

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

Tuesday – August 9, 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 <i>Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Jack Hughes, Liebert Cassidy Whitmore; Eric Dreikosen. Represented Employees: Marinwood Professional Firefighters</i>	
C. 7:30 PM	OPEN SESSION: CALL TO ORDER AND PLEDGE OF ALLEGIANCE	
D. 7:30 PM	AGENDA	Adopt
E. 7:35 PM	Presentation: "The Oaks" Proposed Senior Living Center and Project Required Wetlands Mitigation Impact on District Open Space Adjacent to Development Site	Discuss
F. 7:55 PM	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of July 12, 2016 b. Bills Paid Nos. 1-157	Approve
G. 8:05 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>	
H. 8:15 PM	FISCAL MATTERS 1. FY 16-17 Budget Amendment: Recognize Fire Dept Grant & Funded Expenses	Approve
I. 8:25 PM	DISTRICT MATTERS 1. Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities <i>Committee Member(s): Jeff Naylor, Bill Shea</i> 2. Update from Ad-Hoc Committee to Review, Revise, Create District Policies & Procedures: Discuss Next Project(s). <i>Committee Member(s): Izabela Perry</i> 3. Board Bylaws: Proposed Amendment regarding Commission Meeting Times 4. District Manager Report	Review Discuss Approve Review
J. 8:55 PM	FIRE DEPARTMENT MATTERS 1. Draft Minutes of Fire Commission Meeting of August 3, 2016 2. Fire Chief Report and Activity Summary Report for July, 2016 3. Fire Commission Bylaws: Proposed Amendment Changing Time of Meeting and Creation of Vice-Chair Position 4. Date of Next Fire Commission Meeting – September 6, 2016	Review Review Approve
K. 9:15 PM	PARK AND RECREATION MATTERS 1. Draft Minutes of Park & Recreation Commission Meeting of July 26, 2016 2. Recreation and Park Maintenance Activity Reports 3. Date of Next Park & Recreation Commission Meeting – August 23, 2016	Review Review
L. 9:30 PM	NEW AND OTHER BUSINESS 1. Marin County Grand Jury Report: Discuss and Potentially Approve Draft Response to Recent Report regarding 911 First Responder Referral Program 2. Marin County Grand Jury Report: Discuss and Potentially Approve Draft Response to Recent Report regarding Sex Trafficking in Marin County 3. District Manager Objectives: Discuss Creation of Position Goals and Objectives 4. Requests for Future Meeting Agenda Items	Approve Approve Discuss
M. 10:00 PM	RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST	
N. 10:05 PM	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – September 13, 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 July 12, 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 exited closed session at 7:35; the Board took no action and advised its representatives.

Present:

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

Absent: Izabela Perry.

Staff: District Manager Eric Dreikosen, Fire Chief Thomas Roach, Recreation Director Shane DeMarta, Firefighters Sean Day, Keith Larson and Stephen Heine and Administrative Assistant Carolyn Sullivan.

Park and Recreation Commissioners: Shane Valentine.

Others Present: Stephen Nestel

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Consent Calendar

a. *Draft Minutes of Regular Meeting of June 14, 2016:* Naylor stated when replying to Barnello's comments he wanted to reflect the notion that the Board has latitude in regards to public comment. The Board may decide when and how long it invites public comment and the Board can decide whether public comment occurs before Board deliberations or during Board deliberations.

M/s Kleinman-Green/Shea to approve Consent Calendar. Ayes: Naylor, Kai, Kleinman-Green and Shea.

Nays: None. Absent: Perry. Motion carried unanimously.

Public Comment Open Time for Items Not on Agenda

Nestel commented there are some items missing from the minutes. Nestel stated the public is not receiving accurate minutes, they are political spin. The CSD has broken the law in regards to migratory bird habitat with the cutting of the blackberry bushes in the park. Nestel stated he had contacted California Fish and Wildlife. Nestel also stated the CSD needs to deal with the electrical hazard in the park.

Dreikosen replied DC Electric is working with PG&E to resolve the issue.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities. Committee Member(s): Jeff Naylor and Bill Shea:* Naylor commented there has been no real movement on the OPEB front, but suggested that Naylor, Shea and Dreikosen research the other three providers and report back to the Board with their findings. Nestel commented the CSD should spend the time to research all the options as well as consider the CSD's capital needs. Naylor replied the decision is not just a financial one, there are audit, reporting and GASB issues to consider as well.

2. *Update from Ad-Hoc Committee to Review, Revise, Create District Policies and Procedures: Discuss Next Project(s). Committee Member(s): Izabela Perry:* Due to Perry's absence the agenda item was postponed until the August meeting.

a. *Discuss adding another Director as member of Committee and potentially appoint a Director:* Naylor stated he would like to withdraw his proposal. Having Perry be the official committee member gives the flexibility for her to work with Director's on a policy by policy basis. Kai agreed the flexibility is a positive. Nestel stated the Board is not restricted to have only Directors on the Committee's; the Board needs to be public in their deliberations; these are standing committees not ad-hoc. Naylor responded in regards to the Unfunded Liabilities Committee the committee gave itself one year to reach a recommendation. Dreikosen noted in regards to policy updates it was discussed between he and Perry an idea to have each policy introduced be placed on the agenda at least twice before adoption. Naylor suggested the Board hold a publically held workshop, not a Board meeting to discuss policies. Kai commented it is a good outline to publically introduce the updated policy at one meeting and adopt at the following meeting. The work that is conducted in the Committees are all publically discussed.

b. *Draft: Marinwood CSD Payroll Management Policy:* Kai commented this policy was introduced last month. Shea commented it is straightforward. Naylor commented the date of the current policy manual is over forty years old; there are compelling reasons for the policies to be updated.

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

c. *Draft: Marinwood CSD Credit Card Policy:* Shea asked if there are dollar figures for each card. Dreikosen replied they vary seasonally. Nestel commented there are limits on petty cash there needs to be limits on credit cards. Naylor replied there are authorization limits on each card and staff has discretion to set those limits; the Board trusts its District Manager. Naylor added there are enough safeguards in this policy. Valentine stated the credit cards are reconciled and paid on a monthly basis; any abuse would present itself in a timely manner.

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

3. *District Manager Report:* Dreikosen stated the past few weeks have been spent on the close of the fiscal year and the beginning of a new one; the new QuickBooks accounting system is up and running. Nestel asked if security measures are in place. Dreikosen noted a professional had installed the program and it is not online. Dreikosen stated Danlin had provided the District with an updated timeline for the solar energy project; construction will resume in August. Nestel commented he had received a nasty note from the District Manager regarding the blackberry bushes; the law was broken and there needs to be accountability for the action that was taken. Naylor commented he had reviewed the email by Dreikosen before it was sent and supports the District Manager.

Fire Department Matters

1. *Fire Chief Report and Activity Summary Report for June 2016:* Roach reported there was no Commission meeting in July. The Department had been contacted for strike team assignments, but due to staffing levels declined the assignment. The new engine is in service and performing well. The shared services agreement is continuing to be helpful to the Department as well. Roach reported a Captain's exam will be held later this year. Nestel asked if there are strength and weight qualification for the Captain's exam. Roach replied each Firefighter is required to go through a physical exam every other year.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of June 28, 2016:* Valentine reported the Commission is halfway through their yearly grounds inspection tour. Valentine commented that the vegetation issue was discussed and Nestel was in attendance at the meeting. A policy regarding vegetation management was not on the agenda therefore it was not broached. Naylor replied he is not convinced that the CSD needs a policy due to a single event; the incident was handled internally. Nestel stated the CSD needs to be consistent with its guidelines for vegetation care.

2. *Recreation and Park Maintenance Activity Reports:* DeMarta reported staff is in full summer mode; so far programming has been great. The tennis courts received a new slip coat, Adams Surfacing did a great job. Music in the Park continues to be a success; the next one will take place on July 22nd. Staff is finalizing the fall Review, deadline for submittals will be in two weeks. Naylor Commented the Board needs to reach out to the community seeing that attendance at the regular meetings are sparse; he stated the CSD needs to keep the newsletter going. Kai commented the Board needs to inform the public on what the CSD does and what their purview is. Nestel commented Naylor is right the CSD needs to be on top of the newsletter as well as add video clips and produce it regularly.

New and Other Business

1. *Requests for Future Meeting Agenda Items:*

- Naylor: Begin work on drafting objectives for District Manager.
- Nestel: CSD discussion on financial impacts of homeless shelter on Mark Drive. Kleinman-Green responded that is not the CSD's purview; it is a County matter. Kai commented it would be premature to have any discussions at this time.

Recognitions and Board Member Items of Interest

DeMarta thanked the Fire Department for their assistance today on two separate occasions. Captain Heine was a great help and had wonderful manner with our staff. Roach commented Heine is doing a great job as the Training Officer. Dreikosen recognized Naylor for his attendance at the Special District Leadership Academy.

The meeting was adjourned at 9:12PM.

The date of the next Regular Board Meeting was set for August 9, 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
1	7/6/16	Dairy Delivery	872.38	Vending supplies	Rec	5220826	105000	872.38
2	7/6/16	PERS Retirement	12,568.96	Retirement 6/24/16	Park	5130510	103000	1190.65
					Rec	5130510	103000	1627.26
					Fire	5130510	103000	9,751.05
3	7/6/16	Cal PERS	45,165.58	Health Ins. July	Park	5130120	103000	9,922.89
					Rec	5130120	103000	8,071.51
					Fire	5130120	103000	27,171.18
4	7/6/16	Cal PERS	15,079.76	Unfunded Liability July	Fire	5130510	103000	15,079.76
5	7/6/16	Cal PERS	4,176.29	Unfunded Liability July	Rec	5130510	103000	2,336.08
					Park	5130510	103000	1,840.21
6	7/6/16	Vision Svcs Plan	443.00	Vision Ins July	Fire	5130120	103000	276.88
					Park	5130120	103000	71.99
					Rec	5130120	103000	94.13
7	7/6/16	SDRMA	138,895.50	Workers Comp (annual)	Fire	5140115	103000	87,504.17
					Park	5140115	103000	21,112.12
					Rec	5140115	103000	30,279.21
8	7/6/16	Bank of NY Mellon Building Loan	107,893.67	Interest	Fire	5211715	103000	3,025.00
				Interest	Rec	5211715	103000	3,025.00
				Principal	Fire	5211710	103000	50,921.84
				Principal	Rec	5211710	103000	50,921.83
9	7/6/16	SDRMA	23,759.77	General Insurance (annual)	Fire	5210525	103000	10,028.52
					Rec	5210525	103000	6,290.56
					Park	5210525	103000	7,440.69
10	7/6/16	Bank of NY Mellon MERA Bond 1 (Annual)	18,186.79	Principal	Fire	5211710	103000	13,520.06
				Interest	Fire	5211715	103000	2848.05
				Principal	Park	5211710	103000	1,502.23
				Interest	Park	5211710	103000	316.45
11	7/7/16	Wheeler Zamaroni	2,182.71	DG picnic area	Park	5220310	103000	2,182.71
12	7/7/16	Marin Landscape Materials	2,468.63	Grounds Materials	Park	5220310	103000	2,468.63
13	7/7/16	Hagel Services	2,032.42	Janitorial Supplies	Fire	5220827	103000	500.00
					Rec	5220827	103000	1,532.42
14	7/7/16	LN Curtis & Sons	3,833.05	Vehicle Maint	Fire	5210910	103000	1,765.52
				Fire Equip	Fire	5220210	103000	222.05
				Fire Personnel Supplies	Fire	5220810	103000	1,762.94
				Small Tools	Fire	5220215	103000	82.54
15	7/7/16	Young, Stacey	800.00	Petting Zoo	Rec	5220819	107000	800.00
16	7/7/16	Expert Tutoring	1,350.00	Campers Choice	Rec	5220819	107000	1,350.00
17	7/7/16	Clippinger, Skip	197.25	Ballroom Dance	Rec	5210146	111000	197.25
18	7/7/16	Sprint	291.69	Cell phones June	Fire	5210725	103000	291.69
19	7/7/16	AFLAC	127.40	Disability Ins	Park	5130120	103000	127.40
20	7/7/16	Ca. Assoc of Pro Fire	245.00	Long Term Dis July	Fire	5130120	103000	245.00
21	7/8/16	Marinwood CSD	184,939.63	Regular Salary	Fire	5110110	103000	31,638.08
				Overtime	Fire	5120110	103000	9,781.21
				Shift Cap/Work Week	Fire	5110319	103000	820.18
				4850 Pay	Fire	5110110	103000	3,697.12
				Admin Asst	Fire	5110210	101000	645.76
				Admin Mngr	Fire	5110110	101000	1,865.60
				Admin Asst	Rec	5110210	101000	645.76
				Admin Asst	Park	5110210	101000	322.88
				Admin Mngr	Rec	5110110	101000	932.80
				Admin Mngr	Park	5110110	101000	932.80
				Rec Director	Rec	5110110	103000	2,647.12
				Rec Director	Park	5110110	103000	1,134.48
				Rec Salary	Rec	5110110	103000	6,830.40
				Park Salary	Park	5110110	102000	6,272.00
				Park Hourly	Park	5110210	102000	2,400.00
				Bldg Attendant	Rec	5110210	104000	760.00
				Pool Staff	Rec	5110210	105000	17,756.95
				Swim Team	Rec	5110210	113000	5,525.65
				Aquatics/Lessons	Rec	5110210	106000	8,984.74
				Summer Prog.	Rec	5110210	107000	72,142.68
				Tennis	Rec	5110210	109000	420.00
				Payroll Billing	Fire	5210230	103000	126.43
				Payroll Billing	Rec	5210230	103000	347.14
				Payroll Billing	Park	5210230	103000	22.98
				FICA	Fire	5140140	103000	3,202.74

