

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

Tuesday – July 12, 2016 – 6:30 PM

Marinwood Community Center, 775 Miller Creek Road, 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 June 14, 2016 b. Bills Paid Nos. 1159-1251 | 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. Discuss Adding Another Director as Member of Committee and Potentially Appoint a Director | Appoint |
| | b. DRAFT: Marinwood CSD Payroll Management Policy | Approve |
| | c. DRAFT: Marinwood CSD Credit Card Policy | Approve |
| | 3. District Manager Report | Review |
| H. 8:35 PM | FIRE DEPARTMENT MATTERS | |
| | 1. Fire Chief Report and Activity Summary Report for June, 2016 | Review |
| | 2. Date of Next Fire Commission Meeting – August 2, 2016 | |
| I. 8:55 PM | PARK AND RECREATION MATTERS | |
| | 1. Draft Minutes of Park & Recreation Commission Meeting of June 28, 2016 | Review |
| | 2. Recreation and Park Maintenance Activity Reports | Review |
| | 3. Date of Next Park & Recreation Commission Meeting – July 26, 2016 | |
| J. 9:15 PM | NEW AND OTHER BUSINESS | |
| | 1. 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 – August 9, 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 June 14, 2016

Time and Place: 7:30PM 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.*

The Board did not meet in Closed Session.

Present:

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

Absent: Bill Shea.

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

Fire Commissioners: Ron Marinoff.

Others Present: Stephen Nestel, Gary Novak and Linda Barnello.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Consent Calendar

a. *Draft Minutes of Regular Meeting of May 10, 2016:* Barnello commented Naylor did not quote Brown Act 54954.3(b). Barnello stated she read section 54954.4 not 54954.2 of the Brown Act. Additionally Barnello commented that she had departed the meeting after she spoke, but was informed the topic she broached was discussed further by Kai and that discussion should have been included in the minutes. Naylor replied he referred to a document written by former California Attorney General Bill Lockyer regarding the Brown Act which lays it out in layman's terms. Kai stated he would like to add the word "protection" regarding the potential policy on workplace violence for staff and volunteers.

Nestel commented narratives written in the minutes do not work, there are gross omissions and additions and stated his comments are mischaracterized. Board minutes should not be a political spin document; the Board needs to stick to Robert's Rules format for meeting minutes. Kai responded the Board is looking into the purchase of a video recording device for Board meetings.

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

b. *Bills Paid Nos. 1056-1158:* Perry commented on the vehicle maintenance charges. Roach replied the department had money left in that budget category; preventative maintenance was done. Naylor questioned the GASB invoice. Dreikosen replied it was for the pooled report. Naylor questioned the fire salary line and if it included the advanced disability pension payment. Dreikosen replied no, the payment was for accrued vacation. Naylor questioned the payment to Leslie's Pool Supplies. DeMarta replied it is salt for the pool.

M/s Perry/Naylor to approve Bills Paid Nos. 1056-1158. Ayes: Perry, Naylor, Kai and Kleinman-Green. Nays: None. Absent: Shea. Motion carried unanimously.

Public Comment Open Time for Items Not on Agenda

Barnello commented at the March Board Meeting a social media aspect of the bylaws were discussed. In the April meeting the bylaws were changed and approved to allow Board members to post on social media. Barnello questioned why the four Board members who opposed changing the wording did not stand their ground when the bylaws were adopted.

Nestel commented Marinwood and Lucas Valley face many challenges including the homeless shelter coming to northern San Rafael. Nestel stated it is important for the CSD to have a response to San Rafael regarding this issue. Kai replied the location is yet to be determined, northern San Rafael is a possibility, but not finalized. Kai added if any resident would like more information or to make a comment they should reach out to San Rafael or Supervisor Connolly.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities. Committee Member(s): Jeff Naylor and Bill Shea:* Naylor commented he, Shea and Dreikosen had met with a representative from California Employers' Retirement Benefit Trust. The CSD does have the latitude to set up an irrevocable trust account. Dreikosen has identified three other organizations to meet with as well. Nestel stated he commends the foresight of the Board, but the CSD should be concerned with the lack of savings for Capital Expenditures and Repairs. Nestel suggested the Board make a list of Capital needs before they decide to open an irrevocable trust.

2. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures: Discuss Next Project(s). Committee Member(s): Izabela Perry:*

a. *Marinwood CSD Petty Cash Policy:* Perry introduced and distributed to Directors and public a revised version submitted by Director Naylor. The Board decided to change wording to state "The District Manager (not Board of Directors) can change the limit as needed".

M/s Perry/ Kleinman Green to approve Marinwood CSD Petty Cash Policy as amended. Ayes: Perry, Naylor, Kai and Kleinman-Green. Nays: None. Absent: Shea. Motion carried unanimously.

b. *Marinwood CSD Payroll Management Policy:* Perry introduced and distributed to Directors and public a revised version submitted by Director Naylor. Under "procedure" the Board added wording "Safety employee overtime must be approved by the Fire Chief or Fire Captain". The Board changed wording from "The payroll register..." to "The labor distribution worksheet is..." The Board deleted "...and allocating each department to the correct cost center and benefits withholding accounts." Nestel commented this policy is too much to digest and the Board should wait for approval until the July meeting so Shea has a chance to review the edits. Naylor commented Perry has been working on these policies by herself and volunteered to help her. Kai responded that is helpful and it will added to the July agenda. Nestel commented he is uncomfortable with the ad-hoc committees, they are actually standing committees. Naylor responded the work that is being done during the month is agendized for public review. Nestel replied the public needs more time to comment. The Board decided to place this policy on the July agenda for approval.

3. *District Manager Report:* Dreikosen commented the accounting system transition is still a bit of a roller coaster. Staff is working with the County IST for a July 1, 2016 independence date. Dreikosen reported the permits for the solar project, including the shade structure have been received and construction will begin on the shade structure on August 22nd.

Kai asked the revenue amount from the Measure I restructuring. Dreikosen replied approximately \$6,000 more than prior year primarily stemming from multiple businesses in the District being located on single parcels.

Naylor questioned when the community center solar installation will begin. Dreikosen stated the work has begun, but connection will be complete when the shade structure is complete. Barnello asked for an update of the schedule from the company. Dreikosen replied he will ask. Nestel stated the project is three months behind schedule; something happened. Chief Roach replied they applied for permits at the beginning of May; it's only been about six weeks. Nestel stated he is very concerned with the financial agreement the CSD has entered into.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of June 7, 2016:* Roach stated the Commission approved recommendation of Resolution 2016-03. The Commission had changes to the bylaws, but those comments will be brought before the Board at the August meeting.

