's standards. I will be submitting comment on a number of issues, including access, egress, hydrant location, hydrant spacing, fire flow, roadway width, turnaround and cutout size, water storage tank size, cell coverage, bridge weight ratings, and parking.

The proposal is for 224 units of Workforce and Senior Housing. Some of the structures are two stories tall, some are four stories tall. Rotary Valley Senior Housing is 80 Units and generates between 60-80 emergency calls a year. The Grady Ranch proposal is approximately three times the size, so it is not unreasonable to expect between 180-200 emergency calls a year. Also something to be considered is if there can be any sort of impact fee assessed for development. We can have the discussion at the Commission Meeting.

Water Conservation Directive

At a recent Marin County Fire Chief's Meeting there was discussion of the drought in the State and Marin particularly. It was felt that a policy or plan to help limit water use during this time was a good idea. Included in the packet is the Marinwood version of the Water Conservation Directive. I have passed it along to staff to help in the efforts of water conservation.

Shared Services

Included in the Board Packet is a spread sheet listing the shifts Marinwood personnel have worked in San Rafael and the OT costs associated. It may be time to invoice SR.

Vegetation Management

I am working on a vegetation management flier to be distributed to the homes that inner face with the open space. I have also spoken with Laverty Chacon Realty to have the lots to the north and south of Hoytt Plaza maintained. Marin County Open Space District has also been notified to mow the large open lot near Juvenile Hall. They have to wait until nesting bird season is complete which is sometime in late May early June. And, lastly Rotary Valley has also been notified to do some vegetation management in particular areas of their complex. I continue to work on making contact with the homeowner at 642 Appleberry to allow the CSD to do some work on his property and reduce the hazard in his yard.

MARINWOOD COMMUNITY SERVICES DISTRICT

FIRE COMMISSION BYLAWS

(Draft 04/30/2015)

ARTICLE I – NAME

This Commission shall be designated the Marinwood Community Services District Fire Commission, referred to hereinafter as the "Commission."

ARTICLE II – PURPOSE AND AUTHORITY

The Fire Commission for the Marinwood Community Services District is an advisory body to the Board of Directors 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 Fire Department in accordance with the needs of the community and the provisions of the Fire Prevention Code. The Board, as the legally- constituted body under State law, retains power of final review and decision.

ARTICLE III – COMMISSIONERS' RESPONSIBILITIES

Commissioners shall:

1. Attend Commission meetings;
2. Serve on Commission committees;
3. Review, comment, and make recommendations regarding the annual operating budget for the Fire Department.
4. Review and recommend to the Board any change(s) in staffing needs of the Fire Department.
5. In cooperation with staff, develop and recommend to the Board a long-range plan for Fire Department facilities and capital equipment and review the plan periodically as necessary.
6. Monitor existing capital projects related to Fire Department facilities capital equipment and suggest new capital projects based on public safety needs.
7. Inspect Fire Department facilities and capital equipment annually before summer and develop a list of recommended improvements.
8. In cooperation with staff, review and suggest revisions to the Board regarding rules, regulations, policies and schedules concerning Fire Department facilities and capital equipment as needed.

9. Review monthly reports from staff concerning the general operations, functions and activities of the Fire Department.
10. To review the relationship of the Fire Department with other governmental agencies and private entities concerning topics which the Commission feels present a true and pressing need for the District's fire service, such as contracts with other agencies, mutual aid agreements, and expanded service to new areas.
11. To focus public attention upon the need for adequate fire prevention, fire protection, emergency medical, and other emergency services for the residents of the community and areas served by the Marinwood Fire Department.
12. To assist in promoting the Marinwood Fire Department Volunteers and to review the volunteer program periodically.
13. To review periodically and recommend amendments to the Rules and Regulations, Policies and Procedures, schedules and guidelines and to make minor changes or additions in consultation with the Fire Chief.
14. To recommend to the Fire Chief and the Board action concerning amendments to the fire prevention code, building standards, and ordinances which pertain to the prevention of fires within the community.
15. To assist the Fire Chief in establishing general policies and procedures in respect to the operation of the Fire Department.
16. Perform other such duties as may be directed by the Board.