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
				FICA	Rec	5140140	103000	9,481.99
				FICA	Park	5140140	103000	474.94
				CA/EDU	Rec	5140145	103000	3,026.69
				Benefits Withholding		2120066	103000	-7,899.49
22	7/8/16	Clark, Gisele	595.00	Modern Masters Arts	Rec	5210146	107000	595.00
23	7/8/16	Mount, Amanda	135.80	Yoga Classes	Rec	5210146	111000	135.80
24	7/8/16	Bruton, Robyn	1,254.59	Summer Prog.	Rec	5220819	107000	1,254.59
25	7/8/16	Liebert Cassidy Whitmore	9,228.50	LegalFees	Fire	5210131	103000	6,831.50
					Rec	5210131	103000	1,198.50
					Park	5210131	103000	1,198.50
26	7/8/16	Alice Inc.	750.00	Website re-design	Rec	5220110	103000	750.00
27	7/8/16	Comcast	60.06	Internet July	Rec	5210725	103000	30.03
					Fire	5210725	103000	30.03
28	7/8/16	Dairy Delivery	823.33	Vending Supplies	Rec	520826	105000	823.33
29	7/8/16	Airgas	406.12	Pool Chemicals	Rec	5220810	105000	406.12
30	7/8/16	Siteone	1,050.77	Equip/Tools	Park	5220310	103000	1,050.77
31	7/11/16	Dixie School District	575.00	Room Rentals	Rec	5220819	107000	575.00
32	7/11/16	ActiveNet	1,908.57	Credit Card Readers	Rec	5220110	103000	1,908.57
33	7/11/16	Jordan, Colleen	65.00	Refund Swim Lessons	Rec	4631917	106000	65.00
34	7/11/16	Jordan, Colleen	65.00	Refund Swim Lessons	Rec	4631917	106000	65.00
35	7/11/16	Ewing Irrigation	494.86	Grounds/Irrigation	Park	5220310	103000	494.86
36	7/11/16	Jackson's Hardware	149.24	Safety Clothing	Park	5220825	103000	5.97
				Grounds Maint	Park	5220310	103000	143.27
37	7/11/16	Verizon Wireless	84.16	Data for E58	Fire	5210725	103000	84.16
38	7/11/16	Grainger	1,422.75	Bldg Maint	Fire	5220310	103000	63.87
				Janitorial Supplies	Rec	5220827	103000	916.63
				Fire Equip	Fire	5220810	103000	229.61
				Safety equip	Park	5220825	103000	212.64
39	7/11/16	A&S Landscape Materials	466.50	Mulch	Park	5220310	103000	466.50
40	7/11/16	Home Depot	847.92	Small Tools	Park	5220215	103000	592.97
				Grounds Maint	Park	5220310	103000	254.95
41	7/11/16	Costco	7,846.29	Summer Prog.	Rec	5220819	107000	5,965.71
				Office	Rec	5220110	103000	70.00
				Pool Equip	Rec	5220215	105000	1,204.34
				Vending Supplies	Rec	5220826	105000	280.00
				Aquatics/Lessons	Rec	5220819	106000	326.24
42	7/11/16	Honey Bucket	361.69	Porta Potty	Park	5220310	103000	361.69
43	7/11/16	Dept of Forestry/Fire Pro	175.00	Ready Heat Meals	Fire	5220826	103000	175.00
44	7/11/16	Pitney Bowes	116.00	Meter Lease	Rec	5220110	103000	116.00
45	7/11/16	Diego Truck Repair	1,015.09	Vehicle Maint	Fire	5210910	103000	1,015.09
46	7/11/16	All Star Rents	237.73	Aerator Rental	Park	5211220	103000	237.73
47	7/11/16	State of Ca. Dept Justice	640.00	Fingerprinting	Rec	5210128	103000	640.00
48	7/11/16	Inland	371.48	Copy Machine	Fire	5220130	103000	111.44
					Rec	5220130	103000	222.89
					Park	5220130	103000	37.15
49	7/12/16	US Postal Svcs	157.00	Postage Renewal	Rec	5220110	103000	157.00
50	7/12/16	Carquest Auto Parts	126.35	Vehicle Maint	Fire	5210910	103000	126.35
51	7/12/16	LERN	395.00	Membership Dues	Rec	5211330	103000	395.00
52	7/12/16	State of Ca. Dept Justice	352.00	Fingerprinting	Rec	5210128	103000	352.00
53	7/12/16	Pitney Bowes	116.00	Meter Lease	Rec	5220110	103000	116.00
54	7/12/16	Western Exterminator	225.00	Pest Control	Fire	5220310	103000	151.50
					Rec	5220310	104000	73.50
55	7/12/16	AT&T	129.00	Internet Park	Park	5210725	103000	129.00
56	7/12/16	Land or Sea	290.00	Equip bag	Fire	5220810	103000	290.00
57	7/12/16	Alice Inc.	150.00	Software Maint	Rec	5220110	103000	150.00
58	7/12/16	Hertz Equip Rental	750.05	Chipper Rental	Park	5211220	103000	750.05
59	7/12/16	Foremost Promotions	497.63	Jr. FF Hats	Fire	5211320	103000	497.63
60	7/12/16	Conservation Corps	5,578.00	Vegetation Management	Fire	5211140	103000	5,578.00
61	7/12/16	Hook Fast	251.83	Fire Badge	Fire	5220825	103000	50.63
				Awards	Fire	5211310	103000	201.20
62	7/12/16	Burton's Fire Inc.	60.73	Plug Connector	Fire	5210910	103000	60.73
63	7/12/16	Santa Rosa JC	1,121.14	Course Fees	Fire	5211320	103000	1,121.14
64	7/12/16	Able Tire & Brake	120.00	Vehicle Maint	Fire	5210910	103000	120.00
65	7/12/16	Fretwell, Lucas	981.01	Community Rec	Rec	5220819	112000	420.00
				Pool Maint	Rec	5220819	105000	413.34
				Office	Rec	5220110	103000	30.00
				Vending Supplies	Rec	5220826	105000	25.97
				Janitorial Supplies	Rec	5220827	103000	91.70
66	7/12/16	American Messaging	18.55	Messaging Services	Fire	5210925	103000	18.55
67	7/12/16	Voided Check	-	Papanikolaou Cert Fees	Fire	5211340	103000	0.00
68	7/12/16	City of San Rafael	1,000.00	Central Marin Train Dues	Fire	5211340	103000	1,000.00
69	7/12/16	City of San Rafael	9,428.72	SSA Overtime Costs Q3-4	Fire	5120110	103000	9,428.72

