

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

Tuesday – June 14, 2016 – 6:30 PM

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

*Open Session will begin no earlier than 7:30PM. Times listed are approximate, subject to the course of the meeting.

Time*	Description:	Board Action
A. 6:30 PM	CALL TO ORDER	
B. 6:30 PM	CLOSED SESSION 1. Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Jack Hughes, Liebert Cassidy Whitmore. Represented Employees: Marinwood Professional Firefighters 2. Conference with Legal Counsel – Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code 54956.9(d)(2) and e(5): Number of Cases Unknown	
C. 7:30 PM	OPEN SESSION: CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
D. 7:30 PM	AGENDA	Adopt
E. 7:35 PM	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of May 10, 2016 b. Bills Paid Nos. 1056-1158	Approve
F. 7:45 PM	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on Closed Session and non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
G. 7:55 PM	DISTRICT MATTERS	
	1. Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities <i>Committee Member(s): Jeff Naylor, Bill Shea</i>	Review
	2. Update from Ad-Hoc Committee to Review, Revise, Create District Policies & Procedures: Discuss Next Project(s). <i>Committee Member(s): Izabela Perry</i>	Discuss
	a. DRAFT: Marinwood CSD Petty Cash Policy	Approve
	b. DRAFT: Marinwood CSD Payroll Management Policy	Approve
	3. District Manager Report	Review
H. 8:30 PM	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of June 7, 2016	Review
	2. Fire Chief Report and Activity Summary Report for May, 2016	Review
	3. Resolution 2016-03: Authorizing the Fire Chief to Sign the Joint Powers Agreement for Hazardous Materials Spill Management	Approve
	4. Date of Next Fire Commission Meeting – TBD due to July 4 th Holiday	
I. 8:50 PM	PARK AND RECREATION MATTERS	
	1. Draft Minutes of Park & Recreation Commission Meeting of May 24, 2016	Review
	2. Recreation and Park Maintenance Activity Reports	Review
	3. Date of Next Park & Recreation Commission Meeting – June 28, 2016	
J. 9:05 PM	NEW AND OTHER BUSINESS	
	1. Change in Public Contact Information for Board Directors from Personal Phone Numbers to Email Addresses	Approve
	2. Resolution 2016-04: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services	Approve
	3. Resolution 2016-05: Determining the FY 2016-2017 Appropriations Limit on Tax Proceeds	Approve
	4. Requests for Future Meeting Agenda Items	
K. 9:25 PM	RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST	
L. 9:30 PM	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – July 12, 2016 at 7:30 PM	

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

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday May 10, 2016

Time and Place: 6:30PM Marinwood Community Center classroom.

Closed Session

1. *Conference with labor negotiators section 54957.6. Agency designated representatives: Jack Hughes, Liebert Cassidy and Whitmore. Represented employees: Marinwood Professional Firefighters.*

2. *Conference with Legal Counsel- Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code 54956.9(d)(2) and e(5): Number of cases unknown.*

Closed session began at 6:30pm. Closed session ended at 7:20pm. No action was taken; the Board advised its representatives.

Present:

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

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

Park and Recreation Commissioners: Shane Valentine.

Others Present: Stephen Nestel, Linda Barnello, Cameron Case and Paul Brunell.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

M/s Naylor/ Perry to approve agenda as presented. Ayes: Perry, Kai, Kleinman-Green, Naylor and Shea.

Nays: None. Motion carried unanimously.

Consent Calendar

a. *Draft minutes of Regular Meeting of April 12, 2016:* Kai requested verbiage to District Matters, "Nestel addressed Kai as 'little man'".

b. *Draft Minutes of Special Hearing Meeting of April 26, 2016:* No comments.

c. *Bills Paid Nos. 958-1055:* Shea asked about the overtime costs. Chief Roach replied the Department is almost back to being fully staffed.

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

Nestel held up all his fingers and stated they all have meaning. It's not up to the Board to add language that conflicts with the speaker. The Board is required to state facts and not add narrative. Last month's Board minutes were libelous and slanderous.

Public Comment Open Time for Items Not on Agenda

Case stated him and his wife Pam would like to express their deepest thanks to Ron Marinoff for his past and continued service to the community.

Case also commented he would like to express his gratitude for the improved maintenance in the community. DeMarta has done a great job and Case as well as the Lion's Club looks forward to the continued partnership between the Lion's club and the Recreation Department.

Nestel commented he had been approached by a Board member which led to an altercation resulting in the Sherriff's being called and consequently having to appear in court, as well as the perpetrator. At the trail both the District Manager and Fire Chief were asked to attend. This was a private matter and their appearance was a misuse of public funds; the District should be compensated.

Barnello recited the very first paragraph of the Brown Act Law. Barnello commented she is disappointed the Board has decided to ignore the California Brown Act Law in regards to the Board Bylaws and increased censorship on public comment. Barnello then read sections 54954.3 and 54954.2 of the Brown Act.

Naylor responded citing section 54954.3(b) of the Brown Act.

Personnel Matters

1. *Change in "Park Maintenance II" Position Wage Scale from Range 104 to Range 106 (2%) in District Salary Schedule, effective 7/1/2016:* Dreikosen commented the Park staff has seen a total wage increase of 3% over the past eight years. Shea asked if the calculation is already factored into the 2016/17 Budget. Dreikosen replied yes.

M/s Perry/ Shea to approve change in "Park Maintenance II" Position Wage Scale from Range 104 to Range 106 (2%) in District Salary Schedule, effective July 1, 2016. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Fiscal Matters

1. *Proposed District Budget for Fiscal Year 2016-2017*: Dreikosen commented the budget presented is very similar to the budget presented last month aside from a distribution of taxes. Dreikosen noted the Park and Recreation Commission requested that Measure A funding for the year be allocated to the repair and or replacement of the Park Maintenance shed. Valentine stated there are two individuals on the Commission with extensive knowledge of Park management and they have been working together on a plan for the area.

M/s Perry/ Kleinman-Green to approve Proposed District Budget for Fiscal Year 2016-2017. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities, Committee Member(s): Jeff Naylor and Bill Shea*: Naylor commented the committee had spent four months gathering information with much of that information being shared at previous Board meetings. The Board needs to figure out what it would like to do about the growing OPEB liabilities. The one solution that makes sense is to place funds in an irrevocable trust. The CSD would have to contact PERS to verify that the discount rate is affected. Roach asked if the CSD could tier the post retiree healthcare. Naylor replied yes. Nestel commented it is commendable the Board is addressing the issues, but has concern with locking the CSD funds in one specific area; it is not the only problem facing the CSD. Nestel commented this committee should be required to bring all the information found into the clear. Naylor responded some information was provided in closed session; it is not appropriate timing for that information to be stated in public session at this time, but rest assured it will be made public when allowed.

2. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedure: Discuss Next Project(s). Committee Member(s): Izabela Perry*: Perry stated she is looking to the Board for guidance. Naylor commented he would like to see a communication policy as well as revisiting the policy for free/reduced fee for CSD rentals. Kleinman-Green stated she would like to see a social media policy. Shea commented he as well would like to see a social media policy. Kai stated he would like to see a policy on workplace violence specific to staff and volunteers. Dreikosen commented he would ask the Board to look at accounting control policies. Nestel commented the Board cannot create laws; this Board has a lack of clarity. The public is frustrated with the actions of the Board; the public wants reports as to what will be discussed at the Board meetings.

3. *District Manager Report*: Dreikosen commented he and Sullivan had spent about three hours with Dan Hom from Novato Fire Protection District regarding the QuickBooks transition; Hom has been a very good resource. The CSD will have to rely on the County system to write checks for at least the first quarter of the fiscal year; hopefully by quarter two we will have outside warrants. Dreikosen stated there is a presentation regarding "The Oaks" a proposed retirement development being held on May 11th at the Community Center. Additionally, Supervisor Connolly will be hosting a meeting at the Community Center on June 8th.

Fire Department Matters

1. *Fire Chief Report and Activity Summary Report for April, 2016*: Chief noted the new engine will be going into service by Monday.

2. *Resolution 2016-02: Section 21156, Government Code. Confirming Disability Status for Application of Industrial Disability Retirement Submitted by Employee*: Dreikosen distributed to all Board members and public an updated Resolution that included specific dollar amounts. Kai read the Resolution into the record. Dreikosen noted that the CSD will be required to make upfront monthly payments, but will be reimbursed. Nestel stated a written detailed report is needed for this agenda item and asked who could explain the work injury. Dreikosen commented Bagala had submitted all his paperwork to Workers Compensation; they investigate thoroughly. Roach stated no matter how you feel about California's Workers Compensation Policies, Bagala has been a very good employee. Naylor commented he had the opportunity to meet and confer with Bagala; Naylor wished him well. Kai commented Bagala was helpful in passing the most recent CSD Measures H and I; Kai thanked him for his service.

M/s Perry/Kleinman-Green to approve Resolution 2016-02, Section 21156 Government Code, Confirming Disability Status for Application of Industrial Disability Retirement Submitted by Employee. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of April 26, 2016*: Valentine commented the Commission did decide to dedicate all Measure A funds to the repair and or replacement of the Park Maintenance shed. Additionally the Commission had a guest speaker from Marin Link to discuss the possibility of them being a fiscal sponsor for Marinwood; although right now the Commission does not have any recommendations for the Board. Perry commented this idea is not new, but the Commission needs the right people to lead a community run foundation.

2. *Recreation and Park Maintenance Activity*: DeMarta reported the Maintenance staff had removed some fallen trees that had blocked a walk-through passageway. DeMarta reported he had taken a tour of the Center for Volunteer and Nonprofit Leadership to look at possible grant funds.

