

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

Tuesday – September 13, 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	BOARD MATTERS	
	1. Resignation of Justin Kai from Board of Directors, Effective September 14, 2016	Accept
	2. Discuss Appointment Process and Timing to Fill Upcoming Board of Directors Position Vacancy (in Accordance with Government Code Section 1780)	Discuss
F. 8:00 PM	CONSENT CALENDAR	
	a. Draft Minutes of Regular Meeting of August 9, 2016	
	b. Draft Minutes of Special Meeting of August 31, 2016	
	c. Bills Paid Nos. 158-282	Approve
G. 8:10 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. 8:20 PM	DISTRICT MATTERS	
	1. Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities <i>Committee Member(s): Jeff Naylor, Bill Shea</i>	Review
	2. Update from Ad-Hoc Committee to Review, Revise, Create District Policies & Procedures: Discuss Next Project(s). <i>Committee Member(s): Izabela Perry</i>	Discuss
	3. Resolution 2016-06: Adopting a Conflict of Interest Code	Approve
	4. Resolution 2016-07: Requesting Temporary Transfer of Funds from Marin County Treasurer	Approve
	5. District Manager Report	Review
I. 8:55 PM	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of September 8, 2016	Review
	2. Fire Chief Report and Activity Summary Report for August, 2016	Review
	3. Resignation of James Rey from Fire Commission, Effective Immediately	Accept
	4. Letter from Irving Schwartz, Alternate Fire Commissioner, Requesting Appointment to Become Regular Fire Commissioner	Approve
	5. Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13	Approve
	6. Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site	Approve
	7. Date of Next Fire Commission Meeting – October 4, 2016	
J. 9:15 PM	PARK AND RECREATION MATTERS	
	1. Draft Minutes of Park & Recreation Commission Meeting of August 23, 2016	Review
	2. Recreation and Park Maintenance Activity Reports	Review
	3. Date of Next Park & Recreation Commission Meeting – September 27, 2016	

Time*	Description:	Board Action
K. 9:30 PM	NEW AND OTHER BUSINESS	
	1. Election of Board Vice-President to Fill Role Vacated by Current Vice-President	Elect
	2. District Manager Objectives and Performance Evaluation: Approve Evaluation Template and Discuss Board Involvement Process	Approve
	3. District Staff Performance Reviews: Confirm Staffing Positions to Receive Reviews and Annual Timing of Reviews	Approve
	4. Requests for Future Meeting Agenda Items	
L. 9:55 PM	RECOGNITIONS and BOARD MEMBER ITEMS OF INTEREST	
M. 10:00 PM	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – October 11, 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

Eric Dreikosen

From: Justin Kai <kai.justin@gmail.com>
Sent: Wednesday, September 07, 2016 8:13 AM
To: Eric Dreikosen
Subject: Director Kai's resignation

Eric,

I regret to inform you that our family is relocating out of state. Unfortunately, this means I must resign from my position as a District Director, effective September 14th. Please include my resignation on our September agenda.

Thank you,
Justin

Justin Kai
kai.justin@gmail.com
[415.215.7865](tel:415.215.7865)

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday August 9, 2016

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

Closed Session

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

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, Izabela Perry and Leah Kleinman-Green.

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

Others Present: Stephen Nestel, Robert Eves, Irv Schwartz, Jeff Smith and Danielle Dinnerman.

Open Session Call to Order and Pledge of Allegiance

Agenda

No changes or additions.

Presentation

"The Oaks" Proposed Senior Living Center and Project Required Wetlands Mitigation Impact on District Open Space Adjacent to Development Site: Robert Eves, President of Venture Corp, distributed a flyer on the proposed project site. The project was approved by the County approximately 12 years ago for a senior complex with 126 apartments. Jeff Smith commented the area of the wetlands mitigation is only a few hundred feet and there might be a small section of grassland mitigation as well.

Consent Calendar

1. *Draft Minutes of Regular Meeting of July 12, 2016:* Nestel stated the minutes are inaccurate. The CSD has violated the Migratory Bird Law. The CSD has the obligation to follow the law, the CSD needs to follow the policy the government has put into place. The CSD has been irresponsible in managing its resources. Naylor asked if Nestel was threatening the District. Nestel replied the District has violated the law.

2. *Bills Paid Nos. 1-157:* Naylor commented that July is the highest month for the CSD for bills and the CSD did pay its unfunded liabilities upfront for the year. Shea questioned the payment to San Rafael for overtime costs. Roach stated it is payment for Quarter three and four. The CSD has received payment from San Rafael as well to offset the costs.

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

Public Comment Open Time for Items Not on Agenda

Danielle Dinnerman spoke on the sober living home that had opened in the District. She urged the CSD to inform parents of CSD participants of the location of the home.

Fiscal Matters

1. *FY 16-17 Budget Amendment: Recognize Fire Dept. Grant and Funded Expenses:* Dreikosen stated it was a grant received to purchase new SCBA's.

M/s Perry/Kleinman-Green to approve FY 16-17 Budget Amendment to Recognize Fire Dept. Grant and Funded Expenses. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

District Matters

1. *Update from Ad-Hoc Committee to Address District Unfunded Future Liabilities Committee Member(s): Jeff Naylor, Bill Shea:* Naylor stated the Committee as well as the District Manger have and will continue to conduct interviews of OPEB Trust providers and begin to compare the results. The CSD has the obligation to place the funds with a company that holds a Section 115 certificate in order to realize a positive impact on the OPEB discount rate. Dreikosen commented he is still waiting to hear from ICMA.

2. *Update from Ad-Hoc Committee to Revise, Create District Policies, and Procedures: Discuss Next Project(s). Committee Member(s): Izabela Perry:* Perry commented the website and handbook are a work in progress. Nestel urged Perry to speak with DeMarta regarding the website; it needs to be inviting or else it will fail.

3. *Board Bylaws: Proposed Amendment regarding Commission Meeting Times:*

M/s Perry/Kleinman-Green to approve Board Bylaws of Proposed Amendment regarding Commission Meeting Times. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

4. *District Manager's Report:* Dreikosen stated he is continuing to update QuickBooks to make reports easier to read and more user friendly.

The solar energy project continues to move forward and will be breaking ground at the pool area the week of August 22nd.

Dreikosen stated he had received notice of a proposed residential construction project near Rocking H Ranch and questioned if the homes should be annexed to the CSD. Roach stated it would be his suggestion to have annexation be condition of development.

Nestel asked about the financing for the solar project. Dreikosen replied there is nothing new to report.

Fire Department Matters

1. *Draft Minutes of Fire Commission Meeting of August 3, 2016:* No additions.

2. *Fire Chief Report and Activity Summary Report for July 2016:* Roach reported the department has been busy. A CERT meeting was held recently with good attendance. The Lions Club was awarded a \$7,000 grant for an emergency trailer to use for CERT related matters.

The Department will be holding a Captain's Test soon with four very qualified candidates.

The Ponti Fire Road is being considered for decommission and being made into a multi-use trail; the Marin County Parks and Open Space Department is leading the process. Nestel commented the CSD needs to make sure who will be held liable for the area.

Roach reported Brian (Otis) Smith has resigned from the Fire Department to pursue another career; the Department is sorry to see him leave.

Kai asked about the fire outbreaks in northern San Rafael. Roach replied there was a homeless encampment near McInnis, but there has been no new activity as of late.

3. *Fire Commission Bylaws: Proposed Amendment Changing Time of Meeting and Creation of Vice-Chair Position:*

The Fire Commission requested the meeting time be moved to 7:00pm as well as create a Vice-Chair position.

M/s Perry/Shea to approve Fire Commission Bylaws for proposed Amendment Changing Time of Meeting and Creation of Vice-Chair. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

Park and Recreation Matters

1. *Draft Minutes of Park and Recreation Commission Meeting of July 26, 2016:* DeMarta reported the Commission had conducted their walk-through of the main park and playground. Perry stated she would like to see more involvement from the Commission regarding the update of the Maintenance Shop.

2. *Recreation and Park Maintenance Activity Reports:* DeMarta reported we are in the final two weeks of camp programming and the summer has gone great. Pool staff experienced a possible spinal injury in the pool and the staff performed excellent; in the end the child was safe and okay.

The park staff discovered a large water leak in a pipe located near the Firehouse; they were able to repair it themselves. Park staff will begin to repair the turf and the community center after the heavy usage during the summer months.

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:*

M/s Perry/Kleinman-Green to approve Response to Recent Report regarding 911 First Responder Referral Program. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

2. *Marin County Grand Jury Report: Discuss and Potentially Approve Draft Response to Recent Report regarding Sex Trafficking in Marin County:*

M/s Perry/Kleinman-Green to approve Response to Recent Report regarding Sex Trafficking in Marin County. Ayes: Perry, Naylor, Kai, Kleinman-Green and Shea. Nays: None. Motion carried unanimously.