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
70	7/12/16	Rotwein, Dan	35.82	Volunteer reimb.	Fire	5211325	103000	35.82
71	7/12/16	Correa,Cesar	25.00	Embroidery Reimb.	Fire	5220825	103000	25.00
72	7/12/16	Silverado Avionics	1,068.18	Radio Maint.	Fire	5210925	103000	1,068.18
73	7/12/16	Kaiser	634.00	Physician Svcs	Fire	5140130	103000	634.00
74	7/12/16	Bucks Saw Service	273.75	Lawnmower Repair	Park	5210940	103000	273.75
75	7/12/16	Landesign	2,985.00	Contractor July	Park	5211125	103000	2,985.00
76	7/12/16	Co of Marin Tax Collect	1,254.45	Fuel	Park	5220610	103000	318.69
				Maint Chief Vehicle	Fire	5210910	103000	935.76
77	7/12/16	Project A	40.00	Email Svcs	Fire	5220110	103000	20.00
					Rec	5220110	103000	20.00
78	7/12/16	Fire Svcs Spec. & Supply	1,821.94	Vehicle Maint	Fire	5210910	103000	1,821.94
79	7/12/16	PERS Retirement	12,813.64	Retirement 7/8/16	Fire	5130510	103000	9,911.25
					Park	5130510	103000	1,224.50
					Rec	5130510	103000	1,677.89
80	7/19/16	UCCR	2,323.86	Overnight Adventure Camp	Rec	5220819	107000	2,323.86
81	7/19/16	Gilligan, Beth	123.00	Refund PineCone	Rec	4631920	107000	123.00
82	7/19/16	Brunick, Emily	195.00	Refund Buckeye	Rec	4631920	107000	195.00
83	7/19/16	Dairy Delivery	868.93	Vending Supplies	Rec	5220826	105000	868.93
84	7/19/16	Comcast	140.92	Internet	Rec	5210725	103000	70.46
					Fire	5210725	103000	70.46
85	7/19/16	CalPERS	42,915.19	Health Ins. Aug.	Park	5130120	103000	9,922.13
					Rec	5130120	103000	8,070.89
					Fire	5130120	103000	24,922.17
86	7/19/16	Inland Business	658.19	Copy Machine	Fire	5220130	103000	197.46
					Rec	5220130	103000	394.91
					Park	5220130	103000	65.82
87	7/19/16	Staples	900.84	Office Supplies	Fire	5220110	103000	86.77
					Rec	5220110	103000	814.07
88	7/19/16	Krav Maga	300.00	Krav Maga classes July	Rec	5210146	111000	300.00
89	7/19/16	DC Electric	240.48	Streetlight Maint June	Streetlights	5210915	103000	240.48
90	7/19/16	Co of Marin Tax Collect	563.75	Co. Counsel 4thQTR	Park	5210131	103000	186.05
					Rec	5210131	103000	186.05
					Fire	5210131	103000	191.65
91	7/19/16	AT&T	89.00	Internet	Park	5210725	103000	89.00
92	7/19/16	Marin Resource Recovery	962.50	Dump Fees	Park	5210815	103000	962.50
93	7/19/16	Western Exterminator	229.50	Pest Control	Fire	5220310	103000	151.50
					Rec	5220310	103000	78.00
94	7/19/16	Airgas USA	304.59	Pool Chemicals	Rec	5220810	105000	304.59
95	7/19/16	S&S Worldwide	613.35	Summer Prog.	Rec	5220819	107000	613.35
96	7/19/16	GreatAmerica Financial	217.41	Copy Machine	Fire	5220130	103000	65.22
					Rec	5220130	103000	130.45
					Fire	5220130	103000	21.74
97	7/19/16	DeMarta, Shane	500.00	Community Rec	Rec	5220819	112000	500.00
98	7/19/16	Co of Marin Tax Collect	3,257.65	LAFCO charges (Annual)	Park	5211610	103000	814.41
					Rec	5211610	103000	814.42
					Fire	5211610	103000	1,628.82
99	7/19/16	Marin Sanitary Svcs	2,349.52	Garbage	Fire	5210815	103000	234.95
					Rec	5210815	103000	469.90
					Park	5210815	103000	1,644.67
100	7/19/16	AT&T	249.40	Phones June	Fire	5210725	103000	149.90
					Park	5210725	103000	18.37
					Rec	5210725	103000	81.13
101	7/19/16	MERA	1,995.00	Principal	Fire	5211710	103000	1,483.08
		MERA Bond 2 (Annual)		Interest	Fire	5211715	103000	312.42
				Principal	Park	5211710	103000	164.79
				Interest	Park	5211715	103000	34.71
102	7/19/16	MERA	16,743.00	Operating 16/17 (annual)	Fire	5210920	103000	15,068.70
					Park	5210920	103000	1,674.30
103	7/19/16	PG&E	5,139.27	Electricity June	Rec	5210810	103000	3,851.79
					Fire	5210810	103000	1,090.40
					Rec	5210810	103000	197.08
104	7/19/16	PG&E	613.45	Gas June	Rec	5210810	103000	567.14
					Fire	5210810	103000	46.31
105	7/19/16	Marin Pro. Firefighters	830.30	Union Dues July	Fire	5211330	103000	830.30
106	7/19/16	Marin Co. Fire Chief Assoc	850.00	Dues FY 2016/17	Fire	5211330	103000	850.00
107	7/20/16	Ca. Wine Tours	12,329.23	Busses for field trip	Rec	5220819	107000	12,329.23
108	7/20/16	Incrediflix	1,309.00	Minecraft Camps	Rec	5210146	107000	1,309.00
109	7/20/16	Mclnroy, Kebby	3,472.00	Studio 4 Art	Rec	5210146	107000	3,472.00
110	7/20/16	Mehciz, Gerald	1,598.60	Tennis programs	Rec	5210146	109000	1,598.60
111	7/20/16	PlayWell Teknologies	2,875.00	Jedi Engineering Camps	Rec	5210146	107000	2,875.00
112	7/20/16	SDRMA	257.66	Life Ins. July	Rec	5130120	103000	257.66
113	7/20/16	PG&E	1,419.16	Streetlight June	Streetlights	5210825	103000	1,419.16

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
114	7/20/16	MMWD	5,469.40	Water April-June	Fire	5210835	103000	100.00
					Rec	5210835	103000	1,418.05
					Park	5210835	103000	3,951.35
115	7/20/16	Fretwell, Lucas	972.51	Pool Chemicals	Rec	5220810	105000	10.86
				Pool Supplies	Rec	5220819	105000	39.08
				Community Rec	Rec	5220819	112000	100.19
				Grounds Maint	Park	5220310	103000	16.35
				Pool Equip	Rec	5220215	105000	72.76
				Office Supplies	Rec	5220110	103000	22.89
				Vending Supplies	Rec	5220826	105000	254.24
				Adult Prog.	Rec	5220819	111000	171.00
				GIT & Cert Cards	Rec	5220819	106000	285.14
116	7/20/16	Marinwood CSD	175,519.01	Regular Salary	Fire	5110110	103000	31,638.08
				Overtime	Fire	5120110	103000	7,044.52
				Shift Cap/Work Week	Fire	5110319	103000	1,811.94
				4850 Pay	Fire	5110110	103000	3,697.12
				Admin Asst	Fire	5110110	101000	769.28
				Admin Mngr	Fire	5110110	101000	1,865.60
				Admin Asst	Rec	5110110	101000	769.28
				Admin Asst	Park	5110110	101000	384.64
				Admin Mngr	Rec	5110110	101000	932.80
				Admin Mngr	Park	5110110	101000	932.80
				Rec Director	Rec	5110110	103000	2,647.12
				Rec Director	Park	5110110	103000	1,134.48
				Rec Salary	Rec	5110110	103000	6,830.40
				Park Salary	Park	5110110	102000	6,389.60
				Park Hourly	Park	5110210	102000	1,080.00
				Bldg Attendant	Rec	5110210	104000	855.00
				Pool Staff	Rec	5110210	105000	19,884.80
				Swim Team	Rec	5110210	113000	4,719.39
				Aquatics/Lessons	Rec	5110210	106000	8,786.27
				Summer Prog.	Rec	5110210	107000	65,642.13
				Payroll Billing	Fire	5210230	103000	126.31
				Payroll Billing	Rec	5210230	103000	344.46
				Payroll Billing	Park	5210230	103000	20.23
				FICA	Fire	5140140	103000	3,069.24
				FICA	Rec	5140140	103000	8,968.40
				FICA	Park	5140140	103000	483.94
				CA/EDU	Rec	5140145	103000	2,713.98
				Benefits Withholding		2120066	103000	-8,022.80
117	7/20/16	Cal PERS	203,610.95	Unfunded Liability 2016/17	Park	5130510	103000	19,458.27
		<i>Lump Sum Payment</i>			Rec	5130510	103000	24,701.44
					Fire	5130510	103000	159,451.24
118	7/22/16	Menge, Kathryn	156.00	Refund After Care	Rec	4631920	107000	156.00
119	7/22/16	Menge, Kathryn	298.00	Refund Acorn, After Care	Rec	4631920	107000	298.00
120	7/22/16	Dairy Delivery	419.10	Vending Supplies	Rec	5220826	105000	419.10
121	7/22/16	Marin Ace Hardware	719.21	CC Maint	Rec	5220310	104000	163.60
				Grounds Maint	Park	5220310	103000	186.69
				Safety Clothing	Park	5220825	103000	60.79
				Bldg Maint	Park	5220310	103000	244.40
				Summer Prog.	Rec	5220819	107000	63.73
122	7/22/16	Bruton, Robyn	963.62	Summer Prog.	Rec	5220819	107000	963.62
123	7/22/16	PERS Retirement	13,139.22	Retirement 7/22/16	Fire	5130510	103000	10,197.12
					Park	5130510	103000	1,252.94
					Rec	5130510	103000	1,689.16
124	7/25/16	Nolan, Kirsten	375.00	Refund Camps	Rec	4631920	107000	375.00
125	7/25/16	Ongaro & Sons	299.39	Water heater parts	Rec	5220310	104000	299.39
126	7/25/16	Ca Assoc of Pro Fire	245.00	Long Term Dis Aug	Fire	5130120	103000	245.00
127	7/25/16	Mehcz, Gerald	1,387.00	Tennis programs	Rec	5210146	109000	1,387.00
128	7/25/16	AFLAC	17.40	Disability Ins	Park	5130120	103000	17.40
129	7/25/16	AFLAC	110.00	Disability Ins	Park	5130120	103000	110.00
130	7/25/16	McInroy, Kebby	1,215.20	Jewelry making camp	Rec	5210146	107000	1,215.20
131	7/25/16	Mad Science	3,450.00	Secret Agent Camp	Rec	5210146	107000	3,450.00
132	7/25/16	Delta Dental	2,347.96	Dental Ins. Aug	Fire	5130120	103000	1,460.72
					Park	5130120	103000	378.70
					Rec	5130120	103000	508.54
133	7/25/16	Vision Svcs Plan	465.15	Vision Ins Aug	Fire	5130120	103000	287.96
					Rec	5130120	103000	99.66
					Park	5130120	103000	77.53
134	7/25/16	Leslie's Pool Supplies	1,107.11	Pool Salt/Chemicals	Rec	5220810	103000	1,107.11
135	7/25/16	Liebert Cassidy Whitmore	3,932.50	Legal Fees	Fire	5210131	103000	3,932.50
136	7/25/16	Pet Waste Eliminator	262.99	Pet bags	Rec	5220310	103000	262.99

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Cost Center	GL Account	Functional Area	AMOUNT
137	7/25/16	Pitney Bowes	116.00	Meter Lease	Rec	5220110	103000	116.00
138	7/25/16	Marin Recycle Center	1,331.75	Waste disposal	Park	5210815	103000	1,331.75
139	7/26/16	Silva, Claudia	35.00	Refund GIT/CIT	Rec	4631920	107000	35.00
140	7/26/16	All Star Rents	387.53	Equip Rentals	Park	5211220	103000	387.53
141	7/26/16	Comcast	76.07	Cable FH	Fire	5210725	103000	76.07
142	7/26/16	Marinwood Market	2,907.00	Camp lunches	Rec	5220819	107000	2,907.00
143	7/27/16	DeMarta, Shane	515.00	MIP 8/5	Rec	5220819	112000	515.00
144	7/27/16	Sim, Hyo Soap	1,200.00	Tae Kwon Do July	Rec	5210146	110000	1,200.00
145	7/27/16	DeMarta, Shane	343.32	Summer Prog.	Rec	5220819	107000	343.32
146	7/27/16	Mad Science	500.00	Science Workshops	Rec	5210146	107000	500.00
147	7/27/16	Fox, Emma	105.00	Refund Camps	Rec	4631920	107000	105.00
148	7/27/16	Fretwell, Lucas	1,156.59	Vending Supplies	Rec	5220826	105000	99.41
				Aquatics/Lessons	Rec	5220819	106000	774.91
				Community Rec	Rec	5220819	112000	64.51
				Pool Equip	Rec	5220215	105000	62.16
				Pool Uniforms	Rec	5220825	105000	78.00
				Staff Training	Rec	5211315	105000	77.60
149	7/27/16	US Bank	25,791.72	Fuel	Fire	5220610	103000	429.18
				Radio Maint.	Fire	5210925	103000	172.40
				Mobile data	Fire	5210725	103000	30.00
				Captain Testing Materials	Fire	5211340	103000	1,615.75
				Food	Fire	5220826	103000	407.28
				Award Plaque	Fire	5211310	103000	500.00
				Station Supplies	Fire	5220827	103000	103.77
				Maps	Fire	5220110	103000	199.41
				Picture frames	Fire	5220310	103000	21.84
				Phone Chargers	Fire	5220220	103000	38.23
				Travel	Fire	5211440	103000	25.00
				Personal supplies	Fire	5220810	103000	106.22
				Fingerprinting	Fire	5210128	103000	240.00
				Office Supplies	Rec	5220110	103000	866.40
				Pool Supplies	Rec	5220819	105000	38.82
				Summer Prog.	Rec	5220819	107000	16,540.10
				Vending Supplies	Rec	5220826	105000	494.91
				Fingerprinting	Rec	5210128	103000	535.00
				Camp Staff Training	Rec	5211315	103000	551.00
				Aquatics/Lessons	Rec	5220819	106000	971.11
				Adult Prog.	Rec	5220819	111000	114.00
				CC Maint	Rec	5220310	104000	28.75
				Pool Equip	Rec	5220215	105000	1,011.18
				Marketing	Rec	5210122	103000	143.42
				Uniforms	Rec	5220825	105000	85.92
				Pool Staff training	Rec	5211315	105000	372.03
				Pest Control	Park	5220310	103000	150.00
150	7/29/16	Pettijohn, Julie	105.00	Refund CIT	Rec	4631920	107000	105.00
151	7/29/16	Besharati, Halleh	2,340.00	Sewing Camps	Rec	5210146	107000	2,340.00
152	7/29/16	Costello, Christine	1,311.75	Zumba	Rec	5210146	111000	1,311.75
153	7/9/16	Mehciz, Gerald	1,364.00	Tennis programs	Rec	5210146	109000	1,364.00
154	7/29/16	McBride, Ann	119.70	Irish Dance	Rec	5210146	110000	119.70
155	7/29/16	Skyhawks Sports Academy	1,627.50	Sports Camp	Rec	5210146	107000	1,627.50
156	7/29/16	Schultz, Jerome	425.00	Staff Training	Rec	5220819	107000	425.00
157	7/29/16	DeMarta, Shane	191.46	Summer Prog.	Rec	5220819	107000	191.46
TOTAL:			1,205,221.58					1,205,221.58
Total by Department:								
Streetlights					4100			1,659.64
Fire Department					3100			595,474.10
Recreation Department					2100			499,909.95
Park Department					1100			124,100.18