ARTICLE IV – STRUCTURE

A. MEMBERSHIP

The members of the Commission individually, "member" or "Commissioner", collectively "members" or "Commissioners" shall consist of five regular members and two alternate members. Four members shall be residents of the Marinwood Community Services District along with one alternate. One member will be appointed by CSA 13's Board of Directors from CSA 13 along with one alternate. Commissioners serve without remuneration.

B. APPOINTMENT TERMS AND PROCESS

Commissioners are appointed by the Board during its 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 a Marinwood and a CSA 13 alternate shall be appointed for terms beginning in the same odd year. An alternate member shall vote only in the absence of the specific primary or regular commissioner. A spreadsheet listing commissioners' appointment terms shall be kept up to date by the District Manager and be available by request.

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

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.

Any appointed member may resign by giving written notice to the Board and shall be delivered to the District Manager's office. Commissioners shall be notified in writing of the resignation of any Commissioner as soon as practicable and no later than by the next scheduled Commission meeting. 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.

Notwithstanding any other provision contained in these Bylaws, any vacancy in the office of Chairperson or Vice Chairperson or any other elected position that occurs during the unexpired term of office shall be filled at the first regularly scheduled Commission meeting. The Chairperson or Acting Chairperson shall take nominations from the floor to fill such a vacant position. The election of the officer to that position shall then be conducted by a roll call vote.

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. The Chairperson must be resident of Marinwood.

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 and/or review 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 unavailable.
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.
i. Act as official spokesperson for the Commission.

E. VICE CHAIRPERSON

The Fire Commission may elect one Commissioner in January to become the Vice Chairperson of the Commission for a period of one year. If one is elected, at the Fire Commission's discretion, the Vice Chairperson would 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.

1. DUTIES OF VICE-CHAIRPERSON

a. Perform the duties of the Chairperson in the absence of the Chairperson.
b. Serve in such capacities as may be assigned by the Chairperson.

F. LIAISON DIRECTOR

A Liaison Director is a member of the Board 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 Chairperson.

ARTICLE V – MEETINGS

A. TIME AND PLACE

The Commission shall hold regular meetings the first 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. COMMITTEE MEETINGS

The time, date and location of any committee or subcommittee meeting shall be determined by the chairperson of such committee or subcommittee.

D. ATTENDANCE

Commission members are required to attend all regular and special meetings. Members shall notify the Fire Chief first and if unavailable then the District Manager of any expected absence by

5:00 p.m. the day prior to all regularly scheduled meetings. Three absences in a row, without good cause, will trigger the Chairperson's inquiry into the nature of the absence, and may trigger Commission's request to the Board 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. "Good cause" is defined as illness, death of family member, childbirth, or business necessity; or any family or personal event which conflicts with Commission business and is reported to the staff as indicated above (the exception is any emergency, which can be reported later.)

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

E. AGENDA

Unless otherwise determined by the Chairperson, the agenda of the regular meeting shall be in compliance with the Ralph M. Brown Act and shall include, but is not be limited to, the following:

1. Confirmation of a Quorum
2. Call to Order
3. Review of the Agenda
4. Public Comment on Non Agenda items.
5. Approval of the draft minutes from the prior Commission meeting
6. Review of the draft minutes from the last meeting of the Board
7. Monthly Activity and Response Report
8. Chief Report
9. Adjournment

F. 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.

G. 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, subject to Board direction and/or approval, on either a permanent (standing) or temporary (ad hoc) basis to address specific issues or concerns related to the Fire Department and public safety 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:.

ARTICLE VIII – EFFECTIVE DATE AND AMENDMENTS

These Bylaws shall be effective upon their adoption at a regularly scheduled meeting of the Board and shall supersede the "Authority and Responsibilities of the Marinwood Fire Commission" previously adopted by the Board, which may conflict with the provisions contained herein. Any member of the Commission may propose amendments to the Bylaws. The Commission by a majority vote of its members at any regular meeting may recommend to the District Board changes to these Bylaws. Any amendments to the bylaws are subject to the approval of the Board. Written notice of any proposed amendments must be sent to the Fire Chief, the District Manager, and the Commission Chairperson in time to be included in the upcoming meeting agenda.

Possible additions:

Records and Reports:

Do you want them to have to keep minutes? Provide reports? Sometimes these are included in Bylaws – if you want minutes then you should have a Secretary nominated position as well.