2. *Fire Chief Report and Activity Summary Report for May 2016:* Roach reported the wildland season has begun. The Department was contacted for a strike team, but declined due to staffing levels. The reserve engine has been placed on the market for sale, but the Commission and Board will have final approval on the sale.

3. *Resolution 2016-03: Authorizing the Fire Chief to Sign the Joint Powers Agreement for Hazardous Materials Spill Management:* The only real change is a fee increase of \$200/year for capital expenditure needs.

M/s Perry/Kleinman-Green to approve Resolution 2016-03 Authorizing the Fire Chief to Sign the Joint Powers Agreement for Hazardous Materials Spill Management. Ayes: Perry, Naylor, Kai and Kleinman-Green. Nays: None. Absent: Shea. Motion carried unanimously.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of May 24, 2016:* DeMarta reported the Commission met at Creekside Park to begin their inspection of the CSD grounds.

2. *Recreation and Park Maintenance Activity Reports:* DeMarta reported summer camps have begun; supervisors are doing a great job. The tennis courts resurfacing is complete with the Creekside courts set to be resurfaced later this summer. Perry asked if staff was going to promote a Groupon for pool passes. DeMarta replied staff ran a Groupon through last week, we will watch redemption rates. Nestel commented the quality of the pool experience is declining. Barnello questioned how much the Recreation Department will be spending on bands for Music in the Park. DeMarta replied approximately \$2,800 for the five events. Barnello questioned why the landscape contractor hacked the

walkthrough's. DeMarta replied he had spoken with the resident where the area was cut; they were experiencing a rodent infestation; the trimming would help the issues.

New and Other Business

1. *Change in Public Contract Information for Board Directors from Personal Phone Numbers to Email Addresses:* Kai stated he had received a very disturbing communication that was quite violent in nature. Kai played the voicemail for the Board as well as public in attendance. (A portion of the way through Naylor requested the recording being turned off). Naylor commented he has received phone calls regarding CSD business and feels the Board should provide as much information as possible to the residents. Naylor stated he would rather have his phone number available than an email. Kleinman-Green commented Director's numbers have been available for years; the positive outweighs the negatives. Perry commented the Board needs to look at the big picture, Directors should be able to be reached and offering only an email address would restrict access to some community members. Barnello questioned if email correspondence would be considered a public document. Dreikosen replied he would have to look into that. The Board decided to keep phone numbers on the website available to all.

2. *Resolution 2016-04: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services:* Nestel commented the CSD should look towards normalizing tax; over half of Marinwood's calls are conducted in San Rafael.

M/s Perry/Kleinman-Green to approve Resolution 2016-04 Increasing the Amount of the Special Tax for Fire Protection and Emergency Services. . Ayes: Perry, Naylor, Kai and Kleinman-Green. Nays: None. Absent: Shea. Motion carried unanimously.

3. *Resolution 2016-05: Determining the FY 2016-2017 Appropriations Limit on Tax Proceeds:*

M/s Perry/ Kleinman-Green to approve Resolution 2016-05 Determining the 2016-2017 Appropriations Limit on Tax Proceeds. Ayes: Perry, Naylor, Kai and Kleinman-Green. Nays: None. Absent: Shea. Motion carried unanimously.

4. *Request for Future Agenda Items:*

- Adding another Director to the ad-hoc committee to Review, Revise, Create District Policies and Procedures.
- Amending Bylaws.
- Payroll policy adoption.
- Zero tolerance violence policy.
- Solar project status.

Recognitions and Board Member Items of Interest

Kleinman-Green stated the summer programs are so amazing. She has spoken with parents, campers and staff, and it is lovely to see everyone enjoying the experience.

Dreikosen congratulated the Kai family on their newest addition.

Dreikosen commented he had observed the camp and pool training and was impressed. The Supervisors do a good job preparing staff for all the summer programming.

The meeting was adjourned at 10:09PM.

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

| NO. | DATE | VENDOR | TOTAL CLAIM | PURPOSE | Cost Center | GL Account | Functional Area | AMOUNT |
|------|---------|---------------|-------------|-----------------------------|-------------|------------|-----------------|------------|
| 1159 | 6/23/16 | Marinwood CSD | 161,144.56 | Fire Reg Salary | 3100 | 5110110 | 103000 | 31,703.36 |
| | | | | Fire Overtime | 3100 | 5120110 | 103000 | 13028.64 |
| | | | | Shift Cap/Work Week | 3100 | 5110319 | 103000 | 1427.14 |
| | | | | 4850 Pay | 3100 | 5110110 | 103000 | 3,697.12 |
| | | | | Admin Asst | 3100 | 5110210 | 101000 | 635.67 |
| | | | | Admin Mngr | 3100 | 5110110 | 101000 | 1,865.60 |
| | | | | Admin Asst | 2100 | 5110210 | 101000 | 635.67 |
| | | | | Admin Asst | 1100 | 5110210 | 101000 | 317.84 |
| | | | | 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 | 234.00 |
| | | | | Pool Staff | 2100 | 5110210 | 105000 | 21,029.42 |
| | | | | Swim Team | 2100 | 5110210 | 113000 | 5,769.39 |
| | | | | Aquatics/Lessons | 2100 | 5110210 | 106000 | 3,724.06 |
| | | | | Summer Prog | 2100 | 5110210 | 107000 | 50,177.07 |
| | | | | Preschool | 2100 | 5110210 | 108000 | 1,681.00 |
| | | | | Payroll Billing | 3100 | 5210230 | 103000 | 170.78 |
| | | | | Payroll Billing | 2100 | 5210230 | 103000 | 345.69 |
| | | | | Payroll Billing | 1100 | 5210230 | 103000 | 19.68 |
| | | | | FICA | 3100 | 5140140 | 103000 | 3,502.59 |
| | | | | FICA | 2100 | 5140140 | 103000 | 7561.73 |
| | | | | FICA | 1100 | 5140140 | 103000 | 474.94 |
| | | | | CA/EDU | 3100 | 5140145 | 103000 | 68.33 |
| | | | | CA/EDU | 2100 | 5140145 | 103000 | 2,222.96 |
| | | | | Benefits withholding | | 2120066 | 103000 | -7,897.72 |
| 1160 | 6/14/16 | Cal Pers | 13,366.53 | FireUnfunded Liability June | 3100 | 5130510 | 103000 | 13,366.53 |
| 1161 | 6/14/16 | Cal Pers | 3,671.00 | PR Unfund.Liab. | 2100 | 5130510 | 103000 | 2,033.00 |
| | | | | | 1100 | 5130510 | 103000 | 1,638.00 |
| 1162 | 6/14/16 | SDRMA | 253.22 | Life Ins. June | 3100 | 5130120 | 103000 | 117.12 |
| | | | | | 2100 | 5130120 | 103000 | 75.33 |
| | | | | | 1100 | 5130120 | 103000 | 60.77 |
| 1163 | 6/9/16 | Marinwood CSD | 166,610.94 | Fire Reg Salary | 3100 | 5110110 | 103000 | 32,806.16 |
| | | | | Fire Overtime | 3100 | 5120110 | 103000 | 13,852.80 |
| | | | | Shift Cap/Work Week | 3100 | 5110319 | 103000 | 1,423.64 |
| | | | | 4850 Pay | 3100 | 5110110 | 103000 | 50,337.36 |
| | | | | Holiday Pay | 3100 | 5110313 | 103000 | 18,571.68 |
| | | | | Admin Asst | 3100 | 5110210 | 101000 | 536.79 |
| | | | | Admin Mngr | 3100 | 5110110 | 101000 | 1,865.60 |
| | | | | 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 |
| | | | | 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 | 654.00 |
| | | | | Pool Staff | 2100 | 5110210 | 105000 | 9,047.03 |
| | | | | Swim Team | 2100 | 5110210 | 113000 | 5,341.26 |
| | | | | Aquatics/Lessons | 2100 | 5110210 | 106000 | 2,281.30 |
| | | | | Summer Prog | 2100 | 5110210 | 107000 | 4,276.25 |
| | | | | Preschool | 2100 | 5110210 | 108000 | 8,090.75 |
| | | | | Payroll Billing | 3100 | 5210230 | 103000 | 228.61 |
| | | | | Payroll Billing | 2100 | 5210230 | 103000 | 86.62 |
| | | | | Payroll Billing | 1100 | 5210230 | 103000 | 11.22 |
| | | | | FICA | 3100 | 5140140 | 103000 | 5,069.76 |
| | | | | FICA | 2100 | 5140140 | 103000 | 3,461.30 |
| | | | | FICA | 1100 | 5140140 | 103000 | 474.94 |
| | | | | CA/EDU | 3100 | 5140145 | 103000 | 96.67 |
| | | | | CA/EDU | 2100 | 5140145 | 103000 | 492.81 |
| | | | | Benefits withholding | | 2120066 | 103000 | -11,950.39 |