New and Other Business

1. *Marin County Grand Jury Report: Discuss and Potentially Approve Formal Response to Recent Grand Jury Regarding Website Transparency*: Dreikosen stated he had met with Perry and staff to discuss and write the response. The CSD website was on the Board's radar way before the Grand Jury report was released. Nestel commented he recommend the CSD look into custom sites. Kai thanked Perry and staff for working on this matter.

M/s Perry/Kleinman-Green to approve formal response to Grand Jury regarding website transparency. Ayes: Perry, Kai, Naylor, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

2. *Requests for Future Meeting Agenda Items*: No requests.

Recognitions and Board Member Items of Interest

Perry commented she would like to recognize John Tune for his expertise on Park Maintenance issues; he is truly an asset to the Commission.

Naylor thanked staff for the new Marinwood Newsletter.

Kai thanked staff and public for their concern regarding his father; it is appreciated.

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

The meeting was adjourned at 9:20pm.

The date of the next Regular Board Meeting was set for June 14, 2016 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan

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

Fund 73700

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

Approved by the Board of Directors on June 14, 2016

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
1056	5/24/16	PERS Health	41,271.52	Health Ins. June	3100	5130120	103000	23,276.99
					2100	5130120	103000	8071.57
					1100	5130120	103000	9922.96
1057	5/24/16	Vision Services Plan	443.00	Vision Ins. June	3100	5130120	103000	276.88
					2100	5130120	103000	94.13
					1100	5130120	103000	71.99
1058	5/20/16	Delta Dental	2,607.68	Dental Ins. June	3100	5130120	103000	1,525.65
					2100	5130120	103000	541.00
					1100	5130120	103000	541.03
1059	5/20/16	AFLAC	127.40	Disability Ins.	1100	5130120	103000	127.40
1060	5/5/16	CalPERS	2,600.00	GASB 68	3100	5130510	103000	1,560.00
					2100	5130510	103000	650.00
					1100	5130510	103000	390.00
1061	5/5/16	Vision Services Plan	420.85	Vision Ins. May	3100	5130120	103000	254.73
					2100	5130120	103000	94.13
					1100	5130120	103000	71.99
1062	5/5/16	Ca Assoc of Pro Fire	269.50	Long Term Dis. May	3100	5130120	103000	269.50
1063	5/5/16	CalPERS	13,384.00	Fire Unfunded Liability	3100	5130510	103000	13,384.00
1064	5/5/16	CalPERS	3,671.00	P&R Unfunded Liability	2100	5130510	103000	2,033.00
					1100	5130510	103000	1,638.00
1065	5/3/16	Pers Retirement	11,947.73	Retirement 4/29/16	3100	5130510	103000	9,131.60
					2100	5130510	103000	1,626.37
					1100	5130510	103000	1,189.76
1066	5/12/16	Marinwood CSD	82,105.88	Fire Reg Salary	3100	5110110	103000	31,819.68
				Fire Overtime	3100	5120110	103000	10178.64
				Shift Cap/Work Week	3100	5110319	103000	935.70
				4850 Pay	3100	5110110	103000	790.56
				Admin Asst.	3100	5110210	101000	552.93
				Admin Mngr.	3100	5110110	101000	1,865.60
				Admin Asst.	2100	5110210	101000	552.93
				Admin Asst.	1100	5110210	101000	276.47
				Admin Mngr.	2100	5110110	101000	932.80
				Admin Mngr.	1100	5110110	101000	932.80
				Rec Director	2100	5110110	103000	2,647.12
				Rec Director	1100	5110110	103000	1,134.48
				Rec Salary	2100	5110110	103000	6,830.40
				Park Salary	1100	5110110	102000	6,272.00
				Bldg. Attendant	2100	5110210	104000	824.00
				Pool Staff	2100	5110210	105000	4,308.95
				Swim Team	2100	5110210	113000	6,016.25
				Aquatics/Lessons	2100	5110210	106000	1,936.28
				Summer Prog.	2100	5110210	107000	430.00
				Preschool	2100	5210210	108000	3,160.75
				Payroll Billing	3100	5210230	103000	125.02
				Payroll Billing	2100	5210230	103000	87.09
				Payroll Billing	1100	5210230	103000	16.39
				FICA	3100	5140140	103000	3,255.89
				FICA	2100	5140140	103000	2,478.71
				FICA	1100	5140140	103000	474.94
				Ca/Edu	3100	5140145	103000	127.42
				Ca/Edu	2100	5140145	103000	428.44
				Benefits withholding		2120066	103000	-7,286.36
1067	5/16/16	PERS Retirement	11,772.16	Retirement 5/13/16	3100	5130510	103000	8,968.91
					2100	5130510	103000	1,619.93
					1100	5130510	103000	1,183.32
1068	5/31/16	Ca Assoc of Pro Fire	245.00	Long Term Dis. June	3100	5130120	103000	245.00
1069	5/31/15	AFLAC	127.40	Disability Ins.	1100	5130120	103000	127.40
1070	5/31/16	Marin Pro Fire	671.00	Union Dues May	3100	5211330	103000	671.00
1071	5/27/16	Marinwood CSD	107,908.04	Fire Reg Salary	3100	5110110	103000	46,756.91
				Overtime	3100	5120110	103000	7,318.44
				Shift Cap/Work Week	3100	5110319	103000	637.20
				4850 Pay	3100	5110110	103000	8,445.81
				Holiday Pay	3100	5110313	103000	1,971.60
				Admin Asst.	3100	5110210	101000	585.22
				Admin Mngr.	3100	5110110	101000	1,865.60

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
				Admin Asst.	2100	5110210	101000	585.22
				Admin Asst.	1100	5110210	101000	292.61
				Admin Mngr.	2100	5110110	101000	932.80
				Admin Mngr.	1100	5110110	101000	932.80
				Rec Director	2100	5110110	103000	2,647.12
				Rec Director	1100	5110110	103000	1,134.48
				Rec Salary	2100	5110110	103000	6,830.40
				Park Salary	1100	5110110	102000	6,272.00
				Bldg. Attendant	2100	5110210	104000	934.00
				Pool Staff	2100	5110210	105000	6,734.10
				Swim Team	2100	5110210	113000	6,085.03
				Aquatics/Lessons	2100	5110210	106000	519.46
				Summer Prog.	2100	5110210	107000	2,916.50
				Preschool	2100	5110210	108000	3,149.00
				Youth Prog	2100	5110210	110000	397.50
				Payroll Billing	3100	5210230	103000	179.45
				Payroll Billing	2100	5210230	103000	95.85
				Payroll Billing	1100	5210230	103000	15.80
				FICA	3100	5140140	103000	4,307.76
				FICA	2100	5140140	103000	3,270.38
				Ca/Edu	3100	5140145	103000	308.79
				Ca/Edu	2100	5140145	103000	456.80
				Benefits withholding		2120066	103000	(8,670.59)
1072	5/20/16	AT&T	125.67	Internet Park	1100	5210725	103000	125.67
1073	5/13/16	PG&E	2,676.23	Electricity Apr.	3100	5210810	103000	473.50
					2100	5210810	103000	2,022.20
					1100	5210810	103000	180.53
1074	5/11/16	AT&T	75.28	Phones April	3100	5210725	103000	75.28
1075	5/10/16	Verizon	42.44	Cell phone E58	3100	5210725	103000	42.44
1076	5/10/16	American Messaging	42.81	Messaging May	3100	5210725	103000	42.81
1077	5/10/16	Sprint	291.09	Cell phones April	3100	5210725	103000	291.09
1078	5/6/16	PG&E	1,786.21	Gas March	2100	5210810	103000	1,570.79
					3100	5210810	103000	215.42
1079	5/5/16	MMWD	2,495.25	Water Feb-Apr	3100	5210835	103000	100.00
					2100	5210835	103000	640.60
					1100	5210835	103000	1,754.65
1080	5/5/16	DC Electric	131.20	Pool Maint lighting	2100	5220215	103000	131.20
1081	5/5/16	PG&E	1,419.16	Streetlights Apr.	4100	5210825	103000	1,419.16
1082	5/27/16	Dairy Delivery	512.94	Vending	2100	5220826	105000	512.94
1083	5/26/16	Marin Dance Theatre	916.50	Dance Classes	2100	5210146	110000	916.50
1084	5/26/16	CPRS	450.00	Camp Training	2100	5211315	103000	450.00
1085	5/24/16	Liebert Cassidy Whitmore	2,526.50	Legal fees	3100	5210131	103000	2,501.00
					2100	5210131	103000	12.75
					1100	5210131	103000	12.75
1086	5/24/16	Ace Promotional	3,472.75	Camp shirts/Staff shirts	2100	5220819	107000	3,472.75
1087	5/20/16	Staples	357.95	Office supplies	3100	5220110	103000	151.89
					2100	5220110	103000	206.06
1088	5/17/16	SBA Services	1,105.00	Janitorial May	2100	5211110	104000	1,105.00
1089	5/13/16	Grainger	226.72	Misc. Supplies	3100	5220810	103000	226.72
1090	5/12/16	Krav Maga Xtreme	600.00	Self defense classes	2100	5210146	111000	600.00
1091	5/13/16	City of San Rafael	200.00	Academy fees	3100	5211340	103000	200.00
1092	5/12/16	Hagel Services	536.38	Janitorial Supplies	3100	5220827	103000	403.54
					2100	5220827	103000	132.84
1093	5/12/16	Costco	598.97	Comm. Events	2100	5220819	112000	210.69
				Youth Prog	2100	5220819	110000	100.48
				Pool Supplies	2100	5220819	105000	287.80
1094	5/12/16	State of Ca Dept Justice	64.00	Fingerprinting	2100	5210128	103000	64.00
1095	5/12/16	Ace Promotional	3,472.75	Guard/Attend/CIT shirts	2100	5220819	105000	3,472.75
1096	5/10/16	Landesign	2,985.00	Landscape Contractor	1100	5211125	103000	2,985.00
1097	5/10/16	ECMS	359.46	Fire Equip	3100	5220825	103000	359.46
1098	5/10/16	Diego Truck Repair	3,469.08	Vehicle Maint.	3100	5210910	103000	3,469.08
1099	5/10/16	Rosenbauer	570.17	Vehicle Maint.	3100	5210910	103000	570.17
1100	5/10/16	Co of Marin Sheriff	963.50	Mobile Data Apr-Jun	3100	5210925	103000	963.50
1101	5/10/16	Hook Fast	47.08	Clothing	3100	5220825	103000	47.08
1102	5/10/16	Dixie School District	90.00	Room Rental	2100	5220819	110000	90.00
1103	5/10/16	State of Ca Dept Justice	64.00	Fingerprinting	2100	5210128	103000	64.00
1104	5/10/16	LN Curtis & Sons	5,146.88	Vehicle Maint.	3100	5210910	103000	2,308.84
				Fire Equip	3100	5220810	103000	1,871.18
				Fire Clothing	3100	5220825	103000	966.86
1105	5/10/16	State of Ca Dept Justice	608.00	Fingerprinting	2100	5210128	103000	608.00
1106	5/10/16	Leslie's Pool Supplies	1,277.29	Pool chems	2100	5220810	105000	1,277.29