PLEASE ADD: Governing Provisions; Severability

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

Comments:

1. Please confirm that Lucas Valley Estates is supported by MWCSD Fire Department as an extension or part of Marinwood and as such is represented on the Fire Commission by Marinwood representatives rather than being allotted a specific representative.
2. Does it follow that if a resident of Lucas Valley Estates chose to apply for a position on the commission, they would count as a Marinwood resident?
3. No neighborhood which is actually part of the city of San Rafael but is covered by the MWFD under a JPA has any right to a place on the MW Fire Commission?
4. Is it necessary/should we appoint a Vice Chairperson? Or should we amend the bylaws to soften this language. At the commission's discretion it may vote to appoint a V.C?
5. Please ask the commission if they feel we keep adequate/accurate meeting minutes or if we should appoint someone other than the chief or the presiding chairperson to do so. If they consider that having someone keep minutes is a good idea, would there be any interest in the commissioners rotating that position to instill an elevated level of participation in the meetings?
6. The bylaws are silent on the number of Board members who can attend a commission meeting without somehow violating Brown Act stipulations. Is this an issue or not?
7. It would seem that certain responsibilities of the commission could actually be reasons for the establishment of an ad hoc committee to review certain more technical aspects of operating the fire department. Article III Nos 5, 7 and 12 for example.
8. Determine whether or not to capitalize the term bylaws used throughout the text.

9. Frankly, I think all of the deference to the CSD board is required, but some mention of the professional acumen and judgment of the Fire Chief and in fact the Firefighters who are professionals in a technical discipline deserve mention as the commissioners may be former safety employees themselves but perhaps not current in their knowledge or may be laypersons.
10. For the most part the document is gender neutral and should be kept that way. Reducing or removing the number of 3rd person pronouns and referring to commissioners or chairpersons, etc. will help.

AUTHORITY AND RESPONSIBILITIES OF THE MARINWOOD FIRE COMMISSION

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

A. RELATIONSHIP OF COMMISSION TO THE BOARD

The Fire Commission for the Marinwood Community Services District is an advisory body to the Board of Directors 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 Fire Department in accordance with the needs of the community and the provisions of the Fire Prevention Code. The Board, as the legally- constituted body under State law, retains power of final review and decision.

B. COMMISSION ORGANIZATION

The Fire Commission shall consist of four regular members and one alternate member who shall be residents of the Marinwood Community Services District and one regular member and one alternate member who shall be residents of County Service Area 13 (CSA 13). Commissioners are appointed by the Board for two-year terms, three for even years and two for odd years, and shall be subject to removal by the affirmative vote of three members of the Board of Directors. The alternate member shall vote only in the absence of a regular member for whom he is the alternate. Commissioners serve without remuneration. One member shall be elected in January by the other members to chair the Commission for a period of one year. The Chair must be a regular member and a resident of Marinwood.

C. TIME AND PLACE OF MEETINGS

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

The time and date of the regular Commission meetings shall be set by the Commission with the concurrence of the Board of Directors. Meetings shall be held in the Community Center unless there is a good reason to meet elsewhere. Meetings shall be open to the public. Notice of time and place shall be given as required by law.

D. FORMAL COMMISSION ACTION

The Commission acts as a body, not as individuals. Action of the Commission as a whole is taken either by formal vote or by unanimous consent. A quorum consisting of three Commissioners is required to transact business.

E. DUTIES OF THE FIRE COMMISSION

1. To act in an advisory capacity to the Board of Directors in matters pertaining to the operation of the Fire Department.
2. To inspect fire department facilities annually.
3. To assess Fire Department needs and develop goals and objectives for meeting these needs, including buildings, fire apparatus, other fire equipment, and hydrant replacements.
4. To review and recommend capital improvement projects related to the fire department facilities and equipment.
5. To develop a long-range plan for fire department needs and to review the plan periodically.
6. To review the relationship of the Fire Department with other governmental agencies and private entities concerning topics which the Commission feels present a true and pressing need for the District's fire service, such as contracts with other agencies, mutual aid agreements, and expanded service to new areas.
7. To focus public attention upon the need for adequate fire prevention, fire protection, emergency medical, and other emergency services for the residents of the community and areas served by the Marinwood Fire Department.