| NO. | DATE | VENDOR | TOTAL CLAIM | PURPOSE | Cost Center | GL Account | Functional Area | AMOUNT |
|------|---------|-------------------------|-------------|-----------------------|-------------|------------|-----------------|-----------|
| 1164 | 6/3/16 | PERS Retirement | 12,695.32 | Retirement 6/3/16 | 3100 | 5130510 | 103000 | 9,886.33 |
| | | | | | 2100 | 5130510 | 103000 | 1,622.80 |
| | | | | | 1100 | 5130510 | 103000 | 1,186.19 |
| 1165 | 6/2/16 | Marinwood CSD | 75.00 | Nationwide | 3100 | 2120066 | 103000 | 75.00 |
| 1166 | 6/14/16 | PERS Retirement | 17,269.01 | Retirement 6/10/16 | 3100 | 5130510 | 103000 | 14,468.60 |
| | | | | | 2100 | 5130510 | 103000 | 1,618.51 |
| | | | | | 1100 | 5130510 | 103000 | 1,181.90 |
| 1167 | 6/27/16 | US Bank | 22,416.27 | Smoke Detectors/ Misc | 3100 | 5220810 | 103000 | 699.72 |
| | | | | Conference | 3100 | 5211325 | 103000 | 313.04 |
| | | | | Fuel | 3100 | 5220610 | 103000 | 250.75 |
| | | | | Station Supplies | 3100 | 5220827 | 103000 | 477.42 |
| | | | | Vehicle Maint | 3100 | 5210910 | 103000 | 548.55 |
| | | | | Conference | 2100 | 5211325 | 103000 | 200.00 |
| | | | | First Aid | 2100 | 5220828 | 105000 | 492.05 |
| | | | | First Aid | 2100 | 5220828 | 103000 | 738.07 |
| | | | | Adult Prog | 2100 | 5220819 | 111000 | 291.50 |
| | | | | Aquatics/Lessons | 2100 | 5220819 | 106000 | 1,288.90 |
| | | | | Pool Supplies | 2100 | 5220819 | 105000 | 1,248.74 |
| | | | | Pool Equip | 2100 | 5220215 | 105000 | 3,116.23 |
| | | | | Pool Guard clothing | 2100 | 5220825 | 105000 | 97.65 |
| | | | | Janitorial supplies | 2100 | 5220827 | 103000 | 60.80 |
| | | | | Pool Chems | 2100 | 5220819 | 105000 | 99.50 |
| | | | | Summer Prog | 2100 | 5220819 | 107000 | 8,014.35 |
| | | | | Camp Training | 2100 | 5211315 | 103000 | 1,159.00 |
| | | | | Office Supplies | 2100 | 5220110 | 103000 | 200.03 |
| | | | | Youth Prog | 2100 | 5220819 | 110000 | 605.00 |
| | | | | Fingerprinting | 2100 | 5210128 | 103000 | 604.00 |
| | | | | Vending | 2100 | 5220826 | 105000 | 171.95 |
| | | | | Conference | 1100 | 5211325 | 103000 | 200.00 |
| | | | | Grounds Maint | 1100 | 5220310 | 103000 | 1,539.02 |
| 1168 | 6/29/16 | Incrediflix | 952.00 | Film Camps | 2100 | 5210146 | 107000 | 952.00 |
| 1169 | 6/28/16 | Mad Science | 500.00 | Science Camps | 2100 | 5210146 | 107000 | 500.00 |
| 1170 | 6/29/16 | Skyhawks | 2,929.50 | Sports Camps | 2100 | 5210146 | 107000 | 2,929.50 |
| 1171 | 6/24/16 | Dairy Delivery | 570.10 | Vending | 2100 | 5220826 | 105000 | 570.10 |
| 1172 | 6/23/16 | Incrediflix | 1,071.00 | Animation camps | 2100 | 5210146 | 107000 | 1,071.00 |
| 1173 | 6/16/16 | American Messaging | 18.55 | Messaging svcs | 3100 | 5210725 | 103000 | 18.55 |
| 1174 | 6/17/16 | Dairy Delivery | 659.12 | Vending | 2100 | 5220826 | 105000 | 659.12 |
| 1175 | 6/15/16 | Airgas | 51.01 | Pool Chems | 2100 | 5220810 | 105000 | 51.01 |
| 1176 | 6/15/16 | Marin Sanitary | 2,369.73 | Garbage | 3100 | 5210815 | 103000 | 236.97 |
| | | | | | 2100 | 5210815 | 103000 | 710.93 |
| | | | | | 1100 | 5210815 | 103000 | 1,421.83 |
| 1177 | 6/15/16 | Bucks Saw Svcs | 209.57 | Equip Maint | 3100 | 5210910 | 103000 | 165.04 |
| | | | | | 1100 | 5210940 | 103000 | 44.53 |
| 1178 | 6/15/16 | DC Electric | 240.48 | Streetlight Maint. | 4100 | 5210915 | 103000 | 240.48 |
| 1179 | 6/14/16 | Leslie's Pool Supplies | 44.01 | Pool Chems | 2100 | 5220810 | 103000 | 44.01 |
| 1180 | 6/14/16 | Great America Financial | 217.41 | Copy Machine | 3100 | 5220130 | 103000 | 65.22 |
| | | | | | 2100 | 5220130 | 103000 | 130.45 |
| | | | | | 1100 | 5220130 | 103000 | 21.74 |
| 1181 | 6/14/16 | PG&E | 1,418.93 | Streetlights | 4100 | 5210825 | 103000 | 1,418.93 |
| 1182 | 6/14/16 | PG&E | 3,819.86 | Electricity May | 3100 | 5210810 | 103000 | 786.35 |
| | | | | | 2100 | 5210810 | 103000 | 2,851.36 |
| | | | | | 1100 | 5210810 | 103000 | 182.15 |
| 1183 | 6/13/16 | Dairy Delivery | 205.20 | Vending | 2100 | 5220826 | 105000 | 205.20 |
| 1184 | 6/14/16 | Home Depot | 65.58 | Grounds Maint | 1100 | 5220310 | 103000 | 65.58 |
| 1185 | 6/14/16 | Luna, Carlos | 1,079.37 | Pool Computers | 2100 | 5220110 | 103000 | 1,079.37 |
| 186 | 6/14/16 | Costco | 1,696.37 | Summer Prog | 2100 | 5220819 | 107000 | 1,696.37 |
| 1187 | 6/10/16 | Project A | 40.00 | Email Svcs | 2100 | 5220110 | 103000 | 20.00 |
| | | | | | 3100 | 5220110 | 103000 | 20.00 |
| 1188 | 6/10/16 | Pitney Bowes | 116.00 | Meter Lease | 2100 | 5220110 | 103000 | 116.00 |
| 1189 | 6/8/16 | Krav Maga | 600.00 | Adult Prog | 2100 | 5210146 | 111000 | 600.00 |
| 1190 | 6/8/16 | Landesign | 1,607.00 | Landscape Contractor | 1100 | 5211110 | 103000 | 1,607.00 |
| 1191 | 6/8/16 | AT&T | 135.21 | Phones May | 3100 | 5210725 | 103000 | 111.05 |
| | | | | | 2100 | 5210725 | 103000 | 13.99 |
| | | | | | 1100 | 5210725 | 103000 | 10.17 |
| 1192 | 6/8/16 | PG&E | 1,397.03 | Gas | 3100 | 5210810 | 103000 | 143.45 |
| | | | | | 2100 | 5210810 | 103000 | 1,253.58 |
| 1193 | 6/8/16 | Ongaro & Sons | 6,626.28 | Water Heater | 3100 | 5210910 | 103000 | 6,626.28 |
| 1194 | 6/8/16 | Sprint | 291.09 | Cell Phones May | 3100 | 5210725 | 103000 | 291.09 |
| 1195 | 6/7/16 | Cal Skate | 900.00 | Field Trip | 2100 | 5220819 | 107000 | 900.00 |
| 1196 | 6/7/16 | Alice Inc | 150.00 | Website Maint | 2100 | 5110110 | 103000 | 150.00 |
| 1197 | 6/7/16 | Adams Surfacing | 11,300.00 | Tennis Ct ReSurfacing | 1100 | 5220910 | 103000 | 11,300.00 |