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
1137	5/26/16	Pagani, Rossana	440.00	Italian Classes	2100	5210146	111000	440.00
1138	5/23/16	DeMarta,Shane	206.78	Lumber, Grounds Maint	1100	5220310	103000	206.78
1139	5/18/16	Gockel, Gary	3,000.00	Chlorine Gener. (Meas A)	2100	5220910	103000	3,000.00
1140	5/16/16	Press, Susan	34.99	Coffee	2100	5220110	103000	34.99
1141	5/10/16	Bruton, Robyn	18.00	Cleaning tablecloths	2100	5220819	107000	18.00
1142	5/10/16	Stanic, James	95.00	Physician svcs	3100	5140130	103000	95.00
1143	5/10/16	Schultz, DJ	225.00	DJ for camps 6/17	2100	5220819	107000	225.00
1144	5/10/16	Schultz, DJ	237.50	DJ for camps 6/17	2100	5220819	107000	237.50
1145	5/10/16	Day,Sean	14.76	Vehicle Maint.	3100	5210910	103000	14.76
1146	5/5/16	Zylberberg, Bernard	280.00	QB Instal	3100	5220110	103000	140.00
					2100	5220110	103000	70.00
					1100	5220110	103000	70.00
1147	5/5/16	McSwain, Duncan	348.00	Photography classes	2100	5210146	111000	348.00
1148	5/5/16	Mehciz, Gerald	91.20	Tennis Prog	2100	5210146	109000	91.20
1149	5/4/16	Brown, Jennifer	151.00	Refund Camps	2100	4631920	107000	151.00
1150	5/4/16	Todd, Jason	50.00	Refund Camps	2100	4631920	107000	50.00
1151	5/12/16	Clippinger, Skip	406.50	Ballroom Dance	2100	5210146	111000	406.50
1152	5/12/16	McInroy, Kebby	558.00	Sewing	2100	5210146	110000	558.00
1153	5/12/16	Mehciz, Gerald	4,871.00	Tennis Prog	2100	5210146	109000	4,871.00
1154	5/12/16	Pagani, Rossana	1,015.20	Italian Classes	2100	5210146	110000	1,015.20
1155	5/17/16	Korty, Karitas	120.00	Refund Rental	2100	4410215	105000	120.00
1156	5/31/16	Thistle, Annie Leese	200.00	Breakout Labs	2100	5220819	107000	200.00
1157	5/31/16	Pierce, Jill	250.00	Music for Camps	2100	5220819	107000	250.00
1158	5/31/16	Bagala, John	2,488.58	Advanced Pension	3100	5110110	103000	2,488.58
TOTAL:			381,425.30					381,425.30

Total by Department:		
Streetlights	4100	1,659.64
Fire Department	3100	210,232.93
Recreation Department	2100	136,705.69
Park Department	1100	48,783.99



Memo

To: Eric Dreikosen
From: Jeff Naylor
Date: June 10, 2016
Re: Marinwood CSD Unfunded Future Liabilities Status Report

The ad hoc committee formed to look into unfunded liabilities has completed their core analysis. The principal information has been published in previous board packets.

The committee has now begun to research various prefunding options for its future health benefit liabilities (OPEB). On Wednesday, June 8th, committee members Bill Shea and Jeff Naylor (via phone) along with District Manager Eric Dreikosen met with Matt Goss, Customer Outreach and Support Manager with the CalPERS California Employers' Retirement Benefit Trust (CERBT).

Highlights of this meeting included:

1. CERBT is an irrevocable trust fund designed solely to address OPEB liabilities.
 - a. *"Employer may receive disbursements not to exceed the annual premium and other costs of post-employment healthcare benefits and other post-employment benefits as defined in GASB 43."*
2. CERBT is administered through CalPERS, but operated a separate "non-profit" entity.
3. CERBT has three investment models/strategies available:
 - a. Higher Risk – 7.28% Anticipated RoR, 11.74% Standard Deviation
 - b. Medium Risk – 6.76% Anticipated RoR, 9.32% Standard Deviation
 - c. Lower Risk – 6.12% Anticipated RoR, 7.14% Standard Deviation
4. There is no minimum "initial contribution" nor minimum "annual contributions" required. This is entirely dependent on the District's investment funding policy and financial ability to invest.
 - a. In the event no contribution is made for a given year, there are no administrative fees.
5. Making a contribution into the fund will immediately have positive impact on the discount rate applied to our current OPEB liabilities.
6. Cost-sharing (employee contributions) is allowable with following conditions:
 - a. Employee shared contributions must be mandatory and uniform, but may vary by bargaining unit only.
 - b. No one-time irrevocable elections
 - c. Assets contributed to the CERBT belong to the employer
7. Within the primary fund, sub-accounts may be created by employee classification
 - a. % of funds or specific dollar amount can be designated to a specific bargaining unit

8. CERBT currently has contracts with 486 Public Employers in California (most amongst competitors)
 - a. Over 250 are Special Districts
 - b. 22 Marin County agencies participate, including County of Marin

Next steps

The committee will

- o Continue to research other retirement benefit trust options including but not limited to
 - o Public Agency Retirement Services (PARS)
 - o International City/County Management Association (ICMA)
 - o Keenan Financial Services

MARINWOOD COMMUNITY SERVICES DISTRICT

PETTY CASH POLICY - DRAFT

Presented to Board of Directors: June 14, 2016

Purpose:

The purpose of a Petty Cash Fund is to facilitate small purchases or reimbursements needed in the day-to-day operations of the organization, without going through the check writing process or when utilizing a District credit card is not available. The use of a District credit card is the preferred means for making purchases of this nature.

Policy:

The following employees have access to petty cash funds:

- Recreation Supervisors
- Park and Recreation Manager
- Fire Chief
- District Manager

Employees are responsible for their own petty cash fund and shall keep the fund in a secure location.

The limit for the petty cash fund is currently set by the Board of Directors at \$200 each, but can be changed at any official meeting of the Board by a formal vote.

Procedure:

Petty cash receipts shall be affixed to an 8x11 page listing the name of the party requesting reimbursement and submitted to the Administrative Assistant. In the event of a lost receipt, the Administrative Assistant or District Manager may approve reimbursement based on a memo describing the item and cost. The Administrative Assistant will allocate the expenditure to the appropriate account prior to reimbursing the employee.

Each employee will ensure that their petty cash fund contains receipts and/or cash totaling the amount of the fund at all times. The Administrative Assistant will conduct a monthly audit and immediately report any irregularities to the District Manager. The results of monthly audits are recorded by the Administrative Assistant and maintained until the end of the fiscal year. The District Manager may periodically perform unannounced audits of petty cash.

MARINWOOD COMMUNITY SERVICES DISTRICT
PAYROLL PROCEDURES AND TIMESHEET POLICY – DRAFT

Presented to Board of Directors: June 14, 2016

Purpose:

The purpose of the Payroll Procedures and Timesheet Policy is to assure that payroll is based on proper authorization and required documentation, is paid at the approved rate to actual employees, and to assure that proper and timely reporting is made to federal, state, and local taxing authorities.

The policy outlines the record keeping, procedures and controls utilized in the function of payroll processing.

Policy:

District-level payroll data is reviewed by the Board of Directors at each regular meeting as a component of the monthly claims list. Salary schedules, salary ranges and/or benefit changes must be approved by the Board of Directors at a public meeting.

Payroll is processed by the Administrative Assistant and authorized by the District Manager. If the Administrative Assistant is unavailable, the District Manager will process payroll.

Payroll records and related documents are maintained by the Administrative Assistant in a confidential manner, in accordance with the California Public Records Act. Only the Administrative Assistant and the District Manager have access to the payroll system and are responsible for the accuracy and confidentiality of data. Personnel files containing confidential information must be maintained in a secured environment and electronic files must be password protected.

The District will maintain a separate bank account specifically for payroll.

Procedure:

Marinwood CSD utilizes physical timesheets and electronic spreadsheets to process payroll on a bi-weekly basis, with each period ending every other Saturday. Timesheets from each employee working during a pay period are due to the Administrative Assistant by 12:00 PM the following Monday. Pay dates are the following Friday from the pay period end date.