Marinwood Community Services District Budget Amendments
 Fiscal Year 2016-2017
 Approved by Board of Directors August 9, 2016

Department	GL Account	Account Name	Current Budget	Increase	Amended Budget
Expenditures					
Fire	5220916	Equipment	87,120	107,762	194,882
Revenue					
Fire	4530527	Grants	0	142,388	142,388

Total Increase in Expense:	107,762
Total Increase in Revenue:	142,388
Net Change to Budget:	34,626

Notes:

This amendment is to recognize a grant awarded for purchase of a complete compliment of SCBA units and accessories. District had originally budgeted from operating revenue for purchase of partial compliment in the amount of \$42,120. Total cost of complete compliment estimated at \$149,882.



Memo

To: Eric Dreikosen
From: Jeff Naylor
Date: August 5, 2016
Re: Marinwood CSD Unfunded Future Liabilities Status Report

This month our focus was on three additional agencies providing OPEB pre-funding trusts which serve to reduce our unfunded liabilities. Jeff focused on Public Agency Retirement Services (PARS) which is a significant private sector competitor to CERBT as an OPEB Trust provider and provides services for pension pre-funding as well. Eric has had an initial response International City/County Management Association (ICMA) who has forwarded some information for review. This was followed up by Eric with additional specific questions to which he is still awaiting response as of this writing. Based on the responses, a determination will be made to meet and/or discuss further with ICMA.

- Monday July 18th- Began analysis of PARS via their website and provided contact information on ICMA and Keenan and a basic list of variables to compare for other team members.
- Tuesday July 19th- met with District Manager. Jeff will focus on PARS and Eric on ICMA and Keenan.
- Tuesday July 26th- contacted PARS requesting a meeting.
- Wednesday July 27th – contacted ICMA-RC and Keenan Financial Services requesting information.
- Thursday July 28th- received a tailored response deck from PARS to facilitate phone discussion.
- Friday July 29th- spoke with Dennis Yu to discuss details of the PARS offering.
- Friday, July 29th – received response from ICMA-RC regarding OPEB irrevocable trust options
- Wednesday, Aug 3rd – sent specific follow-up questions to ICMA-RC based on information received
- Wednesday, Aug 3rd- Received verification that depositing funds with a brokerage/investment firm who does not have the appropriate Section 115 irrevocable trust certification as a tax exempt trust would not properly offset our GASB 45 OPEB liabilities and therefore not impact our discount rate and reduce or forecast unfunded liability.

Some highlights of the discussion follow:

PARS

- o offers funding for both pension and OPEB liabilities.
- o is the 3rd largest California Post employment trust provider behind CalPERS and CALSTRS which is the California Teachers Retirement Services.
- o is not a governmental agency.
- o recent riskiest portfolio 1, 3 and 5 year returns appear to beat CalPERS or CERBT.
- o administrative cost also appear to be greater than those charged by CERBT for OPEB trusts.
- o offers fee waivers which can reduce the administration costs.
- o partners with USBank as custodian and Highmark Capital Management as investment advisor.
- o provides 5 standard investment vehicles or allows clients to manage their own portfolios.
- o mails monthly statements to clients.
- o Other topics included current Capital Market dynamics, assumptions of CalPERS rate adjustments and Dollar Cost Averaging as the investment strategy.

	CERBT	PARS
Trust provider since?	2007	1984 (OPEB 1997?)
Assets Under Management	\$5.2B as of 7.7.2016	\$2B +
Number of Client agencies	486 California Agencies	200 OPEB Clients/800 agencies
Fee Structure	10 Basis Pts AUM	60 basis points AUM
Fund management	Same as CALPERS	Highland Capital Management
Investment strategies (risk rated)	3	5 or custom
Historical Returns (Highest Risk)	1yr 1.95, 3Yr 4.86, 5Yr 5.53	1yr-1.53, 3yr 6.42, 5yr 6.58
Exclusive to OPEB?	YES	NO (offers pension program)
Minimum Annual Contribution	NO	NO
Fees payable if no contribution?	NO	Competitive
Tax Exempt	YES	YES
IRS Compliant	YES	YES Private Letter IRS Ruling
GASB Compliant Reporting	YES	YES
Contribution methods	Check/Wire/EFT	
Statement Frequency	Quarterly	Annual and Monthly
Statements Online?	YES	NO
Statements Audited?	YES	YES

Next steps

We will continue to hold conversations with these firms and determine if having them attend a meeting to present to the board and public can be scheduled.

Other firms contacted: Keenan Financial Services.

Memo



To: Board of Directors
From: Eric Dreikosen, District Manager
Date: August 9, 2016
Re: Revision to Board Bylaws

At their meeting on August 3, 2016, the Marinwood CSD Fire Commission approved a recommendation to amend the Fire Commission Bylaws, changing the time of their regular monthly meeting (presented in the "FD Matters" section of this month's agenda). This recommendation causes an unintentional conflict with language contained within the Marinwood CSD Board of Directors Bylaws. The affected section is as follows (page 9):

Article XII Commissions

The MCSD has two advisory commissions aligned with District's mission. The Fire Commission provides guidance and oversight of the Fire Department. The Park & Recreation Commission provides guidance and oversight to the Park & Recreation Department. Commission meetings are open to the public and take place at 7:30 PM on the first and fourth Tuesday of each month, respectively. Each commission operates under a set of approved Bylaws and adheres to the Brown Act and Rosenberg's Rules of Order.

To avoid potential future conflicts of this nature, it is recommend this specific section of the Marinwood CSD Board of Directors Bylaws remove the sentence "*Commission meetings are open to the public and take place at 7:30 PM on the first and fourth Tuesday of each month, respectively.*" and be amended to read as follows:

Article XII Commissions

The MCSD has two advisory commissions aligned with District's mission. The Fire Commission provides guidance and oversight of the Fire Department. The Park & Recreation Commission provides guidance and oversight to the Park & Recreation Department. Each commission operates under a set of approved Bylaws and adheres to the Brown Act and Rosenberg's Rules of Order.

Board approval of this amendment does not subsequently grant approval to the amendments recommended by the Fire Commission for the Fire Commission Bylaws. Amendment of the Fire Commission Bylaws will be presented as a separate action item within this agenda.

District Manager Report
August 9, 2016
Submitted by: Eric Dreikosen, District Manager

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

Accounting System:

The use of QuickBooks as our official accounting system of record continues to go well. In addition to recording daily accounting transactions including booking revenue and processing payables, we have also been able to conduct various year-end close procedures, such as booking expenses processed this this fiscal year as prior-year expenses to reflect in the 15-16 budget year actuals.

At a macro level: The entire FY 16-17 approved budget has been entered at a roll-up level by department and we are able to produce accurate and up to date reporting. Revenue and expenditures that were being tracked as a "Functional Area" (Pool, Aquatics, Summer, Preschool, etc.) within SAP have been converted to "Jobs" with QuickBooks and tracked as such. However, much like SAP, we are not currently able to enter budget data to this level of detail, only the allocation of revenue and expenditures. We are able to produce Profit & Loss reports at this level.

Additionally, I have converted the number codes which represented our individual departments and functional areas within the imported SAP historical data to simple department and function names. I.e.: Instead of the Park Department being recognized and displayed within the accounting system as "6103011100" it is now recognized and displayed as "Park Dept."

The final step yet to be accomplished from the SAP import is to modify the corresponding chart of accounts individual account descriptions from those used by the County to the descriptions historically used by Marinwood as these often do not match and were modified on our previous internal budget financial document spreadsheets. This will not change the account numbers at this time, only the account descriptions. However, converting the existing seven-digit account numbers currently used to either four or five digit account numbers should be considered at a future time for simplicity.

In an effort to provide a sample of how financial documents are produced and displayed within QuickBooks, yet at the risk of causing confusion due to the still incorrect account descriptions imported from SAP, I have included a QuickBooks generated copy of our FY 2016-2017 District Budget. For comparison, please note that within the chart of accounts only the account numbers are consistent with the approved budget and the individual account budgets are being displayed at a roll-up level. More importantly, please note that it is now presented on a total of two pages, while still displaying each individual department and the District as a whole.

Solar Project:

Danlin Solar has begun installation of equipment on the community center roof. Specifically, the existing roof membrane was provided a thorough pre-cleaning and treatment and the roof-mounts for the racking system have been installed. This involved punctures into the DuroLast membrane where the mounts were attached to the roof and resealing at the puncture points by a DuroLast certified roofing company so as to remain waterproof and not void the remaining warranty. I am expecting the solar

panels to be installed on both the community center and pool house roofs shortly hereafter. We also remain on-track to begin construction on the pool area shade structure on August 22nd.

Danlin and SolEd also assisted in the submission of all required paperwork for interconnection to PG&E, included the needed documents to participate in Net Energy Metering.

CalPERS Pension Audit:

As discussed at prior meetings, we recently completed an audit initiated by CalPERS of our pension records. For reference, CalPERS has been conducting similar audits with a vast majority of their member agencies placing an emphasis on this initiative with the goal of auditing every participating member agency. They have yet to conduct an audit with no findings needing resolution, including the audit of Marinwood. While our findings were relatively minor and similar to those found common in other agency audits there will be a cost impact associated with the resolution of these findings. The cost impacts are primarily involving "uniform allowances" provided to our firefighters via the direct district purchase and providing of their uniforms. The cost of the uniforms purchased over the years were not reported as compensation nor were associated employer or employee contributions made to CalPERS. At this point, the total cost impact is unknown and I am hesitant to provide an estimate until we are able to more fully research historical data dating as far back as early 2000's.