8. To assist in promoting the Marinwood Fire Department Volunteers and to review the volunteer program periodically.
9. To review periodically and recommend amendments to the Rules and Regulations, Policies and Procedures, schedules and guidelines and to make minor changes or additions in consultation with the Fire Chief.
10. To recommend to the Fire Chief and the Board action concerning amendments to the fire prevention code, building standards, and ordinances which pertain to the prevention of fires within the community.
11. To assist the Fire Chief in establishing general policies and procedures in respect to the operation of the Fire Department.
12. To review reports from the Fire Chief concerning the general operations and functions of the Fire Department and make recommendations to the Board when applicable.
13. To approve requests by the Fire Chief for non-emergency budgeted expenditures not to exceed the limits set by the Board.
14. To review, comment, and make recommendations regarding the annual operating budget for the Fire Department.
15. To review and recommend to the Board any change in staffing needs of the Fire Department.
16. To perform such other duties as may be directed by the Board.

F. DUTIES OF THE CHAIR

1. To preside over meetings of the Commission, including setting rules of procedure for conduct of meetings.
2. To review the agenda for Commission meetings.
3. To attend Board meetings for the portion of the agenda covering Commission matters and such other portions as he/she may be asked to attend; to designate another member of the Commission to attend should the Chair be unable to attend.
4. To report to the Board the actions and opinions of the Commission to the extent needed to supplement the Commission's report.
5. To receive notice of emergency purchases from employee in charge as soon as possible after purchase.
6. To form special committees as needed and appoint members to serve on the committee.

G. SPECIAL DUTIES OF INDIVIDUAL COMMISSIONERS

A Commissioner may be delegated special responsibilities by the Commission.

H. DUTIES OF LIAISON DIRECTOR

A liaison director is appointed by the Chair of the Board. The liaison director attends Commission meetings and may participate in the discussion as appropriate. 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 opinions. The liaison director shall be available for advice and consultation with the Commission Chair.

April 19, 2015

Water Conservation Directive

The objectives for this directive are as follows:

- To reduce the amount of water used by Fire Department employees in routine station and training ground activities.
- To set an example to the citizens of the community that proactive steps must be taken to conserve water, and,
- To potentially avoid any criticism from members of the public or media.
- To help ensure against unauthorized water use.

Marin Water - Drought Information

1. Until further notice, all personnel are to begin reducing water usage by 25%.
2. Engine companies shall only flow water, at bare minimum amounts, during training activities when absolutely necessary. Such use shall have the concurrence of a Chief Officer. Please maximize use of the drafting pit at the Training Center.
3. Landscape watering shall be generally discontinued unless the water is non potable. Watering should occur only during non-daylight hours. Please make arrangements to remove any dead landscape materials.
4. Washing of apparatus shall be kept to a minimum and be done at the discretion of the Company Commander. Please do your best to keep your apparatus clean under these circumstances. Any necessary washing of vehicles should be done with discretion and recognize such as activity could be negatively viewed by the public.
5. All garden type hoses shall be equipped with a spring loaded shutoff nozzle and such nozzles shall be maintained in proper leak-free operating condition.
6. Shower time should be minimized.
7. Dishwashers shall only be operated with a full load.
8. When washing duty wear and fire station related laundry with station washers, please make every effort to use full loads and efficiency settings.
9. Please repair leaks within and around fire facilities and promptly report those observed elsewhere.
10. Fire Hydrant flow testing shall be strictly limited and only approved by a Chief Officer. Predicted flow information should be obtained through MMWD. No need to flow water during hydrant maintenance. Stems can be activated with the hydrant cap on.