Payroll process originates with timesheets completed daily and then signed by each employee at the conclusion of their last day worked in the pay period. Immediate supervisors may review each timesheet for any errors. Timesheets must be approved via signature. The following positions have the authority to approve applicable timesheets:

- District Manager
- Fire Chief
- Recreation Director
- Recreation Supervisor
- Preschool Director

Use of sick, vacation, or other leave time, if applicable and available, is reflected on the timesheets. Additionally, overtime for non-exempt employees requires the prior approval of the respective Department Head or District Manager.

The Administrative Assistant enters hours worked by each employee into the appropriate spreadsheet and submits to the third-party payroll vendor. The double entry system serves as accuracy control for the Administrative Assistant. The payroll vendor generates paychecks or direct deposits and sends the District a manual payroll register including not only the time worked and wages earned, but also the withholdings, deductions and applicable accruals. This data is entered into the District accounting system allocating each department to the correct cost center or benefits withholding account.

A transfer of funds in the amount of total payroll is made to the payroll bank account by the Administrative Assistant and verified by the District Manager.

District Manager Report
June 14, 2016
Submitted by: Eric Dreikosen, District Manager

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

Accounting System Migration:

In the most recent developments with the County Department of Finance, we have learned that they will be able to integrate the District into maintaining an independent accounting system of record (QuickBooks) in time for the beginning of the 2016-2017 Fiscal Year (7/1/16). Meaning, while we will still interact with their new Tyler Munis System, accounting records will now be maintained in-house including the payment of all claims with the exception of payroll. All funds will continue to be pooled in the County's general fund, with the exception of fiduciary funds maintained in a separate account for payroll purposes.

The County provided the District with a custom Excel interface that will be used to upload daily transactions. Beginning this week, Carolyn Sullivan and I will begin using this interface on a trial basis to ensure everything is working properly prior to July 1st. Furthermore, the County has provided the District with our first batch of personalized check stock.

In late May, Carolyn Sullivan and I attended various training sessions for the County's new Munis accounting system. We will still have the need to interact directly with the Munis system for the purposes of journal entries for revenue deposits and fund transfers for Measure A expenditures.

Dan Hom has continued to serve as a valuable resource for the transition into QuickBooks. He was able to pull the past 10 years (2006 – 2016) of District financial data from the County's current SAP accounting system and place into a file that I was able to import into our QuickBooks system. For FY 2015-2016, we have actuals through April 30, 2016. We will import the year-end actuals shortly after the close of the fiscal year. We were previously able to import our entire chart of accounts, which will be modified to resemble our current chart of account as closely as possible. The intention is to maintain the same general ledger numbers and descriptions. We have also imported our most frequently used vendors from SAP, creating a profile for each and preventing the need to re-enter a large amount of data.

Solar Project:

We continue to have consistent communication with Frank Gobar of Danlin Solar, the company contracted to build and install the system. Design plans were submitted to the County Planning Department and as of this writing are still awaiting final approval. Danlin does expect final approval soon and based on his communication with the planning department, does not foresee any concerns.

In the meantime, Danlin continues to move forward with aspects of the project not contingent upon final planning approval. All trenching has been completed with conduit placed and trenches backfilled. This includes areas where the pool deck concrete needed to be cut and refilled. I am pleased with the quality and cleanliness of the work.

Solar Project (con't):

The community center and pool house roofs have also received a final inspection with no concerns presented. Mounting racks have already been installed on the pool house roof. Mounting racks and other preliminary steps for the community center roof will occur this month. Final installation of the roof systems and all modules is anticipated to occur mid to late July, if not sooner, to prevent too large of gap in the total project with the construction of the shade structure canopy at the pool.

At the request of the District, construction on the shade structure will begin approximately the week of August 22, 2016. This is the first week after the close of our summer camp programs. Danlin anticipates it will take two weeks to build the structure. During this time fencing will be placed around the construction zone. This work is not anticipated to interfere with the operation of the tot pool or the main pool and Danlin is committed to creating the least amount of inconvenience as possible to the pool patrons. Upon completion of construction, modules will be placed and connected to the existing conduit already in place.

The entire system is anticipated to be interconnected and operational in September.

Finally, I have been able to secure extensions for both PG&E CSI rebates through November, 2016.

Other items of note:

- On Monday, June 6, Recreation Director Shane DeMarta and I joined an informal meeting of residents and County staff, including Supervisor Damon Connolly and staff from the Department of Public Works as well as members of the Lucas Valley Estates HOA, along Lucas Valley Road to hear updates on the vegetation management occurring. While the work being performed is under County jurisdiction, the District has received questions from residents and does have property under our control fronting specific sections of Lucas Valley Estates. Our understanding is the planned work in these areas should have minimal impact on the properties immediately along Lucas Valley Road, as they are set back from the roadway. In addition, the areas under District control were originally created by the developers as "berms" along the roadway and our understanding is any work occurring on these berms will not reach to the top of the berm nor the other side of the berm. Further questions regarding these projects are best directed to the County Department of Public Works.
- On Wednesday, June 8, Supervisor Connolly's office hosted a "Town Hall" at the Community Center. This was an informal and interactive presentation where he touched on several topics and issues happening in or around Marinwood and Lucas Valley. Topics included: Housing; Upcoming Roadwork Projects; The "Oaks" Senior Living Development; and Homelessness and Homeless Services. Further questions regarding what was discussed are best directed to Supervisor Connolly's office. The District was happy to be able to provide a local space in which this forum could be conducted.

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

June 7, 2016 Fire Commission Meeting Minutes

DRAFT

Commissioners:

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

Others in attendance:

Fire Chief Tom Roach, Board Member Izabela Perry, Captain Steve Heine, District Manager Eric Dreikosen, Linda Barnello

1. Approval of Agenda-Call to order 730 pm.
 - **M/S Schwartz/Marinoff to approve submitted agenda. All in favor.**
2. Public Comment on Non agenda items.
 - Commissioner Marinoff noted that bathrooms at the Community Center were not gender neutral.
3. Approval of April 2016 Minutes
 - **M/S Schwartz/Elsbree to approve the April Commission Minutes.** Commissioner Marinoff noted that in the April minutes it mentioned there would be discussion on hydrant maintenance but that was not included on this month's agenda. Chief explained he wasn't sure what the Commission wanted to know about hydrant maintenance so he gave a quick breakdown of the hydrant maintenance program in the department. **All in favor of minutes as presented.**
4. April/May Activity Schedule and Response Report.
 - The April/May Activity Schedule was reviewed. Chief commented that April and May were both busy months in terms of emergency calls and preparing for wildland season.
 - The April/May Response Report was reviewed. Commissioner Albano had a question on the power pole fire near highway 101. Captain Heine explained the cause and PG and E's response.
5. Review and Approve the HazMat JPA and Resolution 2016-03.
 - Chief presented the updated Hazardous Materials JPA, the new yearly cost to the CSD which is an increase of \$200 a year, and Resolution 2016-03 authorizing the Fire Chief to sign the JPA agreement. Chief further explained how the team operates and the frequency with which it is used in Marinwood or Lucas Valley. The Haz Mat team has some on call 24/7 who can be used as a consult on a minor hazardous materials call or can be notified by dispatch to start a full hazardous materials team response. Typically the team helps mitigate an emergency and that clean up is done by private contractors. **M/S Marinoff/Elsbree to recommend to the Board to Approve the New Hazardous Materials JPA and Resolution 2016-03. All in favor.**
6. Chief Report
 - Chief gave an update on the fire engine status. The engine is in service and staff is happy with how it performs. Additionally the reserve engine has been listed for sale on some fire department used equipment websites. The reserve engine is currently being used by the joint fire academy. Commissioner Schwartz commented that he thought the Commission would be consulted before the engine would be sold. Chief commented that for now the engine will remain with the department and is only being advertised for sale. Should an offer be made the Commission and Board would be consulted and advise the Chief on direction.

- Chief gave an update on the Marinwood CERT Steering Committee work and that the Community Service Grant through the Supervisors was not granted.
 - Chief gave an update on the Blood Drive at the firehouse during May.
7. CSD Website Renewal
- Board Memberf Izabela Perry gave an update on her work updating and improving the Marinwood CSD website. She explained that it made sense for the Fire Department website to be roled into the District website. All Commissioners and the Chief agreed. She asked that over the next month Commissioners forward the Chief content ideas that could be included on the fire department page.
8. By Law Change
- The Fire Commission considered amending the bylaws to have meetings start at 7:00 pm instead of 7:30. What also came up for discussion was to possibly add a Vice Chair position and to amend the bylaws to allow for a non Marinwood resident (CSA 13) be allowed to act as the Chairperson or Vice Chair. Those two items will be agendized for discussion at the July Commission Meeting. Also, it says in the bylaws that the Fire Commission will conduct an inspection of the fire department facilities and equipment once a year during spring. This will be scheduled for the August meeting and then happen in the spring moving forward. **M/S Elsbree/Schwartz to change the Fire Commission start times to 7:00 pm but also allow for a time change due to special circumstances. All in favor. This change will be brought to the Board for consideration after the other possible bylaw changes have been considered. Any changes to the Commission bylaws will require changes be made to the Board bylaws.**
9. Implementation of Paramedic Program and Staffing
- Chief gave an update on new Paramedic hire Keith Larson. Keith is currently in the joint new hire academy and will finish June 24. He will then undergo two weeks of 8 hour days as the fourth person on the engine before being placed on A shift as the tailboard firefighter. Firefighter Brackett from A shift will be moved to C Shift to fill in for a new workers comp injury that may require surgery. Probationary Firefighters Smith and Day are taking their 6 month probationary test on June 15. When that is completed they will begin their Engineer training and certification. That should be completed by the end of the year. When they are Acting Engineer certified it will allow for some additional staffing flexibility.
 - Captain Steve Heine has been promoted to Temporary Training Officer. He is coordinating the Probationary Firefighter Training, the Acting Engineer training, and getting the Department JAC Program up and running.
10. Adjourn
- Next Meeting scheduled for July 5, but two Commissioners have informed me they will be away on vacation.