Carolyn and I have conducted an initial conference call with CalPERS to discuss the findings, required resolutions and timing of how far back each finding must be resolved. I will keep the board apprised as we progress both internally and in working with the respective CalPERS agencies. Needless to say, this endeavor will consume a large amount of both mine and Carolyn's time until it is resolved. The current deadline for complete resolution is October 29, 2016.

Preapplication for Proposed Development on Lucas Valley Road:

The County Community Development Agency recently released details of and is requesting public comment on a preapplication submitted to the County Planning Department for a proposed development on private property alongside Lucas Valley Road. The property in question is located immediately across from Bridgegate Drive at Lucas Valley Estates. In short, this application requests taking an existing 200+ acre lot privately owned in an outlying County unincorporated area and parcel off four 10 acre lots for development of 4 single-family residences anywhere from 5000-8000 square feet each. The application also requests to upgrade the two existing homes on the property and designate them as affordable.

I intend to submit a formal public comment on behalf of the District. While this specific property does not exist within Marinwood boundaries nor that of CSA 13, it is my assumption that at a minimum Marinwood would have the responsibility to serve as first responders for fire protection and emergency services. However, given the property's geographical location, Marinwood would not receive any level of tax or special assessment revenue intended to provide these services which are provided by the private residences located immediately across Lucas Valley Road. My letter will only address this inequity and potential impact to the District.

I have communicated with Keene Simonds, LAFCO Executive Officer, regarding this proposal as well. He did convey LAFCO staff thoughts that adding the development site to the Marinwood CSD boundary has merit to explore further given the proximity and the inevitable fire protection tie in.

Marinwood Community Services District
Annual Budget
Fiscal Year 2016-2017

	Park Dept	Recreation Dept	Fire Dept	Streetlights	TOTAL
	Jul '16 - Jun 17	Jul '16 - Jun 17	Jul '16 - Jun 17	Jul '16 - Jun 17	Jul '16 - Jun 17
Income					
4110110 · PropTaxCurrntSecured	461,317.00	281,458.00	630,192.00		1,372,967.00
4110111 · SB2557Admin BasicTax	-8,304.00	-5,066.00	-11,343.00		-24,713.00
4110115 · Prop Taxes - Unitary	2,797.00	1,706.00	3,820.00		8,323.00
4110120 · PropTaxCurrntUnSecur	9,113.00	5,560.00	12,449.00		27,122.00
4110140 · Excess ERAF	52,248.00	31,878.00	71,375.00		155,501.00
4110210 · PropTax-Supp CY SECR	9,516.00	5,806.00	13,000.00		28,322.00
4110215 · Supp Unsecured	218.00	133.00	297.00		648.00
4110225 · Prop Tax-Redemptio	689.00	421.00	942.00		2,052.00
4110510 · Prior Unsecured	336.00	205.00	459.00		1,000.00
4120610 · SpecTax/Assmt-PropTx	338,744.00		1,024,443.00	24,060.00	1,387,247.00
4120611 · Admin Fee SpecialTax	-1,200.00		-3,600.00	-100.00	-4,900.00
4220115 · Building Plan Review			5,000.00		5,000.00
4410125 · Int on Pooled Invst	500.00	500.00	500.00		1,500.00
4410127 · Int.Pool Invst.-ERAF	100.00				100.00
4410215 · RentConcessionProp		20,000.00			20,000.00
4410225 · Bldgs & Grounds Rent		43,000.00			43,000.00
4570110 · OthMiscRef&Reimburs		500.00			500.00
4631145 · Special Svcs-Entitys			82,551.00		82,551.00
4631740 · AmbulanceServiceFees			10,000.00		10,000.00
4631912 · Concession Revue		23,000.00			23,000.00
4631914 · Admissions		17,695.00			17,695.00
4631915 · Athletic Field Fees		59,000.00			59,000.00
4631917 · Park Swim Pool Fees		259,000.00			259,000.00
4631918 · Membership Fees		60,000.00			60,000.00
4631919 · Adult Programs		43,225.00			43,225.00
4631920 · Young Adult Programs		814,416.00			814,416.00
4631922 · Children		322,550.00			322,550.00
4640321 · OthMiscSvc-City&Dist			631,853.00		631,853.00
4710615 · Donations (General)		1,000.00			1,000.00
4710631 · Contract Revenue			11,000.00		11,000.00
4710642 · Misc Rev - Other	150.00	250.00	100.00		500.00
Total Income	866,224.00	1,986,237.00	2,483,038.00	23,960.00	5,359,459.00
Gross Profit	866,224.00	1,986,237.00	2,483,038.00	23,960.00	5,359,459.00
Expense					
5110110 · Sal - Regular Staff	229,879.00	292,456.00	1,027,567.00		1,549,902.00
5110210 · Salaries - Extra Hire	7,200.00	783,058.00			790,258.00
5110313 · Holiday Pay			38,501.00		38,501.00
5110319 · Shift Differential			31,963.00		31,963.00
5120110 · Overtime - Reg Staff	500.00		100,000.00		100,500.00
5130120 · Ben-Med-HealthInsur	133,378.00	93,009.00	288,363.00		514,750.00
5130510 · Co Ret Cont Tier I	43,015.00	48,882.00	364,136.00		456,033.00
5140115 · Comp Ins	28,203.00	40,404.00	113,520.00		182,127.00
5140130 · Physicals	500.00	500.00	4,100.00		5,100.00
5140140 · Social Security	18,175.00	81,703.00	91,649.00		191,527.00
5140145 · Unemployment Ins	1,184.00	22,500.00	3,108.00		26,792.00
5210120 · Prof Svcs - Other	1,875.00	1,875.00	3,750.00		7,500.00
5210122 · Adver & Marketing		30,000.00			30,000.00
5210128 · Fingerprinting		5,500.00	300.00		5,800.00
5210131 · Prof Svcs - Legal	1,000.00	2,000.00	15,000.00		18,000.00
5210146 · Entertainment		128,749.00			128,749.00
5210210 · Audit and Acctng	3,300.00	3,300.00	6,600.00		13,200.00
5210215 · Banking Svcs		800.00	600.00		1,400.00
5210230 · Support Svcs	600.00	3,500.00	4,200.00		8,300.00
5210525 · Ins Premiums - Other	9,639.00	8,500.00	14,660.00		32,799.00
5210725 · Com Srvc - Land Line	1,200.00	3,080.00	8,000.00		12,280.00
5210810 · Utilities - Electricity	4,160.00	36,400.00	9,450.00		50,010.00
5210815 · Garbage Removal	20,426.00	5,836.00	2,918.00		29,180.00
5210825 · Street Lighting				17,500.00	17,500.00
5210835 · Utilities - Water	16,500.00	8,000.00	1,800.00		26,300.00
5210910 · M & R Svc - Equip	3,000.00		25,000.00		28,000.00
5210915 · M & R Svc - Hardware				6,210.00	6,210.00

Marinwood Community Services District
Annual Budget
Fiscal Year 2016-2017

	<u>Park Dept</u>	<u>Recreation Dept</u>	<u>Fire Dept</u>	<u>Streetlights</u>	<u>TOTAL</u>
	<u>Jul '16 - Jun 17</u>				
5210920 · M & R Svc - MERA	1,674.00		15,069.00		16,743.00
5210925 · M & R Svc - Radios			5,518.00		5,518.00
5210940 · M & R Svc - Other	1,500.00				1,500.00
5211110 · Land and Buildings		25,000.00			25,000.00
5211125 · Grounds Maintenance	40,000.00				40,000.00
5211140 · Maint & Repair Svcs			10,000.00		10,000.00
5211220 · Rent - Equip Rental	4,200.00				4,200.00
5211310 · Prof Development Exp			3,000.00		3,000.00
5211315 · Employee Ed Reimb		2,100.00			2,100.00
5211320 · Books, Pub & Ref Mat			5,000.00		5,000.00
5211325 · Conferences		3,000.00	1,000.00		4,000.00
5211330 · Memberships & Dues	2,025.00	2,500.00	2,500.00		7,025.00
5211340 · Training	2,000.00		8,000.00		10,000.00
5211440 · Travel - Mileage	800.00	2,000.00	1,000.00		3,800.00
5211520 · Publicat & Legal Not		500.00	400.00		900.00
5211528 · EnhanceFish&WildRes	13,000.00				13,000.00
5211532 · Weed Erad & Mgmt	2,000.00				2,000.00
5211610 · Cowide Dues & Member	700.00	1,700.00	5,960.00	250.00	8,610.00
5211710 · Cap Lease - Prin Pay	1,667.00	55,000.00	70,003.00		126,670.00
5211715 · Cap Lease - Int Pay	351.00	4,538.00	7,698.00		12,587.00
5220110 · Office Supplies	1,000.00	20,500.00	7,000.00		28,500.00
5220130 · Copier Suppl & Srvc	650.00	6,200.00	3,000.00		9,850.00
5220210 · Maint & Rep - Equip	3,000.00		5,000.00		8,000.00
5220215 · Oth Maintenance	800.00	20,000.00	1,500.00		22,300.00
5220220 · Maint & Rep Su - Oth	2,500.00		500.00		3,000.00
5220310 · Land & Buildings	27,000.00	6,000.00	9,400.00		42,400.00
5220610 · Oil & Gas Outside	3,000.00		9,000.00		12,000.00
5220810 · Misc Supplies		12,000.00	31,616.00		43,616.00
5220819 · Misc Suppl-Reg Suppl	200.00	189,250.00			189,450.00
5220825 · Clothing	900.00	1,500.00	7,062.00		9,462.00
5220826 · Misc Supplies - Food	500.00	10,500.00	1,500.00		12,500.00
5220827 · Household Supplies	2,000.00	12,000.00	3,000.00		17,000.00
5220828 · Medical/Clinic Suppl	300.00	1,500.00			1,800.00
5220910 · Telecomm Equipment			16,238.00		16,238.00
5220916 · Capital Outlay - SD			87,120.00		87,120.00
Total Expense	635,501.00	1,975,840.00	2,472,269.00	23,960.00	5,107,570.00
Net Income	230,723.00	10,397.00	10,769.00	0.00	251,889.00

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

August 3, 2016 Fire Commission Meeting Minutes

DRAFT

Commissioners:

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

Others in attendance:

Fire Chief Tom Roach, Board Members Izabela Perry and Jeff Naylor, District Manager Eric Dreikosen