| NO. | DATE | VENDOR | TOTAL CLAIM | PURPOSE | Cost Center | GL Account | Functional Area | AMOUNT |
|-----------------------|---------|-------------------------|-------------|--------------------------|-------------|------------|-----------------|------------|
| 1198 | 6/27/16 | Comcast | 152.22 | Cable | 3100 | 5210725 | 103000 | 152.22 |
| 1199 | 6/15/16 | Verizon | 42.08 | Data charges | 3100 | 5210725 | 103000 | 42.08 |
| 1200 | 6/17/16 | Pitney Bowes | 116.00 | Meter Lease | 2100 | 5220110 | 103000 | 116.00 |
| 1201 | 6/15/16 | Co of Marin CDA | 753.00 | Pool Permits | 2100 | 5211610 | 103000 | 753.00 |
| 1202 | 6/14/16 | Pitney Bowes | 500.00 | Postage | 3100 | 5220110 | 103000 | 35.00 |
| | | | | | 2100 | 5220110 | 103000 | 465.00 |
| 1203 | 6/21/16 | Co of Marin Tax Collect | 1,363.47 | Radio shop svcs | 3100 | 5210925 | 103000 | 1,363.47 |
| 1204 | 6/15/16 | Staples | 1,201.12 | Office Supplies | 3100 | 5220110 | 103000 | 336.07 |
| | | | | | 2100 | 5220110 | 103000 | 865.05 |
| 1205 | 6/29/16 | Costello, Christine | 498.75 | Zumba | 2100 | 5210146 | 111000 | 498.75 |
| 1206 | 6/29/16 | Clippinger, Skip | 26.25 | Ballroom Dance | 2100 | 5210146 | 111000 | 26.25 |
| 1207 | 6/29/16 | Gutterman, Jacqueline | 250.00 | Girl's Camp | 2100 | 5220819 | 107000 | 250.00 |
| 1208 | 7/6/00 | Sullivan, Mary | 188.00 | Refund Italian | 2100 | 4631919 | 111000 | 188.00 |
| 1209 | 6/29/16 | Mehciz, Gerald | 4,781.24 | Tennis programs | 2100 | 5210146 | 109000 | 4,781.24 |
| 1210 | 6/29/16 | McBride, Ann | 303.80 | Irish Dance | 2100 | 5210146 | 110000 | 303.80 |
| 1211 | 6/27/16 | Heatherington, Stefanie | 195.00 | Refund camps | 2100 | 4631920 | 107000 | 195.00 |
| 1212 | 6/27/16 | Gockel, Gary | 7,900.00 | Ozone Generator | 2100 | 5220215 | 105000 | 7,900.00 |
| 1213 | 6/27/16 | Quinan, Natalie | 160.00 | Refund Camps | 2100 | 4631920 | 107000 | 160.00 |
| 1214 | 6/28/16 | Fretwell, Lucas | 403.12 | Office Supplies | 2100 | 5220110 | 103000 | 99.00 |
| | | | | Vending | 2100 | 5220826 | 105000 | 140.54 |
| | | | | Pool supplies | 2100 | 5220819 | 105000 | 11.13 |
| | | | | Comm Rec. | 2100 | 5220819 | 112000 | 152.45 |
| 1215 | 6/28/16 | Bruton, Robyn | 349.69 | Camp supplies | 2100 | 5220819 | 107000 | 349.69 |
| 1216 | 6/28/16 | DeMarta, Shane | 600.00 | MIP 7/8 | 2100 | 5220819 | 112000 | 600.00 |
| 1217 | 6/23/16 | Sim, Hyo | 2,550.00 | TaeKwonDo May/June | 2100 | 5210146 | 110000 | 2,550.00 |
| 1218 | 6/23/16 | Freitas, Raul | 60.00 | Internet maint | 3100 | 5210725 | 103000 | 60.00 |
| 1219 | 6/21/16 | DeMarta, Shane | 400.00 | MIP 6/24 | 2100 | 5220819 | 112000 | 400.00 |
| 1220 | 6/21/16 | Thompson, Lawrence | 500.00 | EMT Class | 3100 | 5211340 | 103000 | 500.00 |
| 1221 | 6/21/16 | Bruton, Robyn | 221.29 | Summer Prog | 2100 | 5220819 | 107000 | 221.29 |
| 1222 | 6/23/16 | Besharati, Halleh | 3,770.00 | Sewing Camps | 2100 | 5210146 | 107000 | 3,770.00 |
| 1223 | 6/23/16 | Clark, Gisele | 1,540.00 | Nature Camps | 2100 | 5210146 | 107000 | 1,540.00 |