Chief Tom Roach

June 9, 2016

To: Marinwood Board of Directors
From: Chief Tom Roach
Re: Activity Summary for April and May 2016

FULL TIME PAID STAFFING

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

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

“B” shift- Engineer Papanikolaou, Firefighter Selvitella, Probationary Firefighter J. Smith
(Papanikolaou and Selvitella are alternating sets as the Acting Captain.

“C” shift- Captain White, Engineer Correa, Probationary Firefighter Sean Day
Relief Firefighter Keith Larson currently in the joint new hire academy.

One firefighter off on industrial disability leave, and one firefighter off on sick leave with another injury.

VOLUNTEER STAFFING

21 Current Volunteers including:

One Volunteer Battalion Chief

2 Volunteer Firefighter/AO's

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

13 Volunteer Firefighter qualified as a “non responder”

Practical testing of volunteers is happening in June.

EMERGENCY CALLS

Below are emergency calls for April and May 2016. The department ran 202 emergency responses in April and May. Most were medical in nature. The department did respond one power pole fire in Marinwood near the freeway and three structure fires around San Rafael and two structure fires and two wildland fires in Novato.

	April/May 2016 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	31	7	13	1	0	na	52
CSA 13	5	3	0	0	0	na	8
New JPA (east of 101)	53	17	21	0	0	na	91
Old JPA (mont marin)	4	2	2	1	0	na	9
SR Mutual Aid	8	8	1	4	0	0	21
MC JPA	6	1	3	0	0	0	10
Novato Matrix	1	0	1	4	0	5	11
Others (list)	0	0	0	0	0	0	0
Total number	108	38	41	10	0	5	202

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed six final inspections of new solar systems in Marinwood.
- A Fire Commission meeting was held in April, not in May due to a lack of a quorum.
- I completed one fire sprinkler inspection in Marinwood during April.
- I attended the San Rafael/Larkspur/Marinwood Administrative staff meeting to discuss issues with our operational area in April and May.
- A Lion Club Marinwood CERT Team Meeting was held at the firehouse in April and May. I am working on mapping of the different CERT areas in Marinwood.
- I attended the monthly MERA Executive Board Meeting and the Governing Body Meeting in April and May.
- The on duty engine company attended a CERT Block Party on Juniperberry and spoke to the importance of being prepared.
- Eric and I worked on the draft FD 2016/17 budget in April.
- I had one meeting with an architect about a remodel in Marinwood to discuss and review the plans.
- Three volunteers cooked pancakes at the YMCA and gave out helmets and stickers to kids looking at the engine during the YMCA Healthy Kids Day in April.
- Ryan Brackett and I met with Frank Cox to review his Get Ready Power Point for his Get Ready Class in April.
- The Type 3 engine and one volunteer attended the Oakview Preschool Touch a Truck Day during April.
- Two ride to school fundraisers were done during April and two more in May.
- I met with a Juvenile Probation Officer and a juvenile who had been caught setting a small fire to educate on him the consequences of arson.
- The Marin Sonoma Alisa Ann Rush Burn Relay was held in May. It raised over \$30,000. Lunch was had by all in Marinwood.
- The Fire Department sponsored a Blood Drive. There were over 45 donations in one afternoon.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during March.
- Sean Day continued to develop his paramedic skills. He attended a CQI training and took one one day ALS level trainings during April.
- Five volunteers are attending the Santa Rosa Fire Academy from February to May.
- On duty staff went through EMS Training through CMTC during April.
- Four volunteer drills were held in April. EMS, new engine training, and interview skills were topics.
- Paramedic candidate interviews were held during April with a list being established for the next hire.

- Keith Larson was hired as a new Firefighter Paramedic and began the joint new hire academy held in San Rafael in May.
- Captain Steve Heine was promoted to Training Officer on a temporary basis with John Bagala's retirement. The priorities for Captain Heine are to initiate the CPF Joint Apprenticeship Committee Program, the probationary testing of Sean Day and Jeff Smith, and the Engineer training of those same two employees.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during April and May.
- The new engine was placed in service and the reserve engine is being used by the joint new hire academy.
- All gas-powered equipment was checked weekly during the months.
- All vehicle batteries were serviced and charged on a weekly basis during the months.

June 9, 2016

To: Marinwood Board of Directors
From: Chief Roach

Re: New Engine Update, CERT, Blood Drive, Website Update, By Law Changes, Succession Planning for Paramedic Program and staffing

New Engine Update

The new engine is here and working!!! Staff continues to train with it every day. It was placed in service the first week of May and has been working great. Staff is very happy with it's performance. The reserve Type 1 is being used at the new hire academy in San Rafael. It has also been listed with a fire engine broker for sale for \$30,000. If an offer is made for the sale of the engine I will bring it to the Commission and the Board for consideration.

CERT

I continue to work with the Lions Club and Marinwood CERT Committee to further the Communities Disaster Preparedness. Monthly meetings are held, a grant for disaster supplies was written, getting additional community members CERT trained is on going. I am also working with San Rafael OES Director John Brukbauer on organizing the Mont Marin area. I also continue to work on mapping the individual Marinwood Cert Areas.

Blood Drive

The fire department sponsored a Blood Drive at the firehouse during May. There were over 45 donations made that afternoon, an extremely successful drive. The Blood Bank wants the department to host them quarterly. I am considering it. We may do two a year up from the one a year the department currently does.

Website Update

Izabela spoke at the Commission meeting about the Districts website project. She would like to role the fire department website into the the District's website and the Commissioners all agreed this would be a good idea. She asked the Commissioners come up with some ideas on what they would like to see as content and to get that to the Fire Chief who would forward it to Izabela. Chief will also solicit information from staff.

Fire Commission By Laws

The Commission did review the bylaws and voted to recommend a changing of the time from 7:30 pm to 7 pm. The Commission also considered a few other additions to the bylaws including adding the Vice Chair position and removing that that the Chair or Vice Chair had to be from Marinwood. They will consider those two changes at the next Commission meeting and then forward all the change recommendations to the Board at one time. Any changes made to the Commission bylaws will require changes to the Board bylaws. Additionally it was noted that the Fire Commission is supposed to inspect the firehouse and equipment once a year prior to summer. This will be done at the August Commission meeting.

Succession Planning for implementation of Paramedic Positions

The department's most recent hire, Sean Day, is qualified and certified to act as a paramedic. There are still some details to work out regarding the creation of the paramedic position with the employee group. I think it is important to work out these details with the employee group to help make the implementation and the longevity of this program a success. In the meantime Sean is functioning as an EMT while working at Marinwood. He has been attending the monthly run review training's at Kaiser, he has completed all of his paramedic recertification's, he has been assigned and is completing additional on line Target Safety medical training, and he is doing ride along time on his off days on San Rafael's rescue ambulances. Additional, if time allows, Sean will work some shifts in the emergencies around Marin for additional patient contacts and he is continually looking for paramedic training classes offered around the bay area.

With John Bagala retiring the department was able to hire a new employee. Keith Larson has been hired as a new Firefighter Paramedic. The department is now at 2 FF/PM's! Keith started the joint new hire academy held in San Rafael May 16 and will complete the academy June 24 and begin 2 weeks of 8 hour days as the fourth person on the engine at Marinwood to prepare him for working as the third person on the engine.

Unfortunately there has been another industrial disability workers compensation injury that I believe could be extended. It may involve back surgery, but that has not been decided. Because of this and that the three most recent hires are not acting engineer certified some movement of personnel on shifts will happen.

Sean Day and Jeff Smith are both taking their 6 month probationary test June 15. When they pass that they will begin their Engineer Training. That should be completed by the end of the year and will help allow for some additional flexibility with staffing.

Captain Steve Heine has been promoted to Acting Training Officer. He is doing a great job helping coordinate the training and testing of the Probationary Firefighters and the volunteers. He also has the Joint Apprenticeship Committee Program up and running getting the department money for training puproses.

STAFF REPORT

To: Marinwood Fire Commission and Marinwood CSD Board

From: Chief Tom Roach

Subject: Joint Powers Agreement for Hazardous Materials Spills Management

RECOMMENDATION:

That the *Council/Board* authorize the approval of a Joint Powers Agreement for Hazardous Materials Spills Management

BACKGROUND:

In 1982, Marin County cities and Towns, and the County of Marin decided to manage Hazardous Materials incidents through a Joint Powers Agreement (JPA) which is governed by the Marin County Fire Chief's Association.

The JPA obtains funding from the participating signatory agencies, including Marin cities, towns, fire departments, and fire districts. Member agencies set policy, approve budgets and provide vision to the management and leadership of the Hazardous Materials Response Team (HMRT) through the Marin County Fire Chief's Association.

The HMRT consist of trained personnel from the signatory fire agencies and Marin County Sheriff's Office; and includes a compliment of apparatus, equipment and trained technicians and specialists. The JPA provides funding for apparatus, equipment, training, medical monitoring and personal protective equipment. In addition to contribution by signatory agencies, the HMRT has been very successful in receiving grant funding. The grant funding has provided for training, equipment, and the purchase of a dedicated hazardous materials response vehicle. The HMRT also seeks cost recovery from the responsible party of a hazardous materials incident.

The frequency, type, and complexity of hazardous materials incidents have changed considerably since the JPA was first created in 1982. Today the HMRT consists of over 30 members, from 12 fire agencies and the Marin County Sherriff's Office. The HMRT is in the final stages of being recognized by Cal OES as a Type 1 Team. A Type 1 Team provides the highest level of response capability identified by Cal OES.