3. *District Manager Objectives: Discuss Creation of Position Goals and Objectives:* Naylor stated it should be an annual or semi-annual review. Perry would like to add "conduct employee evaluations" to the list as well as "pursue grants" and "masters usage of QuickBooks".

4. *Requests for Future Meeting Agenda Items:*

- Perry: Present employee evaluation schedule.
- Perry: Discuss 10 year strategic plan.

Recognitions and Board Member Items of Interest

Perry thanked Dreikosen, Sullivan and Naylor for the calm accounting transition.

Naylor commented the Board should recognize Brian (Otis) Smith and his many years serving the District.

The meeting was adjourned at 9:31PM.

The date of the next Regular Board Meeting was set for September 13, 2016 at 7:30pm.

Respectfully submitted,
Carolyn Sullivan

Marinwood Community Services District

Draft Minutes of Board of Directors Special Meeting
Wednesday August 31, 5:00PM

Time and Place: 5:00PM Marinwood Community Center classroom.

Present:

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

Staff: District Manager Eric Dreikosen

Agenda

No changes or additions.

Closed Session

Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Jack Hughes, Liebert Cassidy Whitmore; Eric Dreikosen. Represented Employees: Marinwood Professional Firefighters. No action was taken, the Board gave direction to staff and negotiating team.

The meeting was adjourned at 7:27PM.

Respectfully submitted,
Eric Dreikosen

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

Fund 73700

Classes:
Street lights
Fire
Recreation
Park

Approved by the Board of Directors on September 13, 2016

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
158	8/3/16	Downing Heating/Air	1,744.28	Water heater repairs	Rec	5220310	Building	1,744.28
159	8/3/16	Speedpro Imaging	125.38	Marketing	Rec	5210122	General	125.38
160	8/3/16	Cami Flake	100.00	Refund Swim Lessons	Rec	4631917	Aquatics	100.00
161	8/3/16	Shane DeMarta	130.79	Girls camp	Rec	4631920	Summer	130.79
162	8/3/16	Marin Ace	250.68	Pool Equip Maint	Rec	5220215	Pool	126.29
				Hydrant Maint	Fire	5220215	General	40.93
				Grounds Maint	Park	5220310	General	57.45
				Bldg. Maint	Rec	5220310	Building	26.01
163	8/3/16	Karsson Hevia	81.50	Partial Refund Member	Rec	4631918	Pool	81.50
164	8/3/16	Marin Pro. Firefighters	830.00	Union Dues Aug.	Fire	5211330	General	830.00
165	8/3/16	PG&E	1,419.16	Streetlights July	Street Lights	5210915	General	1,419.16
166	8/3/16	Project A	120.00	Email Svcs	Fire	5220110	General	60.00
					Rec	5220110	General	60.00
167	8/3/16	Robyn Bruton	904.64	Summer programs	Rec	5220819	Summer	904.64
168	8/4/16	Marinwood CSD	177,808.43	Regular Salary	Fire	5110110	General	31,638.08
				Overtime	Fire	5120110	General	11,159.64
				Shift Cap/ Work Week	Fire	5110319	General	476.64
				4850 Pay	Fire	5110110	General	3,697.12
				Admin Asst.	Fire	5110110	Admin.	769.28
				Admin Mngr.	Fire	5110110	Admin.	1,865.60
				Admin Asst.	Rec	5110110	Admin.	769.28
				Admin Asst.	Park	5110110	Admin.	384.64
				Admin Mngr.	Rec	5110110	Admin	932.80
				Admin Mngr.	Park	5110110	Admin	932.80
				Rec Director	Rec	5110110	General	2647.12
				Rec Director	Park	5110110	General	1,134.48
				Rec Salary	Rec	5110110	General	6,830.40
				Park Salary	Park	5110110	Maintenance	6,389.60
				Park Hourly	Park	5120110	General	960.00
				Bldg. attendant	Rec	5110210	Building	460.00
				Pool Staff	Rec	5110210	Pool	19,427.58
				Aquatics/Lessons	Rec	5110210	Aquatics	8,735.64
				Summer programs	Rec	5110210	Summer	70,162.66
				Tennis	Rec	5110210	Tennis	450.00
				Adult Prog	Rec	5110210	Adult	80.00
				Payroll Billing	Fire	5210230	General	128.52
				Payroll Billing	Rec	5210230	General	326.60
				Payroll Billing	Park	5210230	General	18.93
				SS/Medicare	Fire	5140140	General	3,281.91
				SS/Medicare	Rec	5140140	General	8,915.47
				SS/Medicare	Park	5140140	General	483.94
				CA/EDU	Rec	5140145	General	2,774.81
				Benefits Withholding		2120066	General	-8,025.11
169	8/4/16	Emily Brunick	110.00	Refund Camps	Rec	4631920	Summer	110.00
170	8/4/16	Gerald Mehcziz	2,890.40	Tennis Prog.	Rec	5210146	Tennis	2,890.40
171	8/4/16	Marin Dance Theatre	37.50	Dance Classes	Rec	5210146	Youth	37.50
172	8/5/16	Dairy Delivery	930.34	Vending	Rec	5220826	Pool	930.34
173	8/5/16	Laurie Lauster	55.00	Refund Swim Lessons	Rec	4631917	Aquatics	55.00
174	8/5/16	Suji Pathi	100.00	Refund after care	Rec	4631920	Summer	100.00
175	8/5/16	Marin Sanitary Service	2,521.37	Garbage July	Fire	5210815	General	252.14
					Park	5210815	General	1,764.96
					Rec	5210815	General	504.27
176	8/5/16	Marin Resource Recovery	210.00	Dump Fees	Park	5210815	General	210.00
177	8/5/16	CPRS	245.00	Sullivan/Bruton Member	Rec	5211330	General	245.00
178	8/8/16	Isabella Farfan	105.00	Refund Camps	Rec	4631920	Summer	105.00
179	8/8/16	FF Research & Education	120.00	Annual Reporting	Fire	5211320	General	120.00
180	8/8/16	Hagel	2,481.86	Janitorial Supplies	Fire	5220827	General	200.00
					Rec	5220827	General	2,281.86
181	8/8/16	Ewing Irrigation	980.39	Grounds Maint	Park	5220310	General	980.39
182	8/8/16	VOIDED	-					0.00
183	8/8/16	Marin Landscape Materials	574.75	Grounds Maint	Park	5220310	General	574.75
184	8/8/16	Delta Dental	2,607.68	Dental Ins.	Fire	5130120	General	1,525.65
					Park	5130120	General	541.03
					Rec	5130120	General	541.00
185	8/8/16	Lucas Fretwell	539.17	GIT/Aquatics	Rec	5220819	Aquatics	204.07