| 1224 | 6/23/16 | Mehciz, Gerald | 1,597.00 | Tennis camps | 2100 | 5210146 | 109000 | 1,597.00 |
| 1225 | 6/16/16 | Mehciz, Gerald | 1,775.68 | Tennis Camps | 2100 | 5210146 | 109000 | 1,775.68 |
| 1226 | 6/15/16 | Fretwell, Lucas | 376.83 | Guards in Training suppl | 2100 | 5220819 | 106000 | 376.83 |
| 1227 | 6/15/16 | Rogers, Kimberly | 295.00 | Refund Camps | 2100 | 4631920 | 107000 | 295.00 |
| 1228 | 6/15/16 | Romano, Irene | 20.00 | Refund Camps | 2100 | 4631920 | 107000 | 20.00 |
| 1229 | 6/15/16 | Bruton, Robyn | 73.92 | Camp supplies | 2100 | 5220819 | 107000 | 73.92 |
| 1230 | 6/14/16 | Powers, Katie | 308.00 | Refund camps | 2100 | 4631920 | 107000 | 308.00 |
| 1231 | 6/10/16 | Davis, Scott | 350.00 | Campers Choice #3 | 2100 | 5220819 | 107000 | 350.00 |
| 1232 | 6/10/16 | Davis, Scott | 200.00 | Campers Choice #6 | 2100 | 5220819 | 107000 | 200.00 |
| 1233 | 6/10/16 | Gutterman, Jacqueline | 250.00 | Campers Choice #2 | 2100 | 5220819 | 107000 | 250.00 |
| 1234 | 6/10/16 | Gutterman, Jacqueline | 250.00 | Campers Choice #8 | 2100 | 5220819 | 107000 | 250.00 |
| 1235 | 6/9/16 | Mehciz, Gerald | 4,157.80 | Tennis camps | 2100 | 5210146 | 109000 | 4,157.80 |
| 1236 | 6/9/16 | Mount, Amanda | 386.40 | Yoga classes | 2100 | 5210146 | 111000 | 386.40 |
| 1237 | 6/8/16 | Roach, Thomas | 52.00 | EMS reimb | 3100 | 5211340 | 103000 | 52.00 |
| 1238 | 6/8/16 | DeMarta, Shane | 42.96 | Vending | 2100 | 5220826 | 105000 | 42.96 |
| 1239 | 6/8/16 | Stanic, James | 87.72 | Fuel | 3100 | 5220610 | 103000 | 87.72 |
| 1240 | 6/7/16 | Dea, Edmond | 156.00 | Refund Camps | 2100 | 4631920 | 107000 | 156.00 |
| 1241 | 6/7/16 | DeMarta, Shane | 320.00 | Summer Prog | 2100 | 4631920 | 107000 | 320.00 |
| 1242 | 6/7/16 | Bruton, Robyn | 318.50 | Summer Camps | 2100 | 4631920 | 107000 | 318.50 |
| 1243 | 6/7/16 | Fretwell, Lucas | 325.00 | LG Training | 2100 | 4631917 | 106000 | 325.00 |
| 1244 | 6/7/16 | Bruton, Robyn | 1,193.33 | Summer camps | 2100 | 4631920 | 107000 | 937.28 |
| | | | | Youth Prog | 2100 | 4631922 | 110000 | 256.05 |
| 1245 | 6/7/16 | Prospero, Olga | 625.00 | Refund Rental | 2100 | 4410225 | 104000 | 625.00 |
| 1246 | 6/7/16 | Lim, May Lynne | 250.00 | Open space | 1100 | 5220220 | 103000 | 250.00 |
| 1247 | 6/3/16 | Kauer, Laura | 164.00 | Refund Pinecone | 2100 | 4631920 | 107000 | 164.00 |
| 1248 | 6/3/16 | McCreary, Sandra | 200.00 | Refund Rental | 2100 | 4410225 | 104000 | 200.00 |
| 1249 | 6/1/16 | O'Sullivan, Moneeka | 90.00 | Refund balance | 2100 | 4631920 | 107000 | 90.00 |
| 1250 | 6/1/16 | Flake, Cami | 20.00 | Refund Swim lessons | 2100 | 4631917 | 106000 | 20.00 |
| 1251 | 6/2/16 | Mehciz, Gerald | 1,854.60 | Tennis programs | 2100 | 5210146 | 109000 | 1,854.60 |
| TOTAL: | | | 483,347.02 | | | | | 483,347.02 |
| Total by Department: | | | | | | | | |
| Streetlights | | | | | 4100 | | | 1,659.41 |
| Fire Department | | | | | 3100 | | | 232,183.92 |
| Recreation Department | | | | | 2100 | | | 230,397.35 |
| Park Department | | | | | 1100 | | | 38,954.45 |