1. Approval of Agenda-Call to order 740 pm.
 - **M/S Marinoff/Elsbree to approve submitted agenda. All in favor.** Meeting got a late start due to Chief speaking at a Get Ready Disaster Preparedness Class in the big room of Community Center.
2. Public Comment on Non agenda items.
 - No one from the public was present.
3. Approval of June 2016 Minutes
 - **M/S Schwartz/Elsbree to approve the June Commission Minutes. All in favor of minutes as presented.**
4. June/July Activity Schedule and Response Report.
 - The June/July Activity Schedule was reviewed. Chief commented that both were busy months in terms of emergency calls and preparing for wildland season. It was noted that many of the department's emergency responses were to the New JPA Area and were medical in nature. Commissioner Schwartz had questions about the on duty injuries, off duty injuries, and staffing in general. He was wondering if some additional physical training would help with the injuries, who is training the personnel when they currently exercise, and if Marinwood's injury rate seemed higher than other departments. Chief couldn't say for certain what other departments experience but he did say that being down 2 people-20% of the department-has an impact on all employees.
 - The June/July Response Report was reviewed. Commissioner Marinoff had a question about a sheriff assist taser response. Chief did not know the exact details of incident. Commissioner Elsbree commented that it might be helpful to have just street addresses on the report. Chief explained that could possibly be a HIPPA violation and the Chief explained that he checks the report for repeat callers and that the department utilizes the Caretaker Referral Program if there are people that require additional social services.
5. Budget Amendment to carry over two items from 15/16 FD Budget to current year budget
 - The Chief discussed with the Commission the idea of adding two line items back into the budget from the previous years budget that were not spent. The two items are from #5220910 and are \$6,000 for new work out equipment for the firehouse and \$2738 for new turn out lockers. Neither purchase was made because the information and research didn't quite get completed within the budget year. I did not add it to the current year budget because at the time the current year budget was made and adopted I thought the purchases would be made from last years budget. The timing did not work out. New work out equipment is needed because the most of the gear we have now is old and starting to fail. Everyone who exercises on the equipment likes what is being proposed for replacement. New turnout lockers are needed because space is at a premium and these turnout lockers will be moved to the back storage room allowing the large wooden turnout lockers of the paid staff to be removed. Additionally, funds will be saved on the purchase of new SCBA's with the grant. Money that was set aside for that could be shifted to these two line items. **M/S Marinoff/Elsbree To recommend to the Board**

that these two line items be restored to the current year budget and that funds saved by the grant for SCBA purchase be shift to fund these two purchases. 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. It will need to go back up to Sacramento to have some warranty work done and to have rear seats swapped out. Additionally the reserve engine has been listed for sale on some fire department used equipment websites. At next month's Commission Meeting this will be it's own agenda item.
- Chief gave an update of Marinwood CERT activities. They sponsored a Get Ready Disaster Preparedness Class that 60 people attended.
- Chief gave an update on the Assistance to Firefighter Grant for new scba's and the Community Service Grant through the Lions Club for a Disaster Response Trailer.
- Chief gave an update on the Captain's Promotional Exam.
- Chief gave an update on a Marin County Open Space proposal to convert the Ponti Fire Road to a multi use trail. Chief Mark Heine and Fire Marshall Bill Tyler and I met with Director Max Korten and Jon Campo from Open Space to discuss fire service concerns.
- The Fire Commission reviewed the draft responses to the Grand Jury on the Caretaker Referral Program and Human Sex Trafficking.
- The Chief and Russ Albano discussed a walk through inspection of the firehouse they had in July. Before the September Fire Commission meeting, the whole fire commission will do a walk through inspection.

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 and to include the position of Vice Chair. All in favor.**

9. Implementation of Paramedic Program and Staffing

- 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.
- One fire department employee remains off on an industrial disability injury.
- Otis Smith has resigned from the Fire Department to take a job with Auto Desk. His last day of employment is August 13. There are currently 8 working personnel filling the 9 shift positions. One firefighter spot is being filled with OT. A temporary hire cannot help with staffing yet until Firefighters Sean Day and Jeff Smith are Acting Engineers. This should be completed by mid September. A training and staffing plan has been discussed and implemented in the department. New firefighter paramedic recruitment process will begin in September. The next new hire academy is tentatively scheduled for Octoberish.

10. Adjourn

- Next Meeting scheduled for September 6.

Chief Tom Roach

August 4, 2016

To: Marinwood CSD Board of Directors
From: Chief Tom Roach
Re: Activity Summary for June and July 2016

FULL TIME PAID STAFFING

Ten (10) full time paid personnel:

Fire Chief Tom Roach

“A” shift- Captain Heine, A/E Firefighter R. Brackett, Probationary Firefighter K. Larson

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

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

One firefighter off on industrial disability leave

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 186 emergency in June and July. Most were medical in nature. The department did respond to three vegetation fires in Novato and four 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.

	June/July 2016 Response Report						
	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	29	14	8	2	0	na	53
CSA 13	10	3	1	1	0	na	15
New JPA (east of 101)	51	5	8	2	0	na	66
Old JPA (mont marin)	6	2	2	1	0	na	11
SR Mutual Aid	7	1	3	4	0	3	18
MC JPA	7	0	1	1	0	0	9
Novato Matrix	3	0	0	4	0	7	14
Others (list)	0	0	0	0	0	0	0
Total number	113	25	23	15	0	10	186

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed six final inspections of new solar systems in Marinwood during June and July.

- A Fire Commission Meeting was held in June.
- I completed two residential fire sprinkler inspections in Marinwood during June and July.
- A Lion Club Marinwood CERT Team Meeting was held at the firehouse in June and July. 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 and July.
- 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 also happened. See Chief Report for details.
- I attended the MERA Governing Board meeting in July.
- A Central Marin Training Consortium Staff Meeting was held in July. I attended with new Training Officer Capt. Heine.
- The Fourth of July Pancake Breakfast was held in July.
- The Department was awarded an Assistance to Firefighter Grant for \$126,000 to purchase new SCBA's for the department. The department has a 5% matching contribution requirement.
- I met with Jon Brukbauer of San Rafael OES who is teaching a Get Ready Class at the Marinwood Community Center August 3. John and I reviewed the room and talked about any needs he may have for the class.

TRAINING

- Six minutes of Safety training was reviewed daily by on duty staff.
- Department Personnel continued with the Target Safety Training Program during June and July.
- 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.
- Eight volunteer drills were held in June and July. EMS, new engine training, and new volunteer orientation, preparation for the pancake breakfast, and firefighter safety and survival 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.
- Two of the three shifts went through active shooter training with the sheriff's office during July. The third shift will do it in August.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during June and July.
- The new engine was placed in service and the reserve engine is for sale through some websites.
- All gas-powered equipment was checked weekly during the month.
- All vehicle batteries were serviced and charged on a weekly basis during the month.

August 4, 2016

To: Marinwood CSD Board of Directors
From: Chief Roach

Re: New Engine Update, CERT, Grants Update, Captain's Promotional Exam, Fire Road conversion to multi use trail, Grand Jury Response, Firehouse Inspection, CSD Website update, By-Law Changes, Succession Planning for Paramedic Program including staffing and shared services

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 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. 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.

Grant Update

The Community Service Grant Funds to the Las Gallinas Lions Club check has arrived. With the \$7,000 check the Lions Club and Marinwood CERT and the Fire Department will begin the purchases to get the trailer in service. The Las Gallinas Lions Club is looking into vehicle licensing and registration for the trailer. They are considering donating it to the Marinwood CSD for the District to use at their disposal. Marinwood CERT would use the trailer and supplies when it is not needed by the District. If the CSD takes ownership of the vehicle it will eliminate ongoing vehicle registration charges.

For the Assistance to Firefighter Grant in the amount of \$126,648 for new SCBA's I am waiting for the Districts Banking information to be approved and verified by the Department of Homeland Security. It should happen within the next few weeks. I have a Post Award Orientation (POA) on August 3. Once the banking info is approved and the POA completed I can get three competitive bids and move forward with the purchase.

Captain's Promotional Exam Process

A copy of the Captains Promotional Exam Process is included in the Commission Packet. There are 4 in house candidates who are qualified to take the exam and have applied.

Fire Road Conversion

Included in the Commission packet are two maps, one showing fire roads in and around Marinwood and Novato and one showing how two fire roads would be converted to a multi use trail. Marin County Open Space District approached Chief Mark Heine of Novato FPD, Chief Jason Weber of MCFD, and myself about this proposal. Chief Heine and Fire Marshal Bill Tyler from NFPD and I met with Max Korten and Jon Campo from Open Space about the proposal. The five of us came to a good compromise to allow this project to move forward. The Chiefs all agreed that this could work if Open Space District would allow for vegetation management to occur on it's lands up to 300 feet from homes. Currently it allows for up to 100 feet. This will greatly improve the defensible space area and give firefighters a much better chance for success in saving homes. Also, once the trails become a multi use trail, there may be an increase in medical aids from users so there was preliminary discussion of Open Space purchasing an ATV to allow for quicker access by emergency responders. Again, this was a very preliminary discussion and will eventually have to be something the Marinwood CSD Board approves. Trail maintenance would be open space responsibility.

Grand Jury Response

The Fire Commission reviewed the draft responses that will be before the Board at the August meeting. All were comfortable with the response.

Firehouse Inspection

Fire Commissioner Russ Albano scheduled a walk through inspection of the firehouse with me during July. We spent about 45 minutes walking through and inspecting all areas of the firehouse. I have a list of the areas of concern. Some are simple fixes-cracked tiles on the floor while others are bigger-kitchen remodel-and would be considered capital improvements. The whole Commission will do a walk through inspection before the September meeting..

CSD Website Update

I included this just in case Izabela had something to report or update on the website upgrade.

Fire Commission By Laws

The Commission did vote to recommend a time change to 7:00 PM on the first Tuesdays of the month for the Fire Commission Meetings and to include a Vice Chair position in the bylaws.

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 EMT's 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.

One employee remain off injured. As of now there is no date for his return.

Engineer Brian Smith will separate from the department on August 14. He is accepting a job with AutoDesk.

San Rafael and Marinwood paid each other the costs for cross over shifts from Jan 1, 2016 through June 30, 2016. Marinwood personnel worked eight shifts in San Rafael and the District was reimbursed \$10,057. San Rafael personnel worked six shifts in Marinwood and the District reimbursed San Rafael \$9428.



MARINWOOD FIRE DEPARTMENT

The Marinwood Fire Department announces an in house Promotional Testing Process for the position of Fire Captain. All qualified Full Time Personnel are encouraged to apply.

The Position

The Fire Captain is the first level of supervision. Fire Captains are responsible for carrying out the objectives of the organization. Fire Captains must ensure their individual units are able to provide quality service to the public in fire suppression, fire prevention, emergency medical services and public education. This responsibility requires the ability to manage all department programs at the company level. To accomplish their duties, fire captains must have the ability to interact effectively with the members of their company, department managers, and the general public.

Candidates for Fire Captain must have a good working knowledge of the incident command system, firefighting tactics and strategies, emergency medical service operations and hazardous materials. As company officers, Fire Captains are responsible for assuming command of incident scenes until relieved by a command officer.

All Fire Captains should have strong leadership and communication skills, and possess the ability to plan and supervise work and manage schedules.

Definition

The Fire Captain shall, under direction of the Fire Chief, within the Department's Rules and Regulations, within the District's Policies Governing Employees and Employee Benefits, supervise the activities and personnel of an assigned shift, and, in the absence of the Fire Chief shall be responsible for all the activities of the Fire Department during the work shift and perform related work as required or directed.

Typical Duties

Typical duties include, but are not limited to:

- Responsible for responding to, supervising and participating in activities of personnel assigned to his/her shift of Full time and Volunteer Firefighters at emergencies.
- Supervise and participate in, and be responsible for, activities of Full Time and Volunteer Firefighters.
- Assign personnel to station maintenance activities and housekeeping duties, supervise and participate in, and be responsible for, station maintenance and housekeeping activities, as needed.
- Assign personnel to vehicle maintenance activities and repairs, supervise and participate in, and be responsible for, vehicle maintenance activities and repairs, as directed and/or needed.
- Assign personnel to fire prevention and public education activities, supervise and participate in, and be responsible for, fire prevention and public education activities as directed and/or needed.
- Conduct and participate in, and be responsible for, training activities of personnel assigned to shift, and Volunteer Firefighters, as directed and/or needed.
- Assign personnel to hydrant maintenance activities, supervise and participate in, and be responsible for, hydrant maintenance activities, as directed and/or needed.