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Staff Training	Rec	5211315	Pool	109.11
				Comm Rec	Rec	5220819	Community	141.69
				Vending	Rec	5220826	Pool	84.30
186	8/8/16	Shane DeMarta	985.00	MIP	Rec	5220819	Community	985.00
187	8/9/16	Cal PERS	26.94	Unfunded Liability	Park	5130510	General	12.12
					Rec	5130510	General	14.82
188	8/9/16	PERS Retirement	12,781.69	Retirement 8/5/16	Park	5130510	General	1,252.94
					Rec	5130510	General	1,689.16
					Fire	5130510	General	9,839.59
189	8/9/16	SDRMA	283.08	Life Ins. Aug.	Fire	5130120	General	130.40
					Park	5130120	General	66.30
					Rec	5130120	General	86.38
190	8/9/16	Bucks Saw Service	296.57		Fire	5220210	General	296.57
191	8/9/16	Jackson's Harware	644.10	Grounds Maint	Park	5220310	General	644.10
192	8/9/16	VOIDED	-					0.00
193	8/9/16	Krav Maga Xtreme	600.00	Adult Prog	Rec	5210146	Adult	600.00
194	8/11/16	Gene Thompson	90.00	Telephone repairs	Fire	5210725	General	90.00
195	8/11/16	Cal PERS	3,250.00	GASB 68 Reports	Fire	5130510	General	1,950.00
					Rec	5130510	General	728.00
					Park	5130510	General	572.00
196	8/11/16	Joel White	277.27	AFLAC Reimb.	Fire	5130120	General	277.27
197	8/11/16	Ryan Brackett	277.27	AFLAC Reimb.	Fire	5130120	General	277.27
198	8/11/16	Cesar Correa	277.27	AFLAC Reimb.	Fire	5130120	General	277.27
199	8/11/16	Sean Day	158.44	AFLAC Reimb.	Fire	5130120	General	158.44
200	8/11/16	Stephen Heine	148.05	AFLAC Reimb.	Fire	5130120	General	148.05
201	8/11/16	John Papanikolaou	277.27	AFLAC Reimb.	Fire	5130120	General	277.27
202	8/11/16	Brandon Selvitella	277.27	AFLAC Reimb.	Fire	5130120	General	277.27
203	8/11/16	Brian Smith	148.05	AFLAC Reimb.	Fire	5130120	General	148.05
204	8/11/16	Brian Smith	84.60	AFLAC Reimb.	Fire	5130120	General	84.60
205	8/11/16	Jeff Smith	277.27	AFLAC Reimb.	Fire	5130120	General	277.27
206	8/11/16	Gerald Mehcz	1,619.96	Tennis Prog.	Rec	5210146	Tennis	1,619.96
207	8/12/16	Michael Schulist	4,781.24	Jazz Band Camps	Rec	5210146	Summer	4,781.24
208	8/12/16	Jubilee Jumps	730.00	Summer programs	Rec	5220819	Summer	565.00
				Pool	Rec	5220819	Pool	165.00
209	8/12/16	Dairy Delivery	347.76	Vending	Rec	5220826	Pool	347.76
210	8/12/16	Play Well Technologies	750.00	Summer programs	Rec	5220819	Pool	750.00
211	8/12/16	Ace Promotional	5,896.49	Summer Camp Shirts	Rec	5220819	Summer	4,559.60
				Pool Uniforms	Rec	5220825	Pool	1,336.89
212	8/15/16	US Postmaster	4,724.72	Bulk mail	Rec	5220110	General	4,724.72
213	8/16/16	Techsplosion	1,300.00	Minecrafters	Rec	5210146	General	1,300.00
214	8/16/16	Susan Press	263.29	Preschool supplies	Rec	5220819	Preschool	263.29
215	8/16/16	DC Electric	313.09	Streettlights July	Street Lights	5210915	General	313.09
216	8/16/16	AFLAC	127.40	Disability Ins	Park	5130120	General	127.40
217	8/17/16	Marinwood CSD	179,058.36	Fire Regular Salary	Fire	5110110	General	42,453.45
				Overtime	Fire	5120110	General	7,533.36
				Shift Cap/ Work Week	Fire	5110319	General	1,510.15
				4850	Fire	5110110	General	3,697.12
				Admin Asst.	Fire	5110110	Admin	769.28
				Admin Mngr.	Fire	5110110	Admin	1,865.60
				Admin Asst.	Rec	5110110	Admin	769.28
				Admin Asst.	Park	5110110	Admin	384.64
				Admin Mngr.	Rec	5110110	Admin	932.80
				Admin Mngr.	Park	5110110	Admin	932.80
				Rec Director	Rec	5110110	General	2,647.12
				Rec Director	Park	5110110	General	1,134.48
				Rec Salary	Rec	5110110	General	6,830.40
				Park Salary	Park	5110110	Maintenance	6,389.60
				Park Hourly	Park	5110210	General	1,440.00
				Bldg Attendant	Rec	5110210	Building	580.00
				Pool Staff	Rec	5110210	Pool	16,911.83
				Aquatics/Lessons	Rec	5110210	Aquatics	8,497.11
				Summer programs	Rec	5110210	Summer	65,616.72
				Tennis	Rec	5110210	Tennis	450.00
				Payroll Billing	Fire	5210230	General	155.30
				Payroll Billing	Rec	5210230	General	310.75
				Payroll Billing	Park	5210230	General	20.70
				SS/Medicare	Fire	5140140	General	3,910.95
				SS/Medicare	Rec	5140140	General	8,396.77
				SS/Medicare	Park	5140140	General	483.94
				CA/EDU	Rec	5140145	General	2,459.31
				Benefits Witholding		2120066	General	-8,025.10