Marinwood Fire Department Shared Services Reimbursement Request

Marinwood Fire Department Overtime Hours Served in San Rafael Fire Department:

Period: 2014/2015

Department	Date	Station	Personnel	OT Hours	Hourly rate	OT Wages	FICA	Comp*	Total Cost
Marinwood	1/31/2015	51	Anderson, Ross	10.0	25.05	375.75	28.74	20.77	425.26
Marinwood	4/3/2015	SNR	Anderson, Ross	24.0	25.05	901.80	68.99	49.84	1,020.63
Marinwood	5/4/2015	54	Anderson, Ross	24.0	25.05	901.80	68.99	49.84	1,020.63
Marinwood			Bagala, John		32.05				
Marinwood	7/21/2014	57	Brackett, Ryan	4.0	26.30	157.80	12.07	8.72	178.59
Marinwood	5/3/2015	57	Brackett, Ryan	24.0	26.30	946.80	72.43	52.33	1,071.56
Marinwood	12/26/2014	SNR	Cespedes, Esteban	24.0	26.30	946.80	72.43	52.33	1,071.56
Marinwood	1/20/2015	SNR	Cespedes, Esteban	6.0	26.30	236.70	18.11	13.08	267.89
Marinwood	11/22/2015	SNR	Cespedes, Esteban	6.0	26.30	236.70	18.11	13.08	267.89
Marinwood	7/27/2014	56	Correa, Cesar	24.0	28.86	1038.96	79.48	57.42	1,175.86
Marinwood	9/19/2014	52	Correa, Cesar	24.0	28.86	1038.96	79.48	57.42	1,175.86
Marinwood	11/1/2014	SNR	Correa, Cesar	24.0	28.86	1038.96	79.48	57.42	1,175.86
Marinwood	12/25/2014	SNR	Correa, Cesar	24.0	28.86	1038.96	79.48	57.42	1,175.86
Marinwood	4/2/2015	SNR	Correa, Cesar	9.0	28.86	389.61	29.81	21.53	440.95
Marinwood	4/3/2015	SNR	Correa, Cesar	24.0	28.86	1038.96	79.48	57.42	1,175.86
Marinwood	4/4/2015	SNR	Correa, Cesar	5.0	28.86	216.45	16.56	11.96	244.97
Marinwood	5/3/2015	56	Correa, Cesar	25.0	28.86	1082.25	82.79	59.81	1,224.85
Marinwood	8/31/2014	52	Heine, Stephen	24.0	31.52	1134.72	86.81	62.71	1,284.24
Marinwood	5/3/2015	51	Heine, Stephen	24.0	31.52	1134.72	86.81	62.71	1,284.24
Marinwood	1/12/2015	SNR	Papanikolaou, John	9.0	28.33	382.46	29.26	21.14	432.86
Marinwood	4/1/2015	SNR	Selvitella, Brandon	24.0	27.63	994.68	76.09	54.97	1,125.74
Marinwood	5/2/2015	57	Selvitella, Brandon	24.0	27.63	994.68	76.09	54.97	1,125.74
Marinwood	7/21/2014	51	Smith, Brian	4.0	28.33	169.98	13.00	9.39	192.37
Marinwood	7/5/2014	57	White, Joel	24.0	32.05	1153.80	88.27	63.77	1,305.84
Marinwood	11/2/2014	SNR	White, Joel	24.0	32.05	1153.80	88.27	63.77	1,305.84
Marinwood	11/27/2014	SNR	White, Joel	24.0	32.05	1153.80	88.27	63.77	1,305.84
								Total Cost	**22,476.79**

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

April 28, 2015

Time and Place: 7:30 Marinwood Community Center Classroom

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

Agenda
No changes or additions.

Public Comment
No comments.

Minutes of March 24, 2015 Commission Meeting
Call commented in the February minutes it was her intention to state that the public should not be attempting to micro-manage the staff.

M/s Paoli/ Tune to approve Minutes of March 24, 2015. Ayes: Perry, Paoli, Call, Valentine and Tune. Nays: None. Motion carried unanimously.

Review of Draft Board Minutes of April 14, 2015
No comments.

Commemorative Plaque for Tom Kunkel
Call stated she had looked at the commemorative stone located at Queenstone. She suggested finding or making a stone in a kid friendly shape for placement at the playground. DeMarta replied there are many stones in our parks, he will find a suitable one. Tune stated another option would be to place the plaque on a post. Call replied she would prefer a stone; it is more permanent. Paoli offered to contact Nor-Mar Engravers to inquire about the pricing of the plaque and its cost per character.

M/s Perry/ Valentine to approve commemorative plaque for Tom Kunkel by Nor-Mar Engravers; set into stone and to be placed in the playground with the price not to exceed $500.00. Ayes: Perry, Tune, Call, Paoli and Valentine. Nays: None. Motion carried unanimously.