DISCUSSION:

The most recent Joint Powers Agreement for Hazardous Materials Spills Management was finalized in 2005. Prior to its expiration in 2015, upon the request of the Marin County Fire Chief's Association, a one-year extension was approved. The one-year extension provided an opportunity for review of the Agreement to make any necessary improvements.

In addition to the review and updating of the Joint Powers Agreement, the Marin County Fire Chiefs reviewed the overall operations and management of the Hazardous Materials Response Team (HMRT), including the HMRT's mission, goals, capabilities, and the current and future needs of the Team.

The proposed Agreement is for a 10-year term and includes 18 signatory agencies. The review and updating of the Agreement has resulted in only minor changes. In addition to wording changes for clarification purposes, the changes include:

- Updates to the components of response capability and procedures
- Additional wording for cost recovery and grant funding
- Updates to the cost sharing section to address the recent fire department mergers
- Expanded wording for the duties of the Treasurer
- Requiring approval of two-thirds (2/3) of the signatory agencies for JPA amendments.

Conclusion: The proposed Joint Powers Agreement for Hazardous Materials Spills Management provides for the continuation of cost effective hazardous materials response by coordinating the management of and the response to hazardous materials incidents throughout the County.

FISCAL IMPACT:

Included in the adoption documents is a "Cost Sharing Summary" which shows the FY16/17 contribution amount for each agency. The current signatory agency contribution total is \$75,000 annually. As a result of a financial review, the Marin County Fire Chiefs are requesting to increase the total annual contribution for FY 16/17 to \$85,000. The last contribution increase was in FY13/14. Following the FY16/17 increase, the intent is to limit the annual increases to no more than 5% through FY19/20. The increases are based on analysis of current and future needs. The Chiefs, to reduce future contribution increases, will be seeking grant funding to replace haz-mat identification equipment which is now beyond its useful life.

Cost Sharing Summary

Agency	Cost Share	2016/17 Increase	2016/17 \$85,000	2015/2016 \$75,000	2014/15 \$75,000	2013/14 \$75,445	2012/13 \$68,586
City of Novato	11.65%	\$1,165	\$9,903	\$8,738	\$8,738	\$8,789	\$7,990
Town of Tiburon	3.30%	\$330	\$2,805	\$2,475	\$2,475	\$2,490	\$2,263
Mill Valley	5.70%	\$570	\$4,845	\$4,275	\$4,275	\$4,300	\$3,909
So. Marin Fire	9.20%	\$920	\$7,820	\$6,900	\$6,900	\$6,941	\$6,310
Tiburon Fire	1.00%	\$100	\$850	\$750	\$750	\$754	\$686
Kentfield Fire	3.00%	\$300	\$2,550	\$2,250	\$2,250	\$2,263	\$2,058
Novato Fire	11.65%	\$1,165	\$9,903	\$8,738	\$8,738	\$8,789	\$7,990
Marinwood	2.00%	\$200	\$1,700	\$1,500	\$1,500	\$1,509	\$1,372
Corte Madera	3.60%	\$360	\$3,060	\$2,700	\$2,700	\$2,716	\$2,469
County of Marin	11.60%	\$1,160	\$9,860	\$8,700	\$8,700	\$8,752	\$7,956
Larkspur	4.80%	\$480	\$4,080	\$3,600	\$3,600	\$3,621	\$3,292
Ross Valley Fire	10.50%	\$1,050	\$8,925	\$7,875	\$7,875	\$7,922	\$7,202
Belvedere	1.00%	\$100	\$850	\$750	\$750	\$754	\$686
San Rafael	21.00%	\$2,100	\$17,850	\$15,750	\$15,750	\$15,843	\$14,403
Total	100.00%	\$10,000	\$85,000	\$75,000	\$75,000	\$75,445	\$68,586

RESOLUTION NO. 2016-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT AUTHORIZING THE
FIRE CHIEF TO SIGN THE JOINT POWERS AGREEMENT FOR
HAZARDOUS MATERIALS SPILLS MANAGEMENT**

WHEREAS, The Marinwood Fire Department has the responsibility to provide hazardous materials response and spills management; and

WHEREAS, The Marinwood Fire Department has been part of the Hazardous Materials Spills Management JPA since 1982; and

WHEREAS, The Hazardous Materials Spills Management JPA provides a cost effective way of providing hazardous materials response and spills management.

NOW, THEREFORE BE IT RESOLVED, that the Marinwood CSD Board of Directors does hereby authorize the Fire Chief to sign the Joint Powers Agreement for Hazardous Materials Spills Management.

PASSED AND ADOPTED at a regular meeting of the Marinwood Community Services District Board of Directors held on the 14th day of June, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

Justin Kai, President of the Board

Attest: _____
Carolyn Sullivan, Secretary to the Board

JOINT POWERS AGREEMENT FOR HAZARDOUS MATERIALS
SPILLS MANAGEMENT

THIS AGREEMENT (“Agreement”), is made and entered into as of the 1st day of July 2016, by and between the following public agencies: Cities/Towns of Novato, San Rafael, San Anselmo, Fairfax, Ross, Mill Valley, Belvedere, Tiburon, Sausalito, Corte Madera, Larkspur; County of Marin; Kentfield Fire Protection District; Novato Fire Protection District; Southern Marin Fire Protection District; Tiburon Fire Protection District; Ross Valley Fire Department and Marinwood Community Services District.

RECITALS

This Agreement is predicated upon the following facts:

1. Each of the parties to this Agreement is a “Public Agency” as the term is defined in California Government Code Section 6500 and is authorized to enter into Joint Powers Agreements.
2. The parties are responsible for maintenance of public safety and/or fire protection within their respective jurisdiction within the County of Marin, State of California.
3. Pursuant to Government Code Section 6500 et. seq. commonly known as the Joint Exercise of Powers Act, two or more public agencies may by agreement jointly exercise any power common to the contracting parties.
4. Marin public agencies first entered into an agreement in 1982 for the purposes of coordinating management and response to hazardous materials spills. The current agreement is set to expire on June 30, 2016.
5. Each of the parties desires to enter into a new agreement with each of the other parties for the purposes of coordinating management of and response to hazardous materials spills, establishing a formula for financing joint expenses for such management and response, and defining signatory agency responsibilities.

NOW THEREFORE, in consideration of mutual benefits, covenants and agreements set forth herein, the parties agree as follows:

SECTION 1 Definitions

These definitions shall include any subsequent amendments, deletions or additions to the below mentioned statutes.

A. Hazardous Materials Spill

A hazardous materials spill means an incident or potential incident, which threatens public health or safety involving the unsafe release of a hazardous substance or hazardous waste as defined below. A hazardous substance or hazardous waste means an substance or product for which the manufacturer or producer is required to produce a material safety data sheet prepared pursuant to Section 6390 of the California Labor Code or pursuant to the regulations of the Occupational Safety and Health Administration of the U.S. Department of Labor, or pursuant to the Hazardous Substances Information and Training Act (commencing with Section 6360, Chapter 2.5, part 1 of Division 5 of the California Labor Code), or pursuant to any applicable State or Federal law or regulation; any substance or product which is listed as a radioactive material set forth in Chapter 1, Title 10, Appendix B, maintained and updated by the Nuclear Regulatory Commission; or any substance or product defined as hazardous or extremely hazardous waste by Sections 25115 or 25117 of the California Health and Safety Code and set forth in Sections 66680 and 66685 of Title 22 of the California Code of Regulations. Release means any spilling, leaking, pumping, pouring, emitting, emptying, discharging, ejecting, escaping, leaching, dumping, or disposition into the environment. Any material may be added to the list of hazardous materials set forth by applicable State or Federal law or regulation upon a finding by the County Health Officer that it is a material which, because of its quantity, concentration, physical, or chemical characteristics, poses significant present or potential danger to human health and safety or to the environment if released into the environment.

B. Incident Commander

Incident Commander is the individual responsible for the overall management of the incident and is usually from the agency with jurisdiction over the area in which the incident occurred or as designated by such agency.

C. Unified Command

Unified Command is a unified command effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a set of common objectives and strategies.

SECTION 2 Authority and Purpose

A. The purpose of this Agreement is to establish a specially trained capability for the expeditious and economical response to a hazardous materials spill or potential release on public and/or private property within the signatories' jurisdictions.

B. The components of this specialized response capability shall consist of;

1. Hazardous Materials Response Team (HMRT) – The HMRT consists of trained fire service personnel from the signatory agencies and Marin County Sheriff's Office, and includes a compliment of apparatus, equipment and trained technicians and specialists. The HMRT shall assist in the control and containment of hazards created by releases and potential releases which exceed the capability of the jurisdiction having primary responsibility, and which shall provide consultation on identifying and managing hazardous materials releases or potential releases in a manner consistent with all local, state and federal laws and regulations regarding such releases.

2. Support Team – The Support Team consists of trained fire service personnel from the signatory agencies to support the HMRT operating in hazardous environments. The Support Team is restricted from operating within or immediately adjacent to chemical environments where hazardous materials emergency response teams would normally operate. The Support Team normally performs activates such as rescue standby, decontamination, and logistical support, under the direction of the Decon Leader.

C. The fiscal agent shall have the authority to collect response related costs on behalf of signatory agencies. Signatory agencies may also collect their response related costs directly from the responsible party.

D. The fiscal agent shall have the authority, on behalf of the signatory agencies, to apply for, receive, and distribute grants from public or private agencies for the purposes set forth in this Agreement.

SECTION 3 Term of Agreement

A. Except as provided below, the term of this Agreement shall be for ten years, beginning on July 1, 2016 and terminating on June 30, 2026. A signatory agency may withdraw upon giving at least ninety (90) days written notice prior to the end of the fiscal year, effective as of the start of the next fiscal year, to all the other parties to the Agreement.