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
218	8/18/16	Dept of Industrial Relations	732.50	Slide Inspection	Rec	5211610	General	732.50
219	8/18/16	Skip Clippinger	203.25	Ballroom Dance	Rec	5210146	Adult	203.25
220	8/18/16	Amanda Mount	287.00	Yoga Classes	Rec	5210146	Adult	287.00
221	8/19/16	PAPA	80.00	Seminar Sibbaluca	Park	5211340	General	80.00
222	8/19/16	Dairy Delivery	930.34	Vending	Rec	5220826	Pool	930.34
223	8/19/16	Honey Bucket	180.85	Porta Potty	Park	5220310	General	180.85
224	8/19/16	Comcast	136.17	Internet Sept	Fire	5210725	General	68.08
					Rec	5210725	General	68.09
225	8/19/16	State of Ca Dept Justice	96.00	Fingerprinting	Rec	5210128	General	96.00
226	8/19/16	Western Exterminator	220.50	Pest control	Fire	5220310	General	147.00
					Rec	5220310	Building	73.50
227	8/19/16	Marinwood Market	1,992.00	Camp Lunches	Rec	5220819	Summer	1,992.00
228	8/19/16	Leslie's Pool Supplies	2,975.27	Pool Chems	Rec	5220810	Pool	2,895.36
				Pool Equip Maint	Rec	5220215	Pool	79.91
229	8/19/16	Co of Marin Cent. Collect	542.95	Fuel	Park	5220610	General	215.45
				Radio Shop Svcs	Fire	5210925	General	327.50
230	8/19/16	Sprint	296.58	Cell phones July	Fire	5210725	General	296.58
231	8/19/16	Wakana Turner	166.60	Tennis clinics	Rec	5210146	General	166.60
232	8/19/16	Dept of Industrial Relations	195.00	Slide Inspection	Rec	5211610	General	195.00
233	8/19/16	Airgas	101.53	Pool Chems	Rec	5220810	General	101.53
234	8/19/16	Integrity Electric	185.00	Building Maint	Rec	5220310	Building	185.00
235	8/22/16	Staples	911.92	Office Supplies	Fire	5220110	General	351.50
					Rec	5220110	General	560.42
236	8/22/16	Delta Dental	2,347.96	Dental Ins.	Fire	5130120	General	1,460.72
					Park	5130120	General	378.70
					Rec	5130120	General	508.54
237	8/22/16	Liebert Cassidy Whitmore	1,794.00	Legal Fees	Fire	5210131	General	1,794.00
238	8/22/16	Ca Assoc of Pro Fire	294.00	Long Term Dis Sept	Fire	5130120	General	294.00
239	8/22/16	Dixie School District	13,207.50	Summer room rentals	Rec	5220819	General	13,207.50
240	8/22/16	PG&E	5,688.57	Electricity July	Rec	5210810	General	4,282.07
					Fire	5210810	General	1,224.88
					Park	5210810	General	181.62
241	8/22/16	AT&T	80.00	Internet Sept	Park	5210725	General	80.00
242	8/22/16	Cal PERS	43,064.66	Health Ins - Sept	Park	5130120	General	9,922.02
					Rec	5130120	General	8,070.80
					Fire	5130120	General	25,071.84
243	8/22/16	AT&T	266.36	Phones	Fire	5210725	General	155.80
					Park	5210725	General	18.12
					Rec	5210725	General	92.44
244	8/22/16	John Deere	1,061.53	Tractor Maint	Park	5210940	General	1,061.53
245	8/22/16	PERS Retirement	828.44	Retirement Roach Fix	Fire	5130510	General	828.44
246	8/22/16	FF Clothing	136.58	Clothing	Fire	5220825	General	136.58
247	8/22/16	Carquest Auto Parts	58.60	Vehicle Maint	Fire	5210910	General	58.60
248	8/22/16	SiteOne Landscape	41.96	Grounds Maint	Park	5220310	General	41.96
249	8/22/16	Cruise Master Prisms	247.55	Name Tags	Fire	5211325	General	247.55
250	8/23/16	American Messaging	18.55	Messaging Svcs	Fire	5210925	General	18.55
251	8/23/16	SBA Services	3,215.00	Janitorial Contract	Rec	5211110	Building	3,215.00
252	8/23/16	Home Depot	406.41	Building Maint	Rec	5220310	Building	406.41
253	8/23/16	Costco	5,890.08	Comm Rec	Rec	5220819	Community	745.79
				Summer programs	Rec	5220819	Summer	5,069.68
				Pool Supplies	Rec	5220215	Pool	74.61
254	8/23/16	Robyn Bruton	115.62	Summer programs	Rec	5220819	Summer	115.62
255	8/23/16	Landesign	2,985.00	Landscape Contractor	Park	5211125	General	2,985.00
256	8/24/16	Hyo Soap Sim	1,200.00	Tae Kwon Do Classes	Rec	5210146	Youth	1,200.00
257	8/24/16	PERS Retirement	13,052.17	Retirement 8/19/16	Fire	5130510	General	10,110.07
					Rec	5130510	General	1,689.16
					Park	5130510	General	1,252.94
258	8/24/16	Downing Heating & Air	491.37	AC/Furnance Maint	Fire	5220310	General	245.69
					Rec	5220310	Building	245.68
259	8/24/16	Vision Svcs Plan	443.00	Vision Ins. Sept	Fire	5130120	General	265.81
					Park	5130120	General	77.53
					Rec	5130120	General	99.66
260	8/24/16	Airgas	101.53	Pool Chems	Rec	5220810	Pool	101.53
261	8/24/16	Wesco Graphics	7,746.62	Fall/Winter MW Review	Rec	5210122	General	7,746.62
262	8/25/16	Dairy Delivery	346.65	Vending	Rec	5220826	Pool	346.65
263	8/25/16	Ann McBride	301.70	Irish Dance	Rec	5210146	Youth	301.70
264	8/25/16	Honey Bucket	180.85	Porta Potty	Park	5220310	General	180.85
265	8/25/16	A&S Landscape Materials	129.46	Turf Blend	Park	5220310	General	129.46
266	8/25/16	Lucas Fretwell	206.04	LG Clothing	Rec	5220825	Pool	206.04
267	8/25/16	Dairy Delivery	429.50	Vending	Rec	5220826	Pool	429.50
268	8/30/16	Naveen Kumar Aetukuri	172.00	Refund Preschool	Rec	4631922	Preschool	172.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
269	8/30/16	Traci Boya	20.00	Marketing	Rec	5210122	General	20.00
270	8/30/16	Ca's Great America	3,720.00	Field Trip Summer Camps	Rec	5220819	SUMmer	3,720.00
271	8/30/16	All Star Rents	90.06	Equip Rental	Park	5211220	General	90.06
272	8/30/16	Roys Sewer Svcs	170.00	Sewer blockage	Rec	5210835	General	85.00
					Fire	5210835	General	85.00
273	8/30/16	LVHOA	696.00	Tennis Cts Rentals	Rec	5220819	Tennis	696.00
274	8/30/16	US Bank	23,236.45	Hydrant Maint	Fire	5220215	General	19.77
				Vehicle Maint	Fire	5210910	General	148.46
				Education Materials	Fire	5211320	General	74.25
				Food	Fire	5220826	General	132.91
				Helmet Shield/Boots	Fire	5220810	General	295.12
				Radio Equip	Fire	5210925	General	172.90
				Phone E58	Fire	5210725	General	78.79
				Gas	Fire	5220610	General	538.07
				Decals	Fire	5211325	General	29.95
				Office Supplies	Fire	5220110	General	23.85
				Station Supplies	Fire	5220810	General	28.95
				Travel	Fire	5211440	General	25.00
				Summer programs	Rec	5220819	Summer	15,406.88
				Comm Rec	Rec	5220819	Community	78.34
				Pool Chems	Rec	5220810	Pool	-1.16
				Office Supplies	Rec	5220110	General	495.60
				Pool Equip Maint	Rec	5220215	Pool	180.61
				Aquatics/Lessons	Rec	5220819	Aquatics	818.53
				Defibrillator Battery	Rec	5220828	Pool	121.63
				LG uniforms	Rec	5220825	Pool	202.36
				Janitorial Supplies	Rec	5220827	General	102.32
				Building Maint	Rec	5220819	Building	194.99
				Youth Prog	Rec	5220819	Youth	1,798.91
				Fingerprinting	Rec	5210128	General	396.00
				Adult Prog	Rec	5220819	Adult	1,379.90
				Vending	Rec	5220826	Pool	85.64
				Grounds Maint	Park	520310	General	407.88
275	8/30/16	Robyn Bruton	636.17	Summer programs	Rec	5220819	Summer	636.17
276	8/30/16	Marin Ace Hardware	468.37	Misc Supplies	Fire	5220810	General	42.04
				CC Maint	Rec	5220310	Building	406.67
				Shop Maint	Park	5220310	General	19.66
277	8/30/16	Pitney Bowes	116.00	Meter lease	Rec	5220110	General	116.00
278	8/30/16	Jerome Schultz	50.00	Staff Training	Rec	5220819	Summer	50.00
279	8/31/16	Kate Osborn	200.00	Refund Youth Prog	Rec	4631922	Youth	200.00
280	8/31/16	Project A	40.00	Email Svcs	Fire	5210725	General	20.00
					Rec	5210725	General	20.00
281	8/31/16	Matties Hardwood Floors	3,115.00	Floor Maint/Repair	Rec	5220827	General	3,115.00
282	8/31/16	Marinwood CSD	115,245.85	Fire Regular Salary	Fire	5110110	General	28,380.00
				Overtime	Fire	5120110	General	21,040.81
				Shift Differential	Fire	5110319	General	1,971.76
				4850 Pay	Fire	5110110	General	3,697.12
				Admin Asst.	Fire	5110110	Admin	769.28
				Admin Mngr.	Fire	5110110	Admin	1,865.60
				Admin Asst.	Rec	5110110	Admin	769.28
				Admin Asst.	Park	5110110	Admin	384.64
				Admin Mngr.	Rec	5110110	Admin	932.80
				Admin Mngr.	Park	5110110	Admin	932.80
				Rec Director	Rec	5110110	General	2,647.12
				Rec Director	Park	5110110	General	1,134.48
				Rec Salary	Rec	5110110	General	6,830.40
				Rec Hourly	Rec	5110210	General	243.75
				Park Salary	Park	5110110	Maintenance	6,389.60
				Bldg Attendant	Rec	5110210	Building	520.00
				Pool Staff	Rec	5110210	Pool	11,032.53
				Aquatics/Lessons	Rec	5110210	Aquatics	2,420.00
				Summer programs	Rec	5110210	Summer	20,148.46
				Youth Prog	Rec	5110210	Youth	1,608.00
				Adult Prog	Rec	5110210	Adult	70.00
				Payroll Billing	Fire	5210230	General	166.11
				Payroll Billing	Rec	5210230	General	152.63
				Payroll Billing	Park	5210230	General	17.41
				SS/Medicare	Fire	5140140	General	3,459.72
				SS/Medicare	Rec	5140140	General	4,001.65
				SS/Medicare	Park	5140140	General	483.94
				CA/EDU	Rec	5140145	General	685.52

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Benefits Withholding		2120066	General	-7,509.56

TOTAL:			683,682.39					683,682.39
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Total by Department:								
Streetlights					4100			1,732.25
Fire Department					3100			238,618.69
Recreation Department					2100			412,350.73
Park Department					1100			54,540.49



Memo

To: Eric Dreikosen
From: Jeff Naylor
Date: September 9, 2016
Re: Marinwood CSD Unfunded Future Liabilities Status Report

August highlights for this objective included:

- Initiating an analysis of the District's fixed assets and developing a forecast of capital expenditures and reserve requirements to complement the need to reserve against future post-employment liabilities. The aim of including this in scope is to develop a best-efforts comprehensive picture of the District's reserve requirements and ability to meet them without substantial impact to operations. We have conducted a preliminary review of Park and Recreation assets and will soon follow up with the same analysis of the Safety function and any District wide initiatives.
- We received the CalPERS actuarial reports on the District's pension liabilities. We include charts below that demonstrate the impact of the pension benefits on the District when investment returns do not meet expectations.
- We have reached out to two OPEB trust providers whose timely and detailed responses to our inquiries made us feel that each deserved further investigation. For that reason we have reached out to both and have tentatively scheduled presentations for the October and the November board meetings to explain the benefits to the board and our citizens of prefunding OPEB. We have included the comparative chart from last month for the two providers we will continue to investigate.

The fixed assets/capital requirements analysis is not complete. For the park and recreation functions we have looked at both asset replacements as well as investment opportunities, begun to define timeframes when those investments would be made and kept Measure A funds in mind which can be used for many of those needs. Work will continue on this front with the goal of having a realistic timeline of purchases, improvements and reserve requirements to reduce the need for borrowing to the extent we can do so while carrying out operations and funding future post-employment liabilities.

The charts on Page 3 show the impact to our unfunded pension liability after the CalPERS 2015 overall investment return of 2.4%. Overall our unfunded pension liability rose by over \$650K to \$3.57M despite an overall reduction in District employees. The 0.6% ROI CalPERS reported in 2016 does not bode well for our ability to reduce this liability and seems likely to decrease the discount rate which will further increase the taxpayer liability. In annual terms, the Annual Required contribution on

top of the current payroll contributions the District pays into CalPERS continues to rise, putting further pressure on operating within budgetary constraints.