MARINWOOD COMMUNITY SERVICES DISTRICT
PAYROLL PROCEDURES AND TIMESHEET POLICY – DRAFT

Presented to Board of Directors: July 12, 2016

Purpose:

The District's Payroll Procedures and Timesheet Policy complement each other with the primary goal to produce accurate and timely compensation for our employees. An additional requirement is to capture accurate tax withholding information for reporting to all taxation authorities.

The District's **Payroll Procedures** address two classes of information:

- Confidential information such as social security and bank account numbers, home addresses and information normally captured in Human Resource systems and necessary to process payroll is carefully secured.
- Publically available information which includes compensation schedules, raises, incentives and any other compensation factors that are covered by the California Public Records Act are accurately maintained and included in the calculation of employee compensation. The actual compensation per employee is publically available information.

The District's **Timesheet Policy** addresses two primary objectives:

- To require employees whether exempt or non-exempt (subject to overtime) to submit accurate and timely paper-based timesheets including time worked and applicable absences including time off for vacation, holiday and sick time.
- To facilitate supervisorial approval of timesheets and entry into spreadsheets to transmit to 3rd party payroll vendor to ensure accurate and timely compensation.

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

Policy:

District-level payroll data is included in the monthly claims list and reviewed by the Board of Directors in preparation for each regular meeting. The Board of Directors must approve any changes to salary schedules or ranges and benefit changes at a public meeting.

The Administrative Assistant processes payroll and the District Manager authorizes it. The District Manager will process payroll if the Administrative Assistant is unavailable.

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 physical location and electronic files are password protected.

The District maintains a separate bank account for payroll.

Procedure:

Marinwood CSD pay periods are bi-weekly and the pay period ends every other Saturday.

All employees, full or part time maintain and submit physical timesheets.

Timesheets from each employee working during a pay period must be submitted to the Administrative Assistant by 12:00 PM the Monday following the end of the pay period.

The Administrative Assistant compiles this information in an electronic spreadsheet to submit to our payroll vendor. 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 accuracy prior to approval via authorized supervisor signature. The following positions have the authority to approve applicable timesheets:

- District Manager
- Fire Chief
- Recreation Director

- Recreation Supervisor
- Preschool Director

Sick, vacation, or other leave time must be accrued and available unless otherwise approved by the department head and is input on the timesheets. With the exception of the safety employees, non-exempt employees require the prior approval of overtime by the respective Department Head or District Manager. For safety employees, overtime must be approved by the Fire Chief or Fire Captain.

The Administrative Assistant enters hours worked by each employee into the appropriate spreadsheet and submits to the third-party payroll vendor.

The Administrative Assistant transfers funds in the amount of total payroll to the payroll bank. The transaction is verified by the District Manager.

The payroll vendor generates physical paychecks and direct payroll deposits and returns a manual payroll register to the District for reconciliation. The register includes time worked and wages earned as well as withholdings, deductions and applicable accruals. The Labor Distribution document is the basis for entering payroll data into the District accounting system.

The Administrative Assistant reconciles timesheets to payroll spreadsheets and to the vendor payroll register which is the basis for the General Ledger payroll balances.

MARINWOOD COMMUNITY SERVICES DISTRICT
CREDIT CARD POLICY - DRAFT

Presented to Board of Directors: July 12, 2016

Purpose:

In accordance with best practices and auditing standards, whenever possible, the District requires the use of district credit cards rather than petty cash for purchases of goods and services needed in the everyday District operations. This policy governs the issuance of Marinwood CSD (MCSD) credit cards to authorized employees, purchasing guidelines, documentation procedures and the month end reconciliation process of credit card purchases.

Policy:

The District may assign an MCSD credit card to the following employees:

- Recreation Supervisors
- Recreation Director
- Fire Chief
- Fire Captains
- District Manager

District credit cards must be used exclusively for goods and services used in District operations. Under no circumstances shall employees charge personal expenditures on MCSD credit cards. Whenever possible, employees shall use District credit cards rather than petty cash or personal credit cards. While emergency situations may arise, the District strongly suggests that employees refrain from purchasing District goods or services with their personal credit cards. Proper verification, approval and reconciliation of non-District card purchases may significantly delay or interfere with reimbursement to the employee.

The District Manager administers the account and sets the credit limits for the individual cardholders based on need and seasonality.

Authorized card holders will keep District credit cards in a safe place that is inaccessible to others and will be responsible to validate all charges made on their account unless the card is lost or stolen. In addition, card holders will be expected to be aware of their departmental budgets and to adhere to the monthly limits for credit card expenditures before making a purchase. Any intended purchases for goods or services not budgeted, which may exceed the monthly budget or established credit card limit will require prior approval by the District Manager.

Procedure:

Whenever possible, credit card purchases should be documented by an itemized receipt or invoice. Receipts shall be affixed to the appropriate credit card expense tracking form noting the proper department and cost center for each item purchased. If an itemized receipt is unavailable, lost or illegible, the purchaser must submit a signed memo listing the purpose and description of goods or services purchased.

Each credit card holder will submit their monthly report and accompanying receipts to the Administrative Assistant for reconciliation against the monthly credit card statement. Once the Administrative Assistant has reconciled all card holder reports and transactions against the credit card statements and they are approved by the District Manager, the Administrative Assistant will post the credit card charges to the appropriate general ledger account.

Credit card statements and supporting documentation shall be retained by the district for 5 years.

District credit card assignees must immediately report lost or stolen cards to the District Manager who will then notify the credit card company.

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

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

Accounting System Migration:

As of July 1, 2017, we began using QuickBooks as our official accounting system of record. This has been the priority initiative leading into fiscal year-end close and the beginning of the new fiscal year.

We have been able to process claims/expenses, including cutting checks, and uploading the proper documentation into the County records to recognize the transactions. There will obviously be a continued learning curve as we further utilize this system. Having processed the first couple batches of basic accounting transactions, the emphasis now is to continue work on cleaning up the chart of accounts from the prior imported SAP structure into a structure specific to District needs, mirroring what is presented via our internal budget worksheets. Once completed, I am hopeful to produce sample financial reports from QuickBooks to be shared at the August meeting.

We are not completely clear of the need to interact with the County's new accounting system, Munis, and there have been some learning obstacles to overcome there as well. However, I feel we have made good progress at the end of their first week of implementation. Needless to say, a system transition of this magnitude will not be without its own unique challenges.