B. Each party to this Agreement certifies that it intends to and does contract with all other parties who are signatories of this Agreement. Each party to this Agreement also agrees that the withdrawal of any party from this Agreement shall not affect this Agreement or such remaining party's intent to contract as described herein, with the other then remaining parties to the Agreement other than to alter the pro rata share of costs.

SECTION 4 Operational Responsibilities

A. As soon as practical upon determining that a hazardous materials release or potential release has occurred, the public safety unit first arriving on scene shall:

1. Immediately isolate the scene, deny access to the scene and seek to protect people and/or livestock in the general vicinity.

2. Notify the Marin County Public Safety Communications Center (County Communications) of the location of the incident and affected area, the type of incident (traffic accident, pipe breakage, etc.), the type and quantity of hazardous material or the characteristics of the material if its type is unknown, safe and unsafe routes to the scene, and request immediate notification of the HMRT.

B. Upon notification of a hazardous materials release, County Communications will contact the Marin County Fire Department ECC for dispatch of the HMRT and such other resources as called for by the protocol of the jurisdiction in which the spill occurs. (The California Highway Patrol has jurisdiction over State highways.)

C. For each incident, command responsibility shall be delegated according to applicable State law. Where State law does not designate responsibility, each signatory city and County shall specify in writing to the HMRT at regular intervals command

authority for incidents within its jurisdiction. The incident commander may request additional assistance as he or she deems necessary to restore public health and safety.

D. When the HMRT determines that specialized resources may be required to mitigate the release or assist with clean-up, the HMRT shall provide the Incident Commander with the contact information for such resources.

E. After an incident is under control, as determined by the Incident Commander, the following clean-up protocol shall be followed. First, a reasonable attempt shall be made to give the person(s) responsible for the incident adequate notice and opportunity to remove the hazardous substance. If, in the judgment of the Incident Commander, such opportunity has been adequately provided, considering the conditions, the Incident Commander may authorize additional clean-up operations be carried out, if appropriate, by (1) the City/Town Public Works Department in which the incident occurred, (2) County Public Works for incidents in the unincorporated area, (3) California Department of Transportation for incidents on a State highway, or (4) a licensed Hazardous Waste Clean-up Contractor. The Incident Commander may authorize such additional clean-up arrangements determined to be appropriate for the restoration of public health and safety and for nuisance abatement. Clean-up of private property beyond these requirements shall be the responsibility of the property owner under the auspices of the County Health Officer.

F. Signatory agencies shall cooperate with such incident protocols as this Agreement may require.

SECTION 5. Resource Inventory

A. The signatory agencies agree to fund apparatus, equipment, training, medical monitoring, and personal protective equipment as may be required by the fiscal agent specified in Section 6E to meet state and federal OSHA regulations pertaining to hazardous materials release response.

B. Each signatory agency shall provide the HMRT, when requested, with available information concerning the storage location and use of hazardous materials in its jurisdiction for reference by the HMRT.

SECTION 6. Financing

A. The principles for allocating responsibility for costs arising from response to a hazardous materials release shall be as follows:

1. Primary responsibility for all extraordinary costs related to such an incident rests with the person(s) responsible for the spill. Damages and expenses incurred by the HMRT shall constitute a debt against the person and/or firm causing the incident and shall be collectable by the fiscal agent specified in Section 6E of this agreement. Expenses, as stated above, shall include, but not be limited to, cost attributable to the use of equipment, personnel committed, and any payments required by the HMRT to outside business firms requested by the HMRT to secure, investigate, and monitor remediation and cleanup of the incident. (See Section 13009.6, California Health and Safety Code.)

2. The State of California is not liable for any such costs unless one of its officers, employees, or agents is a person described in Section 6(A) 1 above; or unless the costs are associated with a spill for which a disaster is declared.

3. Funding sources for activities of the HMRT will consist of contributions made by each party in a manner to be determined by the Marin County Fire Chief's Association as provided in subsection B below.

4. To the extent that signatory agencies are not reimbursed for extraordinary costs of managing an incident or its clean-up, the costs shall be the liability of the jurisdiction in which the spill occurred.

B. The fiscal agent shall prepare and submit an annual budget, and any supplemental budget, to the Marin County Fire Chief's Association for approval. Public funds may not be disbursed by the HMRT without adoption of the approved budget, and all receipts and disbursements shall be in strict conformance with the approved budget. Following approval of the budget, and any supplemental budget, the fiscal agent shall invoice each party for its share of the budgeted costs, and payment shall be due to the fiscal agent within 30 days of such invoices.

C. Cost sharing, to support the Hazardous Materials Response Team and to compensate the City of San Rafael for its services as fiscal agent as provided in subsection C below, shall be allocated on a jurisdiction percent of population based on the County of Marin’s current census data. Where a Fire District and City share the population, each shall contribute one half of the shared cost.

<u>Jurisdiction</u>	<u>Percent Population</u>
City of Belvedere	1.0
Town of Corte Madera	3.6
County of Marin	11.6
Kentfield FPD	3.0
City of Larkspur	4.8
Marinwood CSD	2.0
City of Mill Valley	5.7
City of Novato	11.65
Novato FPD	11.65
Ross Valley FD*	10.5
City of San Rafael	21.0
Southern Marin FPD**	9.2
Town of Tiburon	3.3
Tiburon FPD	<u>1.0</u>
Total	100%

* Ross Valley FD percentage share includes Ross, San Anselmo, and Fairfax.

** Southern Marin FPD percentage share includes Sausalito.

D. Any non-participatory agency shall be responsible for all costs incurred by the Hazardous Materials Response Team.

E. The City of San Rafael is designated to be the fiscal agent of the parties under this Agreement, with the following functions, for which the City of San Rafael shall be reasonably compensated by the parties:

1. Serve as the depository and have custody of all funds from whatever source and establish and maintain such books, records, funds, and accounts as may be required by reasonable accounting practices.
2. Ensure that the disbursement of funds is in strict conformance with the adopted budget.

3. Provide an annual financial report on a fiscal year basis, and such other financial reports as may be requested by the Marin County Fire Chief's Association.
4. Administer cost recovery procedures for the collection of response related expenses and damages.
5. Serve as the financially responsible party for all grants.

SECTION 7. Amendment

Amendments to this Agreement may be made by the approval of two-thirds (2/3) of the governing boards of the then signatory agencies.

SECTION 8. Notices

Except as provided in Section 3 for notices of withdrawal from this Agreement, all notices required or given pursuant to this Agreement shall be made by depositing same in the U.S. mail, postage paid, and addressed as follows:

Hazardous Materials Response Team, c/o City of San Rafael Fire Department, P.O. Box 151560, San Rafael, CA 94915.

SECTION 9. Hold Harmless

Each party shall indemnify and hold each other party harmless from and against all loss, cost, expense (including attorney's fees and expert witness fees), actions or liability occasioned by or arising out of the negligent acts, or negligent failure to perform under the authority of this Agreement by each party's employees or its agents or contractors.

The tort liability of the parties shall be controlled by the provisions of Government Code Division 3.6, Section 810 et seq.

SECTION 10. Entire Agreement

This JPA sets forth the entire Agreement between the parties with respect to content addressed herein and supersedes all prior agreements, communications, and representations, oral or written, express or implied, since the parties intend that this be an integrated Agreement.

SECTION 11. Execution in Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Faxed and scanned signature pages shall be treated as valid as the originals.

IN WITNESS WHEREOF, the parties have executed this Joint Powers Agreement as of the day and year first above written.

AGENCY: _____

By: _____

ATTEST:

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

May 24, 2016

Time and Place: 7:00PM Creekside Park

Present:

Commissioners: Shane Valentine, Kimberly Call and Jon Campo.

Absent: John Tune.

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

Board Members: Jeff Naylor.

Others present: Bruce Carmadelle.

Park and Recreation Commission Facility Tour and Inspection: Creekside Park in Lucas Valley Estates on Creekside Drive

The Commissioners walked the park; items of note are as follows:

- Call brought attention to the unsightly fallen oak tree located on County of Marin property and suggested a call be made to have it removed.
- Call commented the dead limbs on the oak overlooking the creek should be removed.
- Carmadelle commented he has concerns regarding the County's brush clearing on Lucas Valley Road especially regarding the berms.

DeMarta noted that Maintenance worker Marco Giron has been assigned to Creekside Park and does a good job maintaining the grounds. Staff will be adding wood chips to the playground soon and the tennis courts will be receiving a slip coat by the end of the summer. The landscape contractor is in charge of mowing the swaths of land near the sidewalks that is CSD owned. Overall the park is in great shape and staff visits one to two times a week to clear garbage receptacles and check on maintenance duties.

Agenda

No changes or additions.

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

Public Comment

No comments.

Draft Minutes of April 26, 2016 Park and Recreation Commission Meeting

Call commented she would like to strike the sentence, "Call commented the CSD needs to figure out permitting before the project goes too much further". Call commented she would like to add "Call brought up her previous agenda item of having Commissioners review our marketing arms of review and website and offering questions and suggestions for discussion and improvements. Dreikosen commented the Board had taken on that project and website discussions and changes were being made already".

Valentine would like to note that Marin Link has offered to waive their application fees and will not charge a fee if the CSD closes their account.

M/s Campo/Call to approve minutes of April 26, 2016 as amended. Ayes: Campo, Call and Valentine. Nays: None. Motion carried unanimously.

Review of Draft Board Minutes of May 10, 2016

No comments.

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

Naylor commented the CSD should have a construction professional review the area to determine if any of the structure may be salvaged. Dreikosen commented he will follow up with Tune.