Use of Round-Up vs. Organic Weed Control Methods
Perry began by stating earlier this week the WHO International Agency for Research on cancer announced findings that glyphosate is 'probably carcinogenic to humans'. The research published in the Lancet Oncology relies on studies conducted on the chemical over the last few decades. Perry stated she doesn't want to expose staff to glyphosate. Tune asked if the staff was certified as Qualified Pesticide Applicators. DeMarta replied yes, one staff member holds the certification. DeMarta replied the Landscape Contractor holds their own certifications. Tune stated the District's use of chemicals such as glyphosate or insecticides is just one component of a whole, and if the District is going to set a policy on chemicals it should be consistent on all fronts. Valentine replied he can understand both sides of the issue, but feels the District should not wait for the perfect plan; take one step at a time. Tune commented the safety of the staff is paramount and holding the qualified applicator certificate is a must. Call stated she disagrees with use of any chemical that could be a carcinogenic. Marinwood should be ahead of the curve with a policy on this matter. Perry stated the District should have an IPM (Integrated Pest Management) policy. DeMarta noted the staff at this time does not use Round-Up on our property. Call requested the Landscape Contractor cease use of the product as well. DeMarta replied the District is bound by a contract at this time, but will look into the language when it is time for contract renewal. DeMarta asked Tune if he is aware of any cities with a glyphosate free policy. Tune replied the County has cut back usage considerably especially in West Marin. Tune stated he would begin working on a policy for Commission review.

M/s Tune/ Paoli to place a moratorium on staff application of glyphosate until the District achieves a comprehensive policy. Ayes: Perry, Tune, Call, Paoli and Valentine. Nays: None. Motion carried unanimously.

Commission Bylaws-Revisions
Perry stated Director Hansell requested the bylaws be reviewed by County Counsel. Counsel had reviewed the bylaws and made suggestions. The Commission went through line by line and reviewed the suggested changes.

M/s Valentine/ Tune to approve Commission Bylaws with amendments as discussed. Ayes: Perry, Call, Valentine, Tune and Paoli. Nays: None. Motion carried unanimously.

Code of Conduct and Ethics for Commission Members
Perry asked the Commissioners if they would like to keep this document. Call replied it is a bit vague, and would like to add language regarding Commissioner orientations. Call additionally commented she doesn't agree with the wording "must"; Call suggested "shall". Valentine replied as Commissioners it is our duty to understand the CSD in all aspects. The Commission decided upon changing item two to "shall", as well as deleting item five.

M/s Paoli/ Valentine to approve Code of Conduct and Ethics for Commission members as amended and have it placed as an attachment to the bylaws. Ayes: Perry, Call, Paoli, Valentine and Tune. Nays: None. Motion carried unanimously.

Park and Recreation Report
Perry commended DeMarta for his work on the energy efficiency projects such as the pool equipment and the Smart Lights for the Main hall. Perry also commended Marco Giron for his work at Creekside Park, he has done a wonderful job. DeMarta thanked Tune for his time spent surveying and making recommendations for the CSD.

Q&A on Non-Agenda Items/ Requests for Future Agenda Items
Call commented the Never Never Land sign at Huckleberry and Idylberry has been vandalized and would like to find a volunteer to repair the damage. DeMarta suggested contacting Stewart Quan.
Perry stated some items for next agenda will be:

IPM Policy Plan
How to grow as a District/ increase revenues

The meeting concluded at 9:15PM.
The date of the next Park and Recreation Commission meeting is May 26, 2015 at 7:30pm in the Community Center Classroom.

Respectfully submitted,
Carolyn Sullivan

MARINWOOD COMMUNITY SERVICES DISTRICT
PARK AND RECREATION COMMISSION BYLAWS

(Proposed to Board of Directors 05/12/2015)

ARTICLE I – NAME

This Commission shall be designated the Marinwood Community Services District Park and Recreation Commission, referred to hereinafter as the "Commission."