	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

Continued work on capital reserves
 Schedule Trust provider presentations for our next board meetings.

Composite of June 2014 CalPERS Actuarial Report UAL Payments										UFL Liability Balances	
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	UFL 6/30/13 FTE	UFL 6/30/14 FTE
Misc	7.612	7.6	7.6	7.6	7.6	7.6	7.6	7.6	7.6	80.10%	84.90%
<u>2@60</u>	\$50,116	\$58,927	\$68,223	\$76,023	\$50,944	\$55,205	\$55,205	\$55,205	\$55,205	\$610,283	\$524,849
Misc	6.56%	6.60%	6.60%	6.60%	6.60%	6.60%	6.60%	6.60%	6.60%	N/A	100.00%
<u>2@62</u>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Safety	16.656	16.7	16.7	16.7	16.7	16.7	16.7	16.7	16.7	80.60%	99.30%
<u>3@55</u>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,606	\$326
Safety	18.43%	18.40%	18.40%	18.40%	18.40%	18.40%	18.40%	18.40%	18.40%	72.50%	77.30%
<u>3@50</u>	\$180,957	\$209,083	\$238,733	\$269,974	\$285,224	\$301,325	\$301,325	\$301,325	\$301,325	\$2,566,825	\$2,400,363
Total	\$231,073	\$268,010	\$306,956	\$345,997	\$336,168	\$356,530	\$356,530	\$356,530	\$356,530	\$3,182,714	\$2,925,538
Change 2013-14											-\$257,176

Source: CalPERS Annual Evaluation Report as of June 30, 2014 Page 5 (Projected Employer Contributions) No Safety PEPRAs at this point

Composite of June 2015 CalPERS Actuarial Report UAL Payments										UFL Liability Balances		
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	UFL 6/30/13 FTE	UFL 6/30/14 FTE	UFL 6/30/15 FTE
Misc	7.65%	7.70%	7.70%	7.70%	7.70%	7.70%	7.70%	7.70%	7.70%	80.10%	84.90%	80.90%
<u>2@60</u>	\$70,478	\$83,978	\$98,224	\$75,844	\$85,067	\$78,571	\$78,571	\$78,571	\$78,571	\$610,283	\$524,849	\$730,873
Misc	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	0.00%	100.00%	99.30%
<u>2@62</u>	\$25	\$50	\$75	\$103	\$132	\$162	\$162	\$162	\$162	\$0	\$0	\$146
Safety	11.99%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	12.00%	0.00%	0.00%	94.80%
<u>2.7@57</u>	\$6	\$22	\$38	\$55	\$73	\$85	\$85	\$85	\$85	\$0	\$0	\$388
Safety	16.8	16.8	16.8	16.8	16.8	16.8	16.8	16.8	16.8	80.60%	99.30%	99.80%
<u>3@55</u>	\$63	\$148	\$237	\$331	\$431	\$537	\$537	\$537	\$537	\$5,606	\$326	\$147
Safety	18.62%	18.60%	18.60%	18.60%	18.60%	18.60%	18.60%	18.60%	18.60%	72.50%	77.30%	73.60%
<u>3@50</u>	\$209,973	\$248,973	\$290,719	\$317,095	\$344,971	\$366,082	\$366,082	\$366,082	\$366,082	\$2,566,825	\$2,400,363	\$2,845,386
Total	\$280,545	\$333,171	\$389,293	\$393,428	\$430,674	\$445,437	\$445,437	\$445,437	\$445,437	\$3,182,714	\$2,925,538	\$3,576,940
Change 2014-15	\$12,535	\$26,215	\$43,296	\$57,260	\$74,144	\$0	\$0	\$0	\$0		-\$257,176	\$651,402

Source: CalPERS Annual Evaluation Report as of June 30, 2015 Page 5 (Projected Employer Contributions)

Marinwood Community Services District

RESOLUTION NO. 2016-06

**RESOLUTION OF THE BOARD OF DIRECTORS OF
MARINWOOD COMMUNITY SERVICES DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE**

The Board of Directors of Marinwood Community Services District hereby finds and resolves as follows:

Section 1. The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes.

Section 2. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act.

[The most current version of 2 Cal. Code of Regs. §18730 is available on the website of the Fair Political Practices Commission (<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/Regulations/Index/Chapter7/Article2/18730.pdf>)]

Section 3. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in Appendix B in which disclosure categories are set forth, constitute the conflict of interest code of Marinwood Community Services District.

Section 4. Designated employees, except those in Category 1 (elected officials), shall file their Statements of Economic Interests with the District Manager of Marinwood Community Services District, who will make the statements available for public inspection and reproduction (Government Code Section 81800). Statements of designated employees will be retained by the District. Elected and appointed directors of Marinwood Community Services District will file their Statements of Economic Interests with the Elections Department as required by Government Code Section 87302.3.

Resolved this 13th day of September, 2016 by the following vote:

Yes:

No:

Absent:

SIGNED:

By: _____
Justin Kai,
President, Board of Directors

Date: _____
September 13, 2016

ATTEST:

By: _____
Carolyn Sullivan, Board Secretary

Date: _____
September 13, 2016

APPENDIX A

PART I – DESIGNATED OFFICERS AND EMPLOYEES

The requirements of this policy apply to the following officers and employees:

Board Members
District Manager
Department Heads
Attorneys (except County Counsel)
Consultants

PART II - DISCLOSURE CATEGORIES

1. Investments and business positions in any business entity and sources of income listed in Appendix B are disclosable if:
 - a. The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted with the District; or,
 - b. The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted to furnish supplies or services as subcontractors in any contract with the District.
2. With respect to designated positions, investments or business positions in any business entity or sources of income which are (1) private companies providing services similar to those provided by the district or (2) entities or persons engaged in real estate development or owners of real estate, and interests in real property are disclosable if held, regardless of any contractual relationship with the District at any time.
3. Consultants shall disclose all sources of income, interests in real property and investments and business positions in business entities.

The District Manager of the District may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. Such determination shall be a public record and shall be retained for public inspection in the same manner and locations as this conflict of interest code.

PART III - APPLICABLE FPPC FORM

In accordance with Government Code §87200, certain District officers are required to disclose - upon assuming and leaving office, and annually while in office - their investments, income, and interests in real property by way of FPPC Form 700.

APPENDIX B

All interests in real property - excluding one's primary residence - as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Pipe, valves, fittings, etc.
- Pumps, motors, etc.
- Meters and other water measurement equipment
- Water treatment equipment, supplies and services
- Construction and building materials
- Construction contractors
- Architectural services
- Engineering services, including hydrology and geotechnical services
- Safety equipment and facilities
- Fire and emergency response equipment
- Recreational, pool and playground equipment
- Recreational and educational program services
- Hardware tools and supplies
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto
- Petroleum products
- Janitorial supplies and services
- Communications equipment and services
- Electrical equipment, including pumping equipment
- Computer hardware and software
- Pesticides and herbicides
- Custom landscape and farming services such as weed abatement, etc.
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Legal services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Insurance companies

RESOLUTION NO. 2016-07

**RESOLUTION OF THE BOARD OF DIRECTORS OF
MARINWOOD COMMUNITY SERVICES DISTRICT
REQUESTING TEMPORARY TRANSFER OF FUNDS
FROM MARIN COUNTY TREASURER**

WHEREAS, the Board of Directors of Marinwood Community Services District ("District") finds that the funds it has on deposit with Treasurer of the County of Marin and in commercial bank deposits will be insufficient to meet the operational and maintenance requirements of the District prior to the first distribution of property tax revenues for the Fiscal Year 2016-2017 in December 2016;

NOW, THEREFORE, BE IT RESOLVED, in accordance with Article XVI, Section 6 of the Constitution of the State of California, that Marinwood Community Services District requests the sum of up to \$1,500,000 be transferred from funds in the custody of the Treasurer of the County of Marin to Marinwood Community Services District for meeting the obligations incurred for maintenance purposes for the Fiscal Year 2016-2017, (July 1 through the last Monday in April only). Said sum to be used for meeting the obligations incurred for maintenance and operation purposes only. Said sum does not exceed eighty-five percent (85%) of the anticipated revenues accruing to the District and shall be replaced from revenues accruing to the District before any other obligations are met from said revenues.