Park and Recreation Reports

DeMarta reported camp and pool trainings have begun.

The salt generators at the pool are running efficiently; we have not had to supplement with any liquid chlorine. Call commented signage needs to be added to the pool regarding sunscreen application. Patrons need to understand the consequences of applying sunscreen in a timely manner so it doesn't wash off immediately into the pool water. DeMarta replied yes, a sign will be made. DeMarta continued to report the new "Parkside" picnic rental area in Marinwood Park is complete and looks great. Staff decided to use a new eco-friendly material called Terra Pave which contains no petroleum due to the fact the location is close to the creek. Campo commented the new picnic area in the pool facility is wonderful. DeMarta agreed and replied rental revenue is going strong.

Call inquired about the status of the solar project. Dreikosen replied the construction company is waiting upon permits, and the pool structure will begin construction in August.

Call questioned if the outside pest control company is aware of the CSD's rodent kill policy regarding no secondary kill. DeMarta replied he will follow up.

Requests for Future Agenda Items

- Marinwood Park restroom
- Healthy vendors for the pool facility

The meeting concluded at 8:25PM.

The date of the next Park and Recreation Commission meeting is June 28, 2016 at 7:00PM at Las Gallinas Mini-Park and Miller Creek panhandle path.

Respectfully submitted,
Carolyn Sullivan

Park & Recreation Report – June 2016
Shane DeMarta, Recreation Director

Recreation Activities

Summer Programs:

The summer season begins Monday, June 13th.

Below is breakdown of our summer programs:

- 14 Summer Day Camps
- 30 Specialty Camps
- 7 Levels of Swim Lessons
- Private Swim Lessons
- Counselor in Training and Guards in Training Program
- We have 143 camp staff as well as 4 camp supervisors.
- We have 50 Aquatic Staff in addition to 3 Senior Guards and 1 Head Guard

Pool:

The pool has been functioning well and we've had no issues of note. Over the past two weeks we've had a modified schedule to accommodate end of the season school parties, we begin our summer schedule the week of June 13th (extended hours).

Tennis Courts:

The topcoat for courts 1 and 2 are now complete. Adams Surfacing did a great job, we are working on scheduling the Lucas Valley Court for early fall.

Summer Special Events:

The very popular Marinwood Music in the Parks series kicks off Friday June 24th from 5-7pm. The Music in the Park Series dates are below:

6/24/16

The Humidors

"Straight up funk!"

<https://thehumidors.bandcamp.com>

7/8/16

Waterstrider

"...an aesthetic world akin to Thom Yorke and James Blake fronting one of Fela Kuti's powerhouse afrobeat ensembles."

<http://www.waterstridermusic.com>

7/22/16

Lee Gallagher & the Hallelujah

"The band has been compared to artists such as Humble Pie, The Band, the Grateful Dead, the Faces, the Black Crowes, Neil Young, and Robert Plant."

<http://www.leegallaghermusic.com>

8/5/16

Rin Tin Tiger

"Alt-Folk...whose off-kilter pop sweetness evokes The Mountain Goats, with an almost-jittery energy in the thumping toms and jangling guitar."

<http://www.rintintiger.com>

8/19/16

TBA

Park Maintenance Activities

The Parks Department has been working diligently to get everything ready for the start of summer.

General Maintenance:

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

Projects completed in May:

- Creation of new picnic rental area near Marinwood Park Playground
- Playground maintenance and inspection
- Removal of large tree on the Blackstone Trail
- Patio paver repair at the rear of the Community Center
- Landscape maintenance around Community Center
- Sanding and staining of park/pool benches
- Weed control
- Removal of plants on Adobestone Ct. median (added woodchips)
- Waterslide repairs

Projects for June:

- Mini-park annual inspection
 - Clean park equipment
 - Check landscape and irrigation
- Inspect Marinwood Panhandle
- Removal of a second downed tree on the Ponte Fire Road
- Removal of tree near Roundtree Development
- Tennis Court area landscaping (natives, woodchips)
- Weed abatement

Eric Dreikosen

From: Justin Kai <jkai.mcsd@gmail.com>
Sent: Thursday, June 09, 2016 11:05 PM
To: Eric Dreikosen
Subject: Change in communication method for public contact

CSD District Manager Eric Dreikosen,

On May 24th, 2016, I received a profane and threatening voicemail to my personal mobile phone. The offender stated they watched a video online of one of our CSD meetings where the Sheriff was involved in needing to remove a disorderly member of the public, making it clear this individual was referring to our recent April 12th board meeting. This individual used numerous expletives directed at myself and the board, while also expressing racist, anti-Sheriff sentiments and wishing for bodily harm to befall upon me personally.

Because of this offensive communication, I believe it is no longer prudent to use our personal phone numbers as a communication method for public contact, and so I suggest we switch to using individual dedicated emails created specifically for this purpose.

Thank you,
Justin Kai

Justin Kai
Marinwood CSD District Director

RESOLUTION NO. 2016-04

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

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

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

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

WHEREAS, the Consumer Price Index percent increase for the year ending December 31, 2015 is 3.2%; and

WHEREAS, the amount of the Special Tax for Fire Protection Services for the Fiscal Year 2015-2016 is \$0.3015 per square foot of residential living and commercial working area, and \$96.91 per acre of undeveloped property;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Marinwood Community Services District that the amount of the Special Tax shall be increased by the percent increase of the Consumer Price Index; that the amount of the increase is calculated to be \$0.0096 per square foot, and \$3.10 per acre; and that the total tax for Fiscal Year 2016-2017 shall be \$0.3111 per square foot and \$100.01 per acre.

PASSED AND ADOPTED at a regular meeting on June 14, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

Justin Kai, President of the Board

ATTEST: _____
Carolyn Sullivan, Secretary to the Board

RESOLUTION NO. 2016-05

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT
DETERMINING THE 2016-2017 APPROPRIATIONS LIMIT ON TAX PROCEEDS**

WHEREAS, in an election held on November 4, 2003, the voters of Marinwood Community Services District approved that the appropriations limit for the District pursuant to Article XIII B of the California Constitution be increased by the amount of the maximum proceeds from the special tax for Fire Protection and Prevention approved by the voters in that election; and

WHEREAS, in an election held on March 8, 2005, the voters of Marinwood Community Services District approved that the appropriations limit for the District pursuant to Article XIII B of the California Constitution be increased by the amount of the maximum proceeds from the special tax for Park, Open Space and Street Landscape Maintenance approved by the voters in that election; and

WHEREAS, in an election held on November 8, 2011, the voters of Marinwood Community Services District approved that the appropriations limit for the District pursuant to Article XIII B of the California Constitution be increased by the amount of the maximum proceeds from the special tax for Fire Protection Services approved by the voters in that election; and

WHEREAS, in an election held on November 3, 2015, the voters of Marinwood Community Services District approved that the appropriations limit for the District pursuant to Article XIII B of the California Constitution be increased by the amount of the maximum proceeds from the special tax for Park, Open Space and Street Landscape Maintenance approved by the voters in that election;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Marinwood Community Services District, County of Marin, State of California, that the Marin County total percentage change in population for the year 2015 be utilized in calculation of the maximum limit applicable to the 2016-2017 appropriations of tax proceeds; and

BE IT FURTHER RESOLVED by the Board of Directors of the Marinwood Community Services District, County of Marin, State of California, that the calculated maximum limit applicable to the 2016-2017 appropriations of tax proceeds is

\$ 1,912,677

in accordance with Article XIII B of the Constitution of the State of California, a detailed schedule being here attached; and

BE IT FURTHER RESOLVED that the total appropriations limit on proceeds of taxes for fiscal year 2016-2017, including the special taxes for Fire Protection and Prevention and for Park, Open Space and Street Landscape Maintenance, is calculated to be

\$ 3,284,950

PASSED AND ADOPTED at a regular meeting of the Marinwood Community Services District Board of Directors held on the 14th day of June, 2016 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

Justin Kai, President of the Board

ATTEST: _____
Carolyn Sullivan, Secretary to the Board

**MARINWOOD COMMUNITY SERVICES DISTRICT
CALCULATION OF APPROPRIATIONS LIMIT FOR PROCEEDS OF TAXES
FOR FISCAL YEAR 2016-2017**

CALIFORNIA PER CAPITA PERSONAL INCOME: 5.37%

CPCPI Factor = $(5.37\% + 100)/100 = 1.0537$

POPULATION FACTOR (Marin County Total 2015): 0.33%

Population Factor = $(0.33 + 100)/100 = 1.0033$

RATIO OF CHANGE FOR 2016-2017: $1.0537 \times 1.0033 = 1.0572$

(Note: The above information is taken from the State of California Department of Finance letter dated May 2016.)

	Street Lights	Fire Dept.	Park & Rec	TOTAL
Appropriations Limit for Proceeds of Taxes for Fiscal Year 2015-2016:	\$ 218,686	\$1,049,849	\$ 540,611	\$ 1,809,191
Change Factor for 2016-2017:	<u>x 1.0572</u>	<u>x 1.0572</u>	<u>x 1.0572</u>	
Appropriations Limit for 2016-17 Based on Per Capita and Population Change:	<u>\$ 231,195</u>	<u>\$ 1,109,948</u>	<u>\$ 571,534</u>	<u>\$ 1,912,677</u>
ADD:				
Maximum proceeds from voter-approved Fire Protection and Park Maintenance taxes:		<u>\$ 1,027,463</u>	<u>\$ 344,810</u>	<u>\$ 1,372,273</u>
TOTAL APPROPRIATION LIMITATION FOR FISCAL YEAR 2016-2017:	<u>\$ 231,195</u>	<u>\$ 2,137,411</u>	<u>\$ 916,344</u>	<u>\$ 3,284,950</u>