ARTICLE II – PURPOSE AND AUTHORITY

The 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 (hereinafter collectively referred to as the "Park and Recreation Departments") 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 – COMMISSIONERS' RESPONSIBILITIES

Commissioners shall:

1. Attend Commission meetings.
2. Serve on Commission committees.
3. Review, comment, and make recommendations regarding the annual operating budget for the Park and Recreation Departments.
4. Review and recommend to the Board any change(s) in staffing needs of the Park and Recreation Departments.
5. In cooperation with staff, develop and recommend to the Board a long-range plan for Park and Recreation Department facilities and review the plan periodically as necessary.
6. Monitor existing capital projects related to Park and Recreation Department facilities and suggest new capital projects based on community recreation needs.

7. Inspect Park and Recreation Department facilities annually during summer months and develop a list of recommended improvements.
8. In cooperation with staff, review and suggest revisions to the Board regarding rules, regulations, policies and schedules concerning Park and Recreation Department facilities and activities as needed.
9. Review monthly reports from staff concerning the general operations, functions and activities of the Park and Recreation Departments.
10. Promote the preservation and protection of the natural resources under District purview.
11. 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.
12. 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 during its 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. There are no term limits for Commission members.

C. VACANCY, RESIGNATIONS AND REMOVAL

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 email lists and 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. Current Commission members whose terms are expiring may apply for reappointment following the same procedure.

Any appointed member may resign by giving written notice to the Board which shall be delivered to the District Manager's office or via Email to the District Manager. 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. The current alternate commissioner may at that time apply for the vacated seat. The new appointee will serve the remainder of the vacated term.

Any vacancy in the office of Chairperson or Vice Chairperson or any other elected position that occurs during the unexpired term of office shall be filled at the first regularly scheduled Commission meeting. The Chairperson or Acting Chairperson shall take nominations from the floor to fill such a vacant position. The election of the officer to that position shall then be conducted by a roll call vote.

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. The chairperson can be removed from this position by the majority vote 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 unavailable.

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 in compliance with the Ralph M. Brown Act.
i. Act as official spokesperson for the Commission.

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 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.

1. DUTIES OF VICE-CHAIRPERSON

a. Perform the duties of the Chairperson in the absence of the Chairperson.
b. Serve in such capacities as may be assigned by the Chairperson.

F. LIAISON DIRECTOR

A Liaison Director is a member of the Board 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 when the Chairperson is not available.
c. The Liaison Director shall be available for advice and consultation with the Commission Chairperson.

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. COMMITTEE MEETINGS

The time, date and location of any committee or subcommittee meeting shall be determined by the chairperson of such committee or subcommittee.

D. 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, without good cause, will trigger the Chairperson's inquiry into the nature of the absence, and may trigger Commission's request to the Board 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. "Good cause" is defined as illness, death of family member, childbirth, or business necessity; or any family or personal event which conflicts with Commission business and is reported to the staff as indicated above (the exception is any emergency, which can be reported later.)

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

E. AGENDA

Unless otherwise determined by the Chairperson, the agenda of the regular meeting shall be in compliance with the Ralph M. Brown Act and shall include, but is not limited to, the following:

1. Confirmation of a Quorum
2. Call to Order
3. Review of the Agenda
4. Public Comment on Non-Agenda Items
5. Approval of the draft minutes from the prior Commission meeting
6. Review of the draft minutes from the last meeting of the Board
7. Park and Recreation Department Staff Report
8. Requests for Future Agenda Items
9. Adjournment

F. 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.

G. 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, subject to Board approval, 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, the District's Code of Conduct and Ethics for Commission Members (Attachment A) 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 VIII – GOVERNING PROVISIONS; SEVERABILITY

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

ARTICLE IX – EFFECTIVE DATE AND AMENDMENTS

These Bylaws shall be effective upon their adoption at a regularly scheduled meeting of the Board and shall supersede the "Authority and Responsibilities of the Marinwood Park and Recreation Commission" and the "Code of Conduct and Ethics for Commission Members" previously adopted by the Board, which may be in conflict with the provisions contained herein. 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. 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.

ATTACHMENT A

CODE OF CONDUCT AND ETHICS FOR COMMISSION MEMBERS

1. Commissioners must conduct themselves with courtesy and respect to each other, to staff, to members of the audience in attendance at meetings, and to the community in general.

2. Commissioners shall be prepared to discuss agenda items at meetings and keep their comments to the subject at hand.

3. Commissioners are encouraged to seek clarification on agenda items from staff prior to meetings.

4. Commissioners may collaborate with staff on specific projects or issues, but they shall refrain from involvement in or supervision of the day-to-day operations of the District.