- Assign personnel to hose maintenance activities, supervise and participate in, and be responsible for, hose maintenance activities as directed and/or needed.
- Maintain and be responsible for, a Station Log of shift activities during assigned work shift.
- Prepare and submit an Annual Employee Evaluation of personnel assigned to his/her shift, or at such times as may be deemed appropriate.
- Completes, or causes to complete, and be responsible for, submitting to the Fire Chief reports including, but not limited to; Daily Shift Activity Reports, Incident Reports, required reports relating to Fire Prevention Activities, required reports related to Vehicle Maintenance Activities, required reports related to Hydrant Maintenance Activities.
- Attend Officer and Staff meetings as required or directed.
- Be responsible for interpreting applicable laws and regulations.
- Be responsible for estimating losses as a result of fire.
- Obtains and maintains required Departmental Certifications and/or skill education levels currently defined.
- Performs other duties as may be required and/or directed by the Fire Chief.

Minimum Qualification

- Four (4) years full time experience with the Marinwood Fire Department
- Minimum of One (1) year as an Acting Captain in the Marinwood Fire Department.
- Meets or exceeds all qualifications for the ranks of Firefighter and Engineer.
- State Board Of Fire Services Firefighter II Certification
- State Board Of Fire Services Fire Officer Certification
- Hazardous Materials First Responder – Incident Command (or CFSTES Fire Command 1B prior to 1998)
- Rescue Systems 1
- CICC/NWCG S230 Crew Boss
- CICC/NWCG S231 Engine Boss
- CICC/NWCG S290 Intermediate Fire Behavior
- CICC/NWCG S205 / 215 Fire Operations in the Urban Interface

Highly Desirable

- CICC/NWCG S212 Power Saws
- CICC/NWCG S234 Firing Operations
- CICC/NWCG S270 Basic Air Operations
- 30 units Certificate in Fire Technology or an AS Degree

Application Process:

Interested Candidates should submit a formal letter of intent to participate to the Chief by August 1, 2016 stating their interest in the position and their interest in participating in the testing process.

Reference materials for the written examination will be provided by the department and distributed to candidates on August 2, 2016.

Candidates must provide an initial Resume and Copies of all required certifications (Checklist to be provided) to the Chief by October 15, 2016.

Selection Process

There will be a written CPS Examination(s) scheduled for either Saturday November 5, 2016 or Saturday November 12, 2016 at the Sheriff's Offices located at 1600 Los Gatos. 75% is required to pass the examination and continue in the selection process per the MOU.

An in depth Assessment Center (Day 1), Tactical Simulation (Day 2), and Chief's Interview Panel (Day 3) will take place during December 2016.

Class A uniform will be required during the Assessment Center (Day 1), and the Chief's Interview (Day 3) and Class B uniform will be required for the Tactical Simulation (Day 2).

Additional information on the Assessment Center and Tactical Simulation will be given to those who pass the written exam. An Appointment is expected to be made by January 1, 2017 to fill a current vacancy.

The list will be honored for 1 year from the posting date, with a possible 6-month extension if mutually agreed upon between the administration and employee bargaining group.

Coverage will be provided by the District to allow on duty personnel the opportunity to participate in all phases of the testing process.

Salary and Benefits:

As agreed upon in the current MOU between the District and the Bargaining Unit

The Probationary Period for this position will be one year.

Per the MOU, It is not necessary to pass this testing process in order to maintain Acting Captain status.

Memo



To: Board of Directors
From: Eric Dreikosen, District Manager
Date: August 9, 2016
Re: Amendment to Fire Commission Bylaws

At their meeting on August 3, 2016, the Marinwood CSD Fire Commission approved a recommendation to make two amendments to the Fire Commission Bylaws:
Changing the time of their regular monthly meeting.
Add a Vice Chairperson position to the commission body.

The affected or created sections are as follows:

Change in Meeting Time:

ARTICLE V – MEETINGS (page 5)

A. TIME AND PLACE

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

The Fire Commission recommends and requests the Board of Directors amend this section adjusting the time of the meeting from 7:30 PM to 7:00 PM and to read as follows:

ARTICLE V – MEETINGS (page 5)

A. TIME AND PLACE

The Commission shall hold regular meetings the first Tuesday of the month at 7:00 PM in the small classroom at the Marinwood Community Center, unless otherwise necessary. Public notice of all meetings shall be given in accordance with the provisions of The Ralph M. Brown Act. The meetings shall be open to the public.

Creation of Vice Chairperson Position:

The Fire Commission recommends and requests the Board of Directors add the following language to Fire Commission Bylaws:

ARTICLE IV – STRUCTURE (page 4)

E. VICE CHAIRPERSON

One Commission member shall be elected in January by the other Commissioners to become the Vice Chairperson of the Commission for a period of one year. The position does not imply succession into the position of Chairperson. The Vice Chairperson can serve consecutively in this position if reelected by the members of the Commission.

1. DUTIES OF VICE-CHAIRPERSON

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

If the Board President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

July 26, 2016

Time and Place: 7:00PM Marinwood Community Park and Playground

Present:

Commissioners: Kimberly Call, John Tune and Jon Campo.

Absent: Shane Valentine.

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

Board Members: Jeff Naylor.

Park and Recreation Commission Facility Tour and Inspection: Marinwood Community Park and Playground

The Commission began their inspection at the tennis courts. DeMarta noted the courts near Miller Creek Road had received a new slip coat and it should last about 3-5 years. Call requested the addition of wood chips near the entrance to the courts. As well as removing the torn screen debris from the fencing. DeMarta noted the courts on the school district property received a slip coat three years ago and cracking has begun to occur. The courts need to be completely redone, but access and funding are an issue. Call asked that the small tear in the fencing be repaired.

Naylor inquired how the gopher issue is being resolved. DeMarta replied the pest control contractor has set traps and locates the traps via GPS; the gopher issue has greatly declined due to this method.

The Commission inquired about the small un-landscaped area near the creek at the far end of the park; they concluded it could be beautified. Tune commented large ornamental grasses may be planted. Call suggested wildflowers. This issue will be further discussed to achieve a cohesive plan for the area.

Call asked DeMarta to inquire about garbage can lids that could help prevent crows and other animals from reaching the garbage inside.

DeMarta stated the Commission should begin to consider a plan for playground equipment replacement; it will be expensive.

Campo commented the lighting in the park bathroom needs to be brighter. DeMarta agreed and stated he will have staff buy a higher wattage bulb. Call inquired if the floor could be replaced. DeMarta replied he would hesitate to replace the flooring; the current floor is a non-slip surface. DeMarta commented he will have staff paint the restroom in the fall. Call requested the netting material surrounding the window be either cleaned or removed. Campo requested a door stopper be placed on the door.

Agenda

No additions.

Public Comment

No comments.

Draft Minutes of June 28, 2016 Park and Recreation Commission Meeting

Call commented she would like to be more specific in regards to the oleander bush at the mini-park. Oleander is deadly poisonous to people as well as pets.

M/s Tune/Campo to approve Draft Minutes of June 28, 2016. Ayes: Tune, Campo and Call. Nays: None. Absent: Valentine.

Review of Draft Board Minutes of July 12, 2016

Naylor commented he would like to clarify his intentions in the minutes. The "...Board can decide whether public comment occurs before Board deliberations or 'during' (not after) Board deliberations."

Dreikosen commented that PG&E had come out and removed the electrical line near the Maintenance shop. DC Electric will be coming back again to remove the whole fixture; it has been inoperable for many years.

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

Naylor had prepared a spreadsheet to help move the project forward. A few items of note:

- The current Maintenance shop was built in 1974 for about \$2,500.
- Almost all the current equipment was purchased in the 1990's.

- The Office portion was purchased in 1996.

Naylor stated Mr. Gobar implied no real cost difference between a pre-fab building and a custom built building. The CSD just needs to decide which route to take. Dreikosen stated the Board and Commission has decided to dedicate all of the 2016/17 Measure A funding to the replacement of the shop. Naylor stated the sooner the CSD informs the public of the project the better it will be; the current situation is a health and safety risk to our employees. Campo agreed, but we need to let the community know the CSD has a clear direction of the project.

Park and Recreation Reports

DeMarta commented it has been a good summer. There have been a few pool rescues; all were executed very well and with positive results. Camp programs have been going very smoothly and enrollment has been great.

Requests for Future Agenda Items

Campo commented the Ponti Fire Road is being considered for decommission to be made into a multi-use trail. Call suggested a plan for beautification of the area near the creek.

The meeting concluded at 9:00PM.

Respectfully submitted,
Carolyn Sullivan

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

Recreation Activities

Summer Programs:

We are now finishing-up week eight 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 coming weeks of camp.

Camp Enrollment:

Camp enrollment as of Aug 1, 2016

- 975 Individual Campers (traditional camps)
- 412 Individual Campers (specialty camps)

Pool:

The pool has been functioning well and attendance has been strong. Pool memberships, daily drop-ins, and rentals are all up from last season. Swim lesson registrations are on par with last season.

Summer Special Events:

The Music in the Park Series has had great turnout for the first three performances. We look forward to rest of the Series, dates below:

- 8/5/2016
- 8/19/2016

Fall Review:

The Fall Review is complete, distribution will begin in approx. 2 weeks.

Marinwood After School Program:

We are currently finalizing the details of our 2016/17 after school program (new this year). We are designing our program to be more “robust” than a standard after school program. Our program will consist of traditional offerings such as indoor and outdoor games, homework help, arts and crafts etc. What makes our program different is that students will have the option to participate in enrichment opportunities such as tennis, martial arts, dance, piano lessons, private tutoring and more (additional fees). Participants will also have access to our pool during the fall and spring months. Lastly, our staff are already hard at work planning weekly special events that participants are sure to enjoy. The Marinwood after school program is full with a waitlist.

Park Maintenance Activities

During the summer months the Parks Dept. spends quite a bit of time on keeping the park and surrounding areas clean and in good repair. 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
- Pool Vacuuming (twice weekly)

Projects completed in July:

- Fertilize and Aerate Turf
- Painted light poles (entrance to Community Center)
- Pruned bushes along Miller Creek Rd (bushes were camouflaging pedestrians entering crosswalk)
- Pruned trees in Marinwood Park
- Repaired Community Center Water Heater (Downing Heating)
- Tractor Maintenance
- Kawasaki Mule Maintenance

Projects for August:

- Large water leak repair (complete)
- Screen and Coat Hardwood Floors in Community Center (Mattie's Hardwood Floors)
- Window blind repair
- Removal of landscaping in front of firehouse for new emergency trailer
- Thorough cleaning of Community Center (repairs, paint, etc.)
- Turf repair
- Playground Repairs (on-going)

RESPONSE TO GRAND JURY REPORT

Report Title: 911 First Responder Referral Program

Report Date: 6/9/16

Agenda Date: 8/9/16

Response by: Justin Kai Title: Board President

FINDINGS

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

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

RECOMMENDATIONS

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

Date: 8/9/16 Signed: _____

Number of pages attached 1

Marinwood Community Services District
DRAFT Response to Grand Jury Report:
“The 911 First Responder Referral Program: More Than a Band-Aid for Seniors”
Proposed and Discussed in Open Session on August 9, 2016

Link to Report: <http://www.marincounty.org/~media/files/departments/gj/reports-responses/2015/911-first-responder.pdf?la=en>

The Marinwood Community Services District Board of Directors and staff would like to thank the members of the Grand Jury for the attention given to the important issues and concerns facing Marin’s senior citizens through their research and associated report “The 911 First Responder Referral Program: More Than a Band-Aid for Seniors.” We fully support this program as an important tool in improving the quality of life for our senior citizens, connecting them with resources that can provide for their short-term and long-term assistance needs, and helping them to improve their overall health and vitality while working towards a goal of supporting their independence.