Solar Project:

We continue to have consistent communication with Frank Gobar of Danlin Solar, the company contracted to build and install the system. As mentioned at the June board meeting, I did not expect large amounts of progress from then to now due to our internal summer season demands.

As was requested at the June board meeting, they have provided an updated construction and installation timeline. It is attached to this report for your reference. Please note this is a conservative timeline provided by Danlin.

Marinwood CSD Solar Project
Construction and Installation Schedule

| Task Name | Duration | Start | Finish |
|---|-----------------|--------------|---------------|
| Marinwood CSD | 110d | 05/16/16 | 10/14/16 |
| Design and Engineering | 20d | 05/16/16 | 06/10/16 |
| Permit Package Roof | 19d | 05/17/16 | 06/10/16 |
| Permit Package Shade Structure | 20d | 05/16/16 | 06/10/16 |
| Long Lead Procurement | 68d | 06/22/16 | 09/23/16 |
| Roof | 53d | 06/22/16 | 09/02/16 |
| Racking | 40d | 06/22/16 | 08/16/16 |
| Modules | 20d | 07/08/16 | 08/04/16 |
| Inverters | 20d | 08/08/16 | 09/02/16 |
| Electrical Equipment | 30d | 07/25/16 | 09/02/16 |
| Shade Structure | 56d | 07/08/16 | 09/23/16 |
| Racking | 40d | 07/08/16 | 09/01/16 |
| Modules | 20d | 07/08/16 | 08/04/16 |
| Inverters | 20d | 08/08/16 | 09/02/16 |
| DAS | 45d | 07/25/16 | 09/23/16 |
| Roof Construction | 35d | 08/22/16 | 10/07/16 |
| Roof Construction Phase 1 | 25d | 08/22/16 | 09/23/16 |
| Mobilization Array 1 & 2 (Community Center) | 1d | 08/22/16 | 08/22/16 |
| Layout | 2d | 08/23/16 | 08/24/16 |
| Set Racking | 15d | 08/25/16 | 09/14/16 |
| Electrical | 15d | 09/05/16 | 09/23/16 |
| Set Modules | 10d | 09/02/16 | 09/15/16 |
| Roof Construction Phase 2 | 15d | 09/15/16 | 10/05/16 |
| Mobilization Array 3 (Pool Area) | 1d | 09/15/16 | 09/15/16 |
| Layout | 2d | 09/16/16 | 09/19/16 |
| Set Racking | 7d | 09/20/16 | 09/28/16 |
| Electrical | 7d | 09/27/16 | 10/05/16 |
| Set Modules | 5d | 09/28/16 | 10/04/16 |
| AHJ Final | 1d | 10/06/16 | 10/06/16 |
| Final Clean-Up / Demobilization | 1d | 10/07/16 | 10/07/16 |
| Shade Structure Construction | 40d | 08/22/16 | 10/14/16 |
| Mobilization | 1d | 08/22/16 | 08/22/16 |
| Layout | 2d | 08/23/16 | 08/24/16 |
| Set Racking | 15d | 09/02/16 | 09/22/16 |
| Set Modules | 10d | 09/23/16 | 10/06/16 |
| QA / QC Walk - Punchlist | 5d | 10/07/16 | 10/13/16 |
| Final Clean-Up / Demobilization | 1d | 10/14/16 | 10/14/16 |

July 7, 2016

To: Marinwood Board of Directors
From: Chief Tom Roach
Re: Activity Summary for June 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
Probationary 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

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

10 Volunteer Firefighter qualified as a “non responder”

Three volunteers passed the written and practical responder testing in May and June.

EMERGENCY CALLS

The department responded to 105 emergency in June. Most were medical in nature. The department did respond to two vegetation fires in Novato and two vegetation fires in San Rafael and one structure fire in San Rafael. Fire season is in full swing. The department had been asked to participate in two strike team assignments both of which had to be turned down because of limited staffing.

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed four final inspections of new solar systems in Marinwood during June.
- A Fire Commission Meeting was held in June.
- I completed two residential fire sprinkler inspections in Marinwood during June.
- A Lion Club Marinwood CERT Team Meeting was held at the firehouse in June. I am working on mapping of the different CERT areas in Marinwood.
- A Community Service Grant for \$7,000 was awarded to Las Gallinas Lions Club for a disaster preparedness trailer and supplies.
- The on duty engine company attended the Cobblestone Block Party in June.
- New Volunteer Orientation was held in June. Four new volunteers were hired.
- Four camp tours were done during June.
- I attended the Marin County Drug Advisory Board Meeting in June.

- One residential Daycare licensing inspection was completed in June.
- Two fundraising rides to school were completed in June.
- A vegetation Management project was completed by CCNB on Blackstone Lane in June.
- I attended the monthly Marin County Fire Chief's meeting in June.
- I attended the Marinwood CERT Communications Committee meeting in June.
- I met with John Campo from Marin County Parks and Open Space to discuss the possibility of changing a local fire road into a trail. Follow up meeting with Novato and Marin County Fire Chief's and I with Open Space is happening in July.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during June.
- Keith Larson completed the joint new hire fire academy and graduated in June.
- Sean Day and Keith Larson continued to develop their paramedic skills.
- On duty staff went through EMS Training through CMTC during June.
- Four volunteer drills were held in April. EMS, new engine training, and new volunteer orientation were the topics.
- 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.
- Sean Day and Jeff Smith both successfully completed their 6 month probation test.
- Sean Day and Jeff Smith began working on their Engineer certification.
- Volunteers Jamie Stanic and Shane Kunst completed the Wildland Fire Academy.
- The on duty staff helped train the Sheriff new hire academy on fire attack.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during June.
- The new engine was placed in service and the reserve engine is being used by the joint new hire academy.
- The reserve engine has been listed for sale with some brokers.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.

July 8, 2016

To: Marinwood Board of Directors
From: Chief Roach

Re: New Engine Update, CERT, Pancake Breakfast, By Law Changes, Succession Planning for Paramedic Program and staffing, Vegetation Management

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. The Marinwood CERT Team had a booth set up at the Pancake Breakfast along with the Southern Marin Cert Disaster Response Trailer. This is the trailer the Marinwood Cert Committee and the Lions Club are looking to duplicate with the Community Service Grant. Also, the Marinwood Cert Team is sponsoring a Get Ready Class Disaster Preparedness Class in Marinwood on August 3 and a First Aid for Disaster Response (FADR) Class in October during Cert Week.

Pancake Breakfast

The Marinwood Firefighter's Association held the 58th Fourth of July Pancake Breakfast on July 4. There was a great turnout and a good time had by all. Personally it was my 24th.