5. Commissioners may not represent the Commission before any other commission, outside agency, the press, or the general public unless authorized by the Commission as the designated spokesperson. This is further subject to the authorization of the Board.

6. Commissioners may not use the appointed title to promote personal or political interests.

7. In public statements, Commissioners must accurately represent the adopted position and opinion of the Board and/or Commission as a whole. While Commissioners may express their individual viewpoint on an issue, they must clearly indicate that the opinion stated is personal and does not represent the official position or opinion of the Board and/or Commission.

Park & Recreation Report – May 2015
Shane DeMarta, Recreation Director

Recreation Activities

Smart Lights Audit:

Smart Lights came out and replaced all of the recessed lighting in the reception hall with LED lightbulbs. The cost of the changeover to LED was just over $500; however with current rebates Smart Lights was able to give us the lightbulbs at no cost to the CSD. The CSD should also see energy savings of $500-$600 annually. Smart Lights is looking into other efficiency's for us to implement in the coming months.

Donation:

Meritage Medical (formally Marin IPA) has generously donated $1,500 to our camp program.

Spring Events:

Tea Party:
The *Marinwood Fairy Tale Tea Party* was held Sunday, April 19 at the Marinwood Community Center. The event was well attended (we sold out of tickets) with 20 children and their parents in attendance.

Summer Events:

We are gearing-up for the annual Music in the Park Series. Four of the five bands are booked (thank you Bill Hansell) and we are currently working on marketing material.

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:

Playgrounds:
Creekside Park: (complete)

Main Park:

- Add new fall material (in-progress)
- Removing unsafe bench in playground (complete)
- Update landscaping in playground (in-progress)
- Stain tables and benches (TBD)
- Reset pavers in front and rear entry to community center (TBD)

Mini Park:

- Add new fall material (in-progress)

Turf:

- Aeration, top dressing, and seeding of main park

Open Space:

- Removal of tree in open space near Casa Marinwood: Risk of falling into homeowner's roof. (hired outside contractor)
- Removal of tree in open space near Creekside Park: Tree was hung-up and posed risk of falling. (hired outside contractor)
- Removal of tree on Elvia Ct.: Two trees fell on homeowner's fence. (Marinwood Park Staff completed work)

Park Shed:

- Currently removing all unneeded equipment
- Consolidating all heavy equipment, will be moving as much as possible into the fenced in area or garage so that it will be out of public sight.
- Construction of three to four "bays" to hold landscaping materials (soil, rock, sand, woodchips). Currently, we just drop material in piles.

NOVEMBER 3, 2015 *Uniform District Election*

BALLOT MEASURE DEADLINES

	# of days before election ↓	
August 7, 2015	88	Last day to submit Resolutions to the Board of Supervisors and Registrar of Voters calling an election and requesting consolidation where applicable. Must be in our office by 4:30 p.m. Last day to submit tax rate statement for bond measures. Measure question is limited to 75 words. ***EC §1405, §9401, §10002, §13247***
August 8 thru August 17, 2015	87 - 78	Ten (10) day public examination period of measures. ***EC §9190, §9380, §9509***
August 10, 2015	85	Measure letters assigned by Registrar of Voters. See how measures get their letters at www.marinvotes.org. ***EC §13116***
August 12, 2015	83	Last day to withdraw a measure from the ballot. Written notification must reach this office by 4:30 p.m. on this date or the measure will remain on the ballot. ***EC §9605***
August 17, 2015	78	Last day to submit or withdraw ballot arguments (300 word limit) to the Election Dept. ***City measures arguments*** must be filed with the City Clerk. *Cities may have different deadlines for arguments.* City Attorney & County Counsel's analysis due. ***EC §9161-9166, §9601, §9280-9286***
August 18 thru August 27, 2015	77 - 68	Ten (10) day public examination period of primary arguments. ***EC §9190, §9380, §9509***
August 24, 2015	71	Last day to submit rebuttals (250 word limit) to the arguments for or against a measure, filed with all documents required by the Elections Office. ***EC §9167***
August 25 thru September 3, 2015	70 - 61	Ten (10) day public examination period of rebuttal arguments. ***EC §9190***