PASSED AND ADOPTED at a regular meeting of the Marinwood Community Services District Board of Directors held on the 13th day of September 2016, by the following vote:

AYES:

NOES:

ABSENT:

Justin Kai
President, Board of Directors

ATTEST:

Carolyn Sullivan, Secretary to the Board

District Manager Report
September 13, 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:

I have continued to work on cleaning up and simplifying the chart of accounts, primarily the individual account descriptions. The goal is create a standard chart of accounts that can be utilized across all departments capturing consistent and similar financial transactions. However, this has proven challenging due to the years of modifying the County's chart of accounts to fit district and individual department needs. I have discovered a few instances in which the same account number is being used by our individual departments for different types of transactions and a different account description has been created depending on department, not account number. I have also discovered a small number of redundancies across departments that can be consolidated. There will remain to be some instances in which a type of transaction is specific to that department. In those circumstances, an individual account number may be exclusively used by a specific department.

Compounding this challenge further still is our need to use the accounting system to record our daily financial transactions. I am hopeful to complete this process soon, reducing the amount of forthcoming journal entries needed to properly post prior transactions into the updated chart of accounts. For the time being, all transactions are being recorded according to the correlating account numbers found in the approved FY 16-17 budget.

The final step of the process will be converting the existing seven-digit account numbers currently used to either four or five digit account numbers. This would also involve realignment and creation of account ranges signifying the source or function of the transaction. I do not recommend this be implemented mid-year though. This type of realignment is best performed during the budget creation process for implementation with the 2017-2018 fiscal year.

Solar Project:

The majority of construction needs have been completed and as of this writing, solar panels are being installed. I have been pleased with Danlin Solar's conscientiousness during the construction of the pool shade structure and recognition of the pool area as a public facility needing to maintain a safe environment while creating as little impact on pool users as possible. I have spoken with many members of the public while in the pool area and all feedback has been positive. I continue to anticipate this project being completed on-time.

CalPERS Pension Audit:

There has been little development since last reported at the August meeting. We have provided CalPERS with the information requested to date as well as follow up communications and are still awaiting response. I will keep the Board apprised as this further develops.

Park Maintenance Building Replacement Initiative:

As has been discussed at prior board meetings and monthly at Park and Recreation Commission meetings, we continue to explore the feasibility of replacing the current park maintenance building. The intention is to utilize the current footprint of the existing building, if possible.

Park maintenance staff have provided valuable feedback including a draft concept design. Director Naylor has created a project management document that was shared with the P&R Commission at a recent meeting to help keep this initiative on-track and moving forward. We have also had informal conversations with general contractors in an effort to help provide a scope of the project as well as provide ideas and issues we will need to consider.

I have been able to locate a series of documents and notes from the last time this initiative was seriously considered in 2010. Amongst those documents was a site plan and topographic map created by ILS Associates, a civil engineering and land surveying company. ILS has agreed to meet with me to review their documents as well as provide historical perspective from their recall of when the documents were created.

As opportunities have allowed I have also spoken with some of the immediate neighbors along Quietwood Drive. Initial feedback has been positive and understanding of not only our imminent need to replace the current structure but also to the lack of other available areas within District properties by which to place this facility. I have been taking note of individual concerns and assured them of future opportunities for public input as this initiative develops.

Finally, I have begun to draft an RFP for this initiative in an effort to obtain complete proposals as well as a better understanding of all potential costs and considerations. As of now, the Board has designated \$80,000 of Measure A funds towards this initiative.

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

September 8, 2016 Fire Commission Meeting Minutes

DRAFT

Commissioners:

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

Others in attendance:

Fire Chief Tom Roach, Board Members Bill Shea and Jeff Naylor, District Manager Eric Dreikosen, Engineer Cesar Correa, Firefighter Sean Day

1. Approval of Agenda-Call to order 730 pm.
 - **M/S Marinoff/Albano to approve adjusted agenda. All in favor. Chief recommending moving item #5 to #2 to allow for the election of a Commission Chair and Vice Chair.** A Commission Chair was needed since Jim Rey resigned and the Vice Chair was a newly created position.
2. Election of Commission Chair and Vice Chair
 - Chief mentioned Commission Chair Jim Rey resigned. Russ Albano offered to serve as the Commission Chair unless anyone else wanted to do it. **M/S Curran/Elsbree to make Russ Albano Commission Chair. All in favor.**
 - With the resignation of Jim Rey there is a vacancy on the Commission. Marinwood Alternate Irv Schwartz would like to be moved to the full time Commission vacancy. The Fire Commission recommends the Board make that appointment and when that is done Irv would serve as the Vice Chair. **M/S Elsbree/Albano to have the Board approve Irv to the Commission full time and when that is done have Irv fill the role of Vice Chair. All in favor.**
 - DM Eric Dreikosen said an announcement would go out to the community next week on vacancies on both the Park and Rec Commission and the Fire Commission.
3. Public Comment on Non agenda items.
 - Commissioner MArinoff had a question to DM Dreikosen on if the farmers market had stopped happening at the Marinwood Market. Eric wasn't sure.
4. Approval of August 2016 Minutes
 - **M/S Marinoff/Elsbree to approve the August Commission Minutes. All in favor of minutes as presented with Commissioner Curran abstaining since he was not present.**
5. August Activity Schedule and Response Report.
 - The August Activity Schedule was reviewed. Chief commented that August was a busy month in terms of emergency calls and preparing for wildland season and training probationary employees.
 - The August Response Report was reviewed. 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.
6. Chief Report
 - 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.

7. Sale of the Reserve Type 1
 - The Chief explained that the Reserve Engine has been advertised for sale for \$30,000 on various websites for the last three months. Chief has had a number of inquiries asking if the engine could be donated. Most recently there has been an offer from a department in Plumas County offering \$18,000 over three years, \$6,000 a year. The Commission discussed the offer and felt the Chief should counter with \$18,000 over two years. The Commission further discussed the need for a reserve engine. Chief explained that space was at a premium and that San Rafael will be moving two newer engines to reserve status this year and that they are available to Marinwood. Chief further explained that next budget year he was hoping to replace the utility vehicle and that any revenue made from the sale of the Reserve Engine be earmarked for use towards a new utility. Chief explained there may be a need for the parks dept to use the fire department old utility. **M/S Schwartz/Marinoff To recommend selling of the Reserve Engine to the Plumas County Department for \$18,000 over two years and that the revenue be earmarked towards the purchase of new utility pick up for the fire department. All in favor.**
 - Chief also explained the AFG Grant opens next month that he may write for a new utility pick up this year.

8. Purchase of exercise equipment and Mobile Data Computer
 - The Chief explained the need for new exercise equipment and that there is \$6,000 budgeted in this year budget and an invoice for what the department would like to purchase is in the packet. **M/S Marinoff/Elsbree To purchase what was invoiced for new exercise equipment. All in favor.**
 - The Chief explained the need to purchase a new MDC for the new fire engine. What is proposed is what every front line engine in the county is moving towards. There is \$3500 in the budget but the updated cost for the MDC, software, and mounting brackets is now \$4,500. **M/S Marinoff/Elsbree to purchase the new MDC and related equipment at the cost of \$4,500. 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.
 - Chief gave an update on staffing, probationary testing, and upcoming hiring process. Chief also explained he was meeting Monday with a possible tempoaryt firefighter from the volunteer ranks to help fill some open shifts. Commission Curran felt it was important to keep staffing levels filled and avoid overworking personnel.

10. Adjourn
 - Next Meeting scheduled for October 4 and there will be a Commission walk through inspection of the firehouse prior to the meeting.

Chief Tom Roach

September 9, 2016

To: Marinwood Board of Directors
From: Chief Tom Roach
Re: Activity Summary for August 2016

FULL TIME PAID STAFFING

Ten (10) full time paid personnel including:

Fire Chief Tom Roach

“A” shift- Captain Heine, Acting Engineer 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.

The department will be receiving an eligibility list from FCTC in mid September to begin a hiring process to coincide with the next joint hiring academy.

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”

EMERGENCY CALLS

The department responded to 112 emergency in August. Most were medical in nature.

The department did respond to two vegetation fires in San Rafael, one structure fire in San Rafael, one structure fire in Novato, and one vegetation fire in Marinwood.

August 2016 Response Report

	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	TOTAL
Marinwood	18	8	5	1	0	na	32
CSA 13	6	4	1	0	0	na	11
New JPA (east of 101)	33	6	1	1	0	na	41
Old JPA (mont marin)	7	0	0	0	0	na	7
SR Mutual Aid	4	0	0	2	0	1	7
MC JPA	5	1	0	1	0	na	7
Novato Matrix	2	0	0	1	0	4	7
Others (list)	0	0	0	0	0	0	0
Total number	75	19	7	6	0	5	112

COMMUNITY SERVICE/PREVENTION/ASSOCIATION MEETINGS

- I completed four final inspections of new solar systems in Marinwood during August.
- I completed one residential daycare licensing inspection in August.