Recommendations Implemented:

R1. The Marin County fire chiefs should implement the 911 First Responder Referral Program County-wide.

The Marinwood Fire Department currently utilizes the 911 First Responder Referral Program through the Shared Services Agreement currently in place with the City of San Rafael and San Rafael Fire Department. All department personnel have been trained on how to implement the program for needed seniors.

Recommendations Scheduled:

R2. Marin County fire chiefs should create a community outreach campaign for the 911 First Responder Referral Program.

It is our understanding the Marin County Fire Chiefs Association and the Marin County Department of Health and Human Services will be working in collaboration to develop a community outreach and education video public service announcement to introduce the program to Marin’s residents.

RESPONSE TO GRAND JURY REPORT

Report Title: Marin's Hidden Human Sex Trafficking

Report Date: 6/16/16

Agenda Date: 8/9/16

Response by: Justin Kai Title: Board President

FINDINGS

- I (we) agree with the findings numbered: F3, F9, F10, F12
- I (we) disagree *partially* with the findings numbered: _____
- I (we) disagree *wholly* with the findings numbered: _____

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

RECOMMENDATIONS

- Recommendations numbered _____ have been implemented.
(Attach a summary describing the implemented actions.)
- Recommendations numbered R5 have not yet been implemented, but will be implemented in the future.
(Attach a timeframe for the implementation.)
- Recommendations numbered _____ require further analysis.
(Attach an explanation and the scope and parameters of an analysis or study, and a timeframe for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This timeframe shall not exceed six months from the date of publication of the grand jury report.)
- Recommendations numbered _____ will not be implemented because they are not warranted or are not reasonable.
(Attach an explanation.)

Date: 8/9/16 Signed: _____

Number of pages attached _____

Marinwood Community Services District
DRAFT Response to Grand Jury Report:
“Marin’s Hidden Human Sex Trafficking Challenge: It’s Happening in Our Backyard”
Proposed and Discussed in Open Session on August 9, 2016

Link to Report: <http://www.marincounty.org/~media/files/departments/gj/reports-responses/2015/marin-hidden-human-sex-trafficking-challenge.pdf>

The Marinwood Community Services District (District) Board of Directors and staff would like to thank the members of the Grand Jury for the attention given to the important issues and concerns regarding human sex trafficking through their research and associated report “Marin’s Hidden Human Sex Trafficking Challenge: It’s Happening in Our Backyard.”

In addition to recommendation R5, the District was required to respond to all findings (F1-F13) contained within the report. The requirement to respond to all findings posed a challenge for the District in conforming to the required response format – Agree; Partially Disagree; Disagree Wholly – as many of the findings did not pertain to services provided by or the subject matter jurisdiction of Marinwood Community Services District. As such, the District is unable to agree or disagree with findings F1, F2, F4, F5 (partial), F6, F7, F8, F11 and F13, as noted below.

Report Findings:

F1. Human Sex Trafficking is mostly unrecognized, under-reported, and rarely subject to intervention in Marin.

The District is unable to agree or disagree with this finding. The District is not aware of the reporting or intervention rates for human sex trafficking.

F2. A significant number of human sex trafficking victims are from Marin, not just transients imported from other areas.

The District is unable to agree or disagree with this finding. The District is unaware of the place of residency of human sex trafficking victims and/or whether said number is “significant.”

F3. Reports from two Marin County victim advocate organizations show that approximately 30% of the victims they aid are under the age of 18.

The District agrees with this finding.

F4. Some Marin County law enforcement officers still believe some human trafficking victims are criminals.

The District is unable to agree or disagree with this finding. The District does not know what Marin County law enforcement officers believe.

F5. State law mandates that officers receive two hours of training on human trafficking and some Marin agencies may not be complying with this law.

The District partially agrees and is partially unable to agree or disagree with this finding. The District agrees that state law mandates that law enforcement officers receive two hours of training on human trafficking. The District is unaware of whether some Marin agencies may not be complying with this law.

F6. *Training of Marin County law enforcement on the Marin County Uniform Law Enforcement Protocol for Human Trafficking has been inconsistent across agencies.*

The District is unable to agree or disagree with this finding. The District is unaware of the consistency levels of training throughout agencies.

F7. *Law Enforcement officers and others who are closest to human trafficking believe that California mandated two-hour POST training video on human trafficking is not sufficient.*

The District is unable to agree or disagree with this finding. The District does not know what law enforcement officers and others who are closest to human trafficking believe.

F8. *Marin law enforcement agencies rarely use multidisciplinary training, incorporating collaboration between Children Family Services (CFS), the District Attorney, law enforcement experts, and possibly victims.*

The District is unable to agree or disagree with this finding. The District does not know what methods Marin law enforcement agencies utilize for training.

F9. *Training for firefighters and EMS professionals in recognizing human trafficking victims and reporting the crime is inconsistent in Marin.*

The District agrees with this finding.

F10. *It is difficult to determine the extent of human trafficking in Marin because of inconsistent classification and definitions of the crime, as well as the lack of a central clearinghouse for this data.*

The District agrees with this finding.

F11. *The Marin County School Districts do not provide education on a systematic basis for students, parents and teachers in recognizing signs of human trafficking.*

The District is unable to agree or disagree with this finding. The District does not know what Marin County School Districts provide for education of students, parent and teachers on this subject.

F12. *Human trafficking outreach has been fragmented and is currently insufficient in reaching critical audiences.*

The District agrees with this finding.

F13. *The Marin County Coalition to End Trafficking Coalition needs dedicated resources to make it more effective.*

The District is unable to agree or disagree with this finding. The District does not know what the Marin County Coalition to End Trafficking needs in the way of resources.

Recommendations Scheduled:

R5. Marin County Fire Departments should ensure that all EMS personnel are trained in recognizing human trafficking and how to report it, and incorporate this in their annual training.

The recommendation has not yet been implemented, but will be implemented by December 31, 2016. The Marinwood Fire Department will address the necessary training in a two-step approach.

First, the Fire District's Training Division will implement "Coffee Break Training" sessions utilizing the Department of Homeland Security's Blue Campaign human trafficking awareness training materials. The Coffee Break Training will occur on each shift and ensure that all first responders receive the training.

Second, the Fire Department's annual training calendar will be adjusted to include 1.5-2.0 hours of classroom training by Marin County Sheriff Police Department trainers on an annual basis.

Eric Dreikosen

From: jnaylor567@aol.com
Sent: Thursday, August 04, 2016 12:19 PM
To: edreikosen@marinwood.org
Subject: Discussion of proposed set of District Manager objectives
Attachments: Marinwood CSD District Manager Objectives_v3.docx

Eric,
Following up on the need to have a reasonable set of objectives for the District Manager position, I am submitting the following draft for consideration at our next Board meeting. The intention of this document is to provide a framework for the Board and the District Manager to periodically discuss both progress toward District objectives and to facilitate changes in priorities which may arise during the course of a year. I suspect that this document will require at least a review for comment by the entire board and a subsequent review to determine if it is acceptable to adopt. As this is intended to be a two way communication vehicle your input into these objectives is fundamental to them becoming a meaningful tool.

Regards,

Jef

I still did not capture your start date.

Marinwood Community Services District
District Manager Performance Objectives

Employee: Eric Dreikosen

Date of Hire: ? _____

Title: District Manager

Date of Evaluation: _____

Evaluation Period From: 7/1/2016

To: 6/30/2017

1. Annual Goals and Objectives –

- Follow and keep current with District, County, and State policies governing MCSD.
- Effectively leads staff under his direct supervision.
- Coordinates and monitors assigned projects to keep them on time and within budget.
- Develop and report on organizational strengths/weaknesses and propose improvements.
- Maintain and improve District operations.

Goals and Objectives for Coming Year –

- Identify and recommend additions or improvements to District policies and procedures.
- Develop strategy to implement positive change.
- Manage the transition to a standalone accounting package which interfaces with the new County Munis System and effectively controls all fiscal and security policies necessary to protect District assets.
- Manage the installation of the board-approved solar initiative including efforts to insulate the District from project approval delays and the District's busy summer season to retain incentives for the District.
- Participate in and facilitate the Board's effort to reduce risk from unfunded post-employment liabilities.
- Help ensure the meaningful and timely publication of an electronic newsletter to the public.
- Oversee effort to improve District Website per Grand Jury recommendations.

2. Communications –

- Achieves desired results through effective verbal and written skills within and outside the District.
- Demonstrates excellent verbal and written communication skills.
- Prepared reports are accurate, timely and appropriate for his audience.
- Deliver effective presentations to inform and facilitate decision making or consensus.
- Demonstrate excellent customer service and public relations communication skills.
- Demonstrate excellent listening skills.
- Lead by example in all communications.

3. Decision Making/Judgment –

- Recognize problems and respond to them thoughtfully in a reasonable timeframe as the issue requires.
- Be flexible and innovative in managing problems including involving staff in decision making.
- Gather information and analyze complex issues to define root causes and propose solutions.
- Handle emergencies appropriately and decisively.
- Know when to escalate an issue. Consult with legal counsel or Board as appropriate.

4. Financial Management –

- Facilitate budget approval or periodic variance reporting through anticipation of questions and explanations on significant changes.
- Provides leadership to staff in keeping expenditures within budgetary constraints.
- Clearly and concisely present financial data (assumptions and/or variance explanations) to the Board.

- Ensure Board has adequate time to review and discuss the budget in all scheduled review meetings.

5. Professional Growth & Development –

- Demonstrate the professional skill and knowledge needed to perform the job.
- Develop and follow a continuous personal professional development plan.
- As ongoing responsibilities allow, attend appropriate seminars and/or identify and use resources to increase knowledge and skills required of the District Manger’s position.
- Demonstrate thoughtfulness and effectiveness in implementing new ideas for the benefit of the District.
- Keep current on developments in the professional field and effectively apply this knowledge to the job.
- Encourage board, staff and community development through education and growth opportunities.

6. Relationship with the Board –

- Able to instruct the Board in appropriate governmental policies as necessary.
- Provide the Board adequate information to make decisions.
- When presenting the Board with issues or problems come armed with recommended solutions.
- Publish financial information, explanations and recommendations to facilitate decision making.
- Respond to individual and collective Board questions and concerns clearly and in a timely manner.
- Develop a sound working relationship with the board to offer advice as well as accept direction.
- Follow agreed upon Board assignments, suggestions, and guidance.
- Demonstrate appropriate response and follow through on Board directives.

7. Community Relations –

- Strive to keep a current and clear understanding of the needs of our community.
- Strive to promote public understanding of the District’s services and limits of our authority.
- Demonstrate professional and objective responses to criticism or complaints from citizens.
- Involve the Board and/or Counsel as appropriate in dealing with criticisms or complaints.
- Represent the District in a positive and professional manner.
- Promote District accomplishments, events and issues to keep the community informed and engaged.
- Continually engage staff in evaluating programs and facilities to meet the needs of community.

8. Job Knowledge –

- Undertake or promote submission of grant proposals for district projects.
- Demonstrate sufficient management, financial, customer service and legal knowledge.
- Demonstrate effectiveness in applying skills and knowledge to District Operations and Administration.
- Identify, attain and maintain required certifications.

Board President: _____ Date: _____

District Manager _____ Date: _____