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 two most recent hires, Sean Day and Keith Larson, are qualified and certified to act as a paramedic. Sean and Keith are functioning as an EMT while working at Marinwood. They have been attending the monthly run review training's at Kaiser, are all current on their paramedic recertification's, have been assigned and are completing additional on line Target Safety medical training, and are doing ride along time on their off days on San Rafael's rescue ambulances.

Sean Day and Jeff Smith both passed their 6 month probationary test June 15. It was administered by the Captain Heine the Training Officer. They are now focusing on 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 purposes.

Two employees remain off injured, one on sick time one on workers comp. As of now there is no date for their return.

Vegetation Management

One project was recently completed by Conservation Corps North Bay on Blackstone Lane. They did a great job. I am awaiting a bid from CCNB to complete some work on Marinwood Open Space in the Ironstone Court area. Also, I am working with Fire Safe Marin to set up some chipper days in Marinwood at no cost. More to follow on that.

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

June 28, 2016

Time and Place: 7:00PM Las Gallinas Mini-Park/Panhandle Trail

Present:

Commissioners: Shane Valentine, Kimberly Call, John Tune and Jon Campo.

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

Board Members: Jeff Naylor.

Others present: Linda Barnello, Frank Gobar and Stephen Nestel.

Park and Recreation Commission Facility Tour and Inspection: Las Gallinas Mini-Park/Panhandle Trail

The Commission began the tour in the mini-park. DeMarta stated the playground was vandalized and a portion of the equipment needs to be replaced. The maintenance crew will be installing a motion sensor light in the near future. Call commented staff might consider adding a "neighborhood watch" sign as well.

Nestel showed the Commissioners an oleander bush that was trimmed down to its stems. Nestel commented the bush was hacked and that the CSD needs written standards for landscaping. Call commented she would consider removing the bush completely; oleander is very toxic and it should not be located so close to a children's playground.

(The Commission began walking down the panhandle.) Nestel commented the trail is too wide and compacted, it does not need to be twelve feet wide; he would like to see the trail return to its natural growth. Tune replied the trail has become wider with use. Naylor commented the trail is a fire break; it would not be safe for the grasses to grow high and the trail be reduced in width. Barnello commented she prefers the wider trail to accommodate room for passing bicyclists.

Barnello commented the drainage pipe in the creek is being covered with foliage; it should be cleared.

Nestel commented that the blackberries on the western side of the trail were hacked; the CSD needs written standards for staff to follow. DeMarta replied a team member got a bit overzealous with the cutback of the blackberry bushes, but it was dealt with internally and will not happen in the future. Tune commented the trail in its current state is the natural pathway that has evolved over the years. Tune stated the current staff should not be held accountable for the compaction of soil and widening of the pathway that has occurred over the past twenty or so years.

Dreikosen introduced Frank Gobar a resident and general contractor. Gobar spoke to the Commission about the maintenance shed and the possible solutions for the area. The CSD needs to determine whether to purchase a pre-engineered building or hire someone to build new construction. A wood structure would be higher maintenance than a metal structure and the roof should be strong enough for staff to walk on and clear debris when needed. Campo asked if any part of the current shed is salvageable. Gobar replied it would not be ideal to try and repair the structure; starting from scratch is preferable. Nestel asked if the footprint could be reduced. Gobar replied it may, but staff needs space for proper storage of the equipment. Dreikosen inquired what would be more cost effective, a pre-engineered building or new construction. Gobar replied in his opinion there is not a huge cost savings if the CSD chose a pre-engineered building. Valentine asked how the CSD should begin the permitting process. Gobar replied begin with internal fact finding and speak with staff to assess needs. Barnello suggested the Commission set up a committee to work on the project. DeMarta commented he will meet with staff again to determine the next steps.

Agenda

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

Public Comment

No comments.

Draft Minutes of May 24, 2016 Park and Recreation Commission Meeting

Naylor stated the future agenda items from the last meeting were not placed on the June agenda. Valentine replied the requests will be addressed.

M/s Call/Campo to approve Minutes of May 24, 2016 Park and Recreation Commission meeting. Ayes: Call, Valentine and Campo. Abstaining: Tune. Nays: None. Motion carried.

Review of Draft Board Minutes of June 14, 2016

Call asked the nature of the phone call Director Kai had received. Naylor responded it was threatening, abusive and violent in nature. It was in regards to a YouTube posting claiming censorship by the CSD Board.

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

No further comments. The topic was addressed previously in the meeting.

Park and Recreation Reports

DeMarta reported summer programming is in full swing, staff is working extremely hard. Music in the Park kicked off last Friday successfully. Call inquired if the sunscreen issue had been resolved regarding pool clarity. DeMarta replied the summer camp counselors have modified the timing of application to reduce the amount of sunscreen washing off in the pool. Additionally staff is adding enzymes to the water to help filter out sunscreen.

DeMarta stated the Maintenance staff worked hard to prepare the grounds for camps. Turf maintenance and weed abatement are top priorities currently. Naylor commented he had walked the grounds recently and everything is looking great.

Requests for Future Agenda Items

- Add brighter lighting to park bathroom

The meeting concluded at 9:00PM.

Respectfully submitted,
Carolyn Sullivan

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

Recreation Activities

Summer Programs:

We are now finishing-up week four of camp. Camp has been going extremely well, our attendance has been strong and staff are doing a great job keeping campers happy and safe. The new system we implemented to organize our 14 camps into 3 separate groups (Discoverers, Explorers & Adventurers) has made supervision more efficient and more effective. We look forward to the coming weeks of camp as some of our best “themes” are on the horizon such as, *Wild Wild West*, *Carnival Craziiness*, and *Far out Fantasy*.

Pool:

We’ve been having a great pool season thus far. This has been the busiest pool season in a number of years and we’ve had very few problems. We are in the process of installing our new ozone system which should help with water quality and clarity moving forward.

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 first Music in the Park had a great turnout, it was nice to see so many people enjoying themselves. The next Music in the Park is Friday, July 8th from 6:00pm-8:00pm.

Fall Review:

We are currently working on completing the fall edition of the Marinwood Review. We hope to have it out by the middle of August.

Park Maintenance Activities

During the summer months the Parks Dept. spends quite a bit of time keeping the park and surrounding areas clean and in good repair. So, during this busy time we reduce the number of “projects” and focus more on general maintenance.

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
- Weed control

Projects completed in June

- Removal of tree in open space
- Aerate turf
- Irrigation repair

Projects for July:

- Aerate/Fertilize Turf
- Pruning along Miller Creek Road (across from the Community Center)
- Playground Repairs