- A Fire Commission Meeting was held in July.
- A Community Service Grant for \$7,000 was awarded to Las Gallinas Lions Club for a disaster preparedness trailer and supplies. The Trailer was picked up in late August and moved to its storage area next to the firehouse.
- Two fundraising rides to school were completed in August.
- I attended the MERA Governing Board meeting in August.
- The on duty engine company attended a National Night Out event at Contempo Marin in August.
- I went through a Post Award Orientation with a FEMA Rep for the departments Assistance to Firefighter Grant.
- John Braukbauer taught a Get Ready Class in Marinwood to over 50 residents. Marinwood CERT sponsored the class.
- Three camp tours were done at the firehouse in August.
- Two Birthday Party tours were done at the firehouse during August.

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.
- All three shifts went through active shooter training with the sheriff's office during August.
- Brandon Selvitella and Jeff Smith completed an Evasive Driving Class required to be an Engineer.
- Four Volunteer drills were held in August. Topics included active shooter training, new volunteer orientation, ladders and hoselines aloft, and a volunteer appreciation bbq was held.
- Keith Larson continued with his probationary training and studying for his 6 month evaluation.
- Sean Day and Jeff Smith continued with their Acting Engineer training. Jeff Smith passed his test at the end of August and is now an Acting Engineer. Sean Day will be tested in early September.
- The four Captain's candidates and I and the Union Representative held a Captain's test Orientation in late August.

MAINTENANCE

- All 4 department vehicles underwent a comprehensive monthly check during August.
- 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.

September 9, 2016

To: Marinwood Board of Directors
From: Chief Roach

Re: Elect Commission Chair and Vice-Chair, AFG Grant Update, Community Service Grant Update, Sale of Reserve Type 1 Engine, New Utility proposal, Exercise Equipment purchase, Succession Planning for Paramedics

Elect a Commission Chair and Vice-Chair

Commission Chair Jim Rey has resigned from the Fire Commission. Jim has been unable to meet the time requirements. With that vacancy the Commission recomms to the Board that Irv Schwartz be moved from the Marinwood alternate position to a full time position. The Commission also voted to make Russ Albano the new Fire Commission Chair and when Irv is moved to a full time Commissioner that he become the Vice Chair.

Assistance To Firefighter Grant Update

Cesar is getting bids from three different vendors for SCBA's, two of which are for the county specification of Scott SCBA's.

Since the department is downsizing the number of apparatus in the fleet I submitted another request to adjust funds. The department will only need 14 SCBA's instead of the 20 initially written for in the grant, the difference of \$45,822. The request to adjust funds is to purchase one Rapid Intervention Pack and one SCBA PakTracker for a total cost of \$4140 and return the remaining \$41,677 to the grant to fund a different award. It will take approximately 3 weeks to hear.

Community Service Grant Update

The Community Service Grant Funds to the Las Gallinas Lions Club should arrived and have been approximately \$6500 has been spent on the trailer. The trailer is at the firehouse in it's stored location. Tom Boyd is working on having the decals put on. Beginning next week, shelving and associated supplies will start to be purchased and the trailer outfitted. I have four volunteer firefighters helping with the project.

New Engine Update and Sale of Reserve Type 1

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. Also the rear jump seats were exchanged for seats without SCBA holders which allows for additional leg room in the rear of the cab. This was how the engine was initially ordered but came with the wrong forward facing seats in the back. They were exchanged free of charge.

The reserve Type 1 has also been listed with a fire engine broker for sale for \$30,000 for the last two months. I have had two inquiries for the engine to be donated, one from Lake Pillsbury FD and one from a department in Oregon. I have had one request from a volunteer department in Plumas County to purchase the engine. They have offered \$18,000 spread over three year's budgets, \$6,000 a year. Their annual budget is \$18,000

a year. I would like to counter with \$18,000 over two years. The Fire Commission also recommends selling the reserve type 1 and that the \$18,000 two year counter proposal be made.

Additionally, I would request that any proceeds brought in from the sale of the reserve engine be ear marked for the purchase on a new utility vehicle for the fire department. A new utility vehicle would be approximately \$35,000. Basically talking about a Chevy crew cab four door 4x4. Cesar is researching the exact cost. The parks department has expressed some desire to use the current utility pick up when the fire department replaces it. The Fire Commission also recommends that any proceeds made from the sale of the reserve engine be earmarked towards the purchase of a new fire department utility vehicle.

Exercise Equipment Purchase and Mobile Data Computer (MDC) Purchase

Included in the packet is a bid and some pictures of the exercise equipment to be purchased to replace the old equipment in the apparatus room. All firefighters have had input as to what should be purchased. This package seems to meet everyone's needs. There is \$6,000 in the budget for this purchase.

Included in the packet is information for a new mobile data computer for the new type 1. \$3,500 was budgeted in the fire department budget. Currently the type 1 has a Samsung tablet that will be moved to the type 3 with the new purchase. The type 3 does not currently have any kind of an mdc. The new MDC installed with all it's required software is \$4,500. The price was lower 7 months ago when the department was going through the budgeting process and did not include a mounting bracket cost.

Succession Planning for implementation of Paramedic Positions

The department currently has two paramedics, both on 24 hour shifts. Both are current and licensed in Marin County as Paramedics. Both attend on going paramedic trainings and CQI study sessions with San Rafael FD.

The department has one immediate opening since Otis left, and one temporary opening with an employee out on a long term industrial disability injury. There will be a new hire joint academy in late October or early November. Marinwood will begin a new paramedic firefighter recruit in mid September utilizing the statewide FCTC paramedic eligibility list. The plan is to hire one paramedic to go through the new hire academy, giving the department 10 full time employees (one off injured) and three paramedics.

The Captains test written exam is scheduled for November 5. The Assessment Center is scheduled for early December. There will be at least one immediate promotion and possibly one provisional promotion depending on the status of the injured worker. Engineer promotional exam will follow early in the new year.



CDCE Inc.
 22641 Old Canal Road
 Yorba Linda, CA 92887-4601
 USA

Quote
 Q606CD25.VLA

Tim Hunt
 Phone: 800-373-5353 x: 247

Bill To:

Marinwood Fire Department
 777 Miller Creek Rd.
 San Rafael, CA 94903
 Marin County
 Steve Heine
 415-479-0122

Ship To:

Marinwood Fire Department
 777 Miller Creek Rd.
 San Rafael, CA 94903
 Marin County
 Steve Heine
 415-479-0122

Order Date	Ship Via	Ship Date	PO	Terms	FOB
30-Jun-16	Installation			TBD	

Qty	Item ID	Description	Unit Price	Amount
1	FC-81CCDA1HXE	F110 G2- i7-5500U CPU 2.4 GHz, 11.6 inch + Webcam <i>Win 7 Pro x64, 8GB RAM, 128GB SSD, Sunlight Readable (LCD + Touchscreen), Multi Language + US Power, Camera, Wifi + BT + GPS + Gobi (Passthrough), USB Option, HD Webcam, 8MP Rear Camera, Low Tem -21 C, TPM 1.2, IP65, 3 Year Warranty</i>	2,541.000	2,541.00
1	PS-202007	DC BW GETAC F110,V110, B300,P470,S400 Series	100.000	100.00
1	PR-220046	Getac F110 Vehicle Port Rep - Triple Pass Thru (SMA)	550.000	550.00
1	ANT-145028	AP MultiMax (CELL/LTE/WiFi/GPS) SMA/SMA/SMA 15' Blk adhesive	150.000	150.00
1	VM-190030	Tall Tablet Display Mount	100.000	100.00
1	LAB-320001	Installation Customer Site	650.000	650.00
1	VM-110043	Base-U Vert Flat Surface Mnt	65.000	65.00

UPDATED: 8-16-16
 Added Flat Vertical Mount (VM-110043) Needed with VM-190030.
 Quote good for 30 days from 8-16-16

Sub Total	\$4,156.00
Tax	\$298.01
Total	\$4,454.01

Eric Dreikosen

From: JAMES REY <bc3213@att.net>
Sent: Wednesday, September 07, 2016 3:00 PM
To: troach; Eric Dreikosen
Subject: Re: Fire Commission position

Eric and Tom

As 3/4 of 2016 has passed I am finding it more and more difficult to meet the requirements for serving the community as a member of the Fire Commission, therefore, effective immediately I am tendering my resignation. Thanks to both of you for your assistance and guidance during my tenure with the commission and all the best moving forward.

thanks

Jim

Eric Dreikosen

From: IRVING SCHWARTZ <ilswartz@comcast.net>
Sent: Thursday, September 08, 2016 8:48 PM
To: Eric Dreikosen
Subject: Junk E-Mail: Marinwood Fire Commission Vacancy

Eric,

With the resignation of James Rey from the Marinwood Fire Commission, there is now a vacancy in the Commission for a resident of the Marinwood Community Services District. As the Alternate Member of the Fire Commission residing in the Marinwood Community Services District, I would very much like to be elevated to the status of Regular Member and fill the vacancy left by mr. Rey.

Regards,

Irving Schwartz

MARINWOOD COMMUNITY SERVICES DISTRICT

**AGREEMENT BETWEEN THE COUNTY OF MARIN AND MARINWOOD
COMMUNITY SERVICES DISTRICT FOR FIRE PROTECTION AND
EMERGENCY SERVICES TO COUNTY SERVICE AREA 13**

THIS AGREEMENT, made and entered into this ____ day of _____, 2016, by and between the MARINWOOD COMMUNITY SERVICES DISTRICT, hereinafter referred to as "District," and the COUNTY OF MARIN, acting on behalf of County Service Area No. 13, hereinafter referred to as "Service Area:"

WITNESSETH

For and in consideration of the mutual promises and covenants hereinafter contained, the parties hereto do hereby agree as follows:

1. This agreement shall be for Fiscal Year 2016-2017 (July 1, 2016 through June 30, 2017)
2. District agrees to provide the residents and property owners of Service Area with fire protection and emergency services in the Service Area for the above-referenced period. Such fire protection and emergency services will be provided on the same basis as it is provided to the residents and property owners of the District.
3. In consideration of the provisions of such fire protection and emergency services, Service Area agrees to pay District the sum of \$622,867.00, as calculated on Exhibit A, payable in installments as follows:

January 31, 2017	\$ 311,433.50
April 30, 2017	\$ 155,716.75
June 30, 2017	\$ 155,716.75

4. In the event the cost of providing such service by District to Service Area exceeds the aforesaid sum of \$622,867.00, the amount to be charged Service Area in the following fiscal year shall be increased by a sum equal to Service Area's pro-rata share of the excess, as said share is calculated in Exhibit A. In

the event the cost of providing service by District to Service Area is less than the aforesaid sum, the amount to be charged Service Area in the following year shall be decreased by Service Area's pro-rata share of said surplus.

5. The District agrees as part of its ongoing annual contract with Service Area that it will not charge CSA 13 for litigation costs and damages incurred by the District .

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year above written.

COUNTY OF MARIN

Chair, Board of Supervisors

ATTEST: _____
Clerk

MARINWOOD COMMUNITY SERVICES DISTRICT

Justin Kai
President, Board of Directors

ATTEST: _____
Eric Dreikosen, District Manager

Approved by the Board of Directors of the Marinwood Community Services District at a regular meeting of the Board held on the 13th day of September, 2016.

EXHIBIT A

COUNTY SERVICE AREA NO. 13 FIRE PROTECTION CONTRACT

CALCULATION FOR FISCAL YEAR 2016-17

CALCULATE ADJUSTED FIRE BUDGET:

Total Marinwood Fire Budget FY 2016-17	2,580,030	
Adjust: 2016/2017 Engine Lease Reconciliation	-43,000	
Adjust: 2016/2017 Grant Award to Offset SCBA Expense	<u>-142,388</u>	
Adjusted Fire Budget		2,394,642

CALCULATE SQUARE FOOTAGE RATIO:

Square footage Marinwood CSD 2016-17	3,301,177	
Square footage CSA 13 2016-17	<u>1,156,381</u>	
Total square footage	4,457,558	
Ratio of square footage		25.94%

CSA 13 Contract per CSD Budget for Fiscal Year 2015-16:	621,170	
Plus: Pro-rata Share of Over Budget 2015-16	+85,937	
Less: Credit for 2015-16 Out-of-County & reimbursements	-84,240	
Total of Payments due from CSA 13:		<u>622,867</u>

**AGREEMENT BETWEEN THE COUNTY OF MARIN AND
MARINWOOD COMMUNITY SERVICES DISTRICT FOR FIRE PROTECTION
AND EMERGENCY RESPONSE SERVICES FOR THE JUVENILE HALL SITE**

THIS AGREEMENT, made and entered into this ___ day of _____, 2016, by and between the COUNTY OF MARIN, hereinafter referred to as "County" and the MARINWOOD COMMUNITY SERVICES DISTRICT, hereinafter referred to as "District":

WITNESSETH

For and in consideration of the mutual promises and covenants hereinafter contained, the parties hereto do hereby agree as follows:

1. This Agreement shall be for Fiscal Year 2016-2017.
2. District agrees to provide the residents and property owners of the area known as "Juvenile Hall Site", hereinafter "Site", with fire protection and emergency response services for FY 2016-2017. Said services will be provided on the same basis as it is provided for the residents and property owners of District.
3. In consideration of the provisions of said structural fire protection, County agrees to pay District the sum of \$89,013, as calculated on Exhibit A. Said payment shall be due and payable on or before January 31, 2017.
4. The basic charge shall be .4176 cents per square foot, plus the fire square footage charge assessed in District for the current fiscal year, .3111 cents per square foot. The total square footage charge is applied to the total square footage of all structures on the Site, formerly called the County Farm, including the Rotary Club Senior Housing, County offices, Juvenile Hall, and County schools. Billing for the structures used by Marin County Schools shall be sent to the Marin County Office of Education; billing for all other County structures and Rotary Club Housing shall be sent to the County Auditor.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day and year above written.

COUNTY OF MARIN:

President, Board of Supervisors

ATTEST: _____
Clerk

MARINWOOD COMMUNITY SERVICES DISTRICT:

Justin Kai, President, Board of Directors

ATTEST: _____
Eric Dreikosen, District Manager

Approved by the Board of Directors of Marinwood Community Services District at a regular meeting of the Board held the 13th day of September, 2016.

EXHIBIT A

JUVENILE HALL SITE FIRE SERVICE CHARGE CALCULATION

Basic charge	.4176 cents	
Marinwood CSD service charge 2016-2017 (approved by voters November 2011)	.3111 cents	
Total <u>service charge rate</u> , County Farm		.7287 cents
<u>Square footage</u> County Schools	14,708	
<u>Square footage</u> County Farm facilities:		
Rotary Senior Housing est. 53,732 sq. ft.		
County buildings 53,713 sq. ft.	107,445	
Total square feet, County Farm		122,153 sq. ft.
Service charge County Schools (sq ft x .service charge rate)	\$10,718	
Service charge other County (sq ft x .service charge rate)	<u>\$78,925</u>	
TOTAL FIRE PROTECTION SERVICES TO JUVENILE HALL SITE, FY 2016-2017		\$ 89,013

MARINWOOD COMMUNITY SERVICES DISTRICT

DRAFT MINUTES OF PARK AND RECREATION COMMISSION MEETING

August 23, 2016

Time and Place: 7:00PM Marinwood Community Pool

Present:

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

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

Board Members: Jeff Naylor and Justin Kai.

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

DeMarta began the inspection in the locker rooms. He stated the items most frequently complained about are:

- Wash basin too high for children to reach. Wash basin faucets poor water flow.
- Dim lighting.
- Lack of indoor showers.

Valentine commented there is a step stool device that could be bolted to the floor made of stainless steel that could potentially help children reach the sink. Campo suggested contacting a plumber to see if the internal mechanisms of the sink are blocked preventing flow. Call commented staff should purchase new garbage cans; the current ones are quite dirty.

In the shower area Naylor suggested placing a roof over the current structure to help create a more indoor feel. Call commented the shower wall needs cleaning.

In the tot pool area DeMarta stated the pool has a small leak. The pool decking has crumbled over years and has been patched by the staff multiple times. Ideally this area should be updated to provide a zero-entry facility with attractions for the children.

DeMarta reported the main pool has a leak as well and will need to be re-plastered by 2018 at the latest. The last re-plaster was done about 8 years ago. The main pool also has decking issues which staff has patched. The CSD will also have to decide what the next steps will be when the pool slide comes to the end of its useful life. On the lawn area adjacent to the Hillside Picnic Area Call suggested leveling out the slope to potentially hold fitness classes. Call also suggested adding more gorilla hair to the landscaping near the pump house.

Agenda

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

Public Comment

No comments.

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

M/s Call/Campo to approve draft minutes of July 26, 2016. Ayes: Call, Tune and Campo. Abstaining: Valentine. Motion carried.

Review of Draft Board Minutes of August 9, 2016

No comments.

Preliminary Discussion: Potential Conversation of Portions of Ponti Fire Road to a Multi-Use Trail Under Purview and Responsibility of Marin County Open Space District (informational update only)

Campo stated he wanted to have full disclosure; he works as a trail planner for Marin County Open Space. If or when a vote is needed Campo stated he will recuse himself. Campo stated the County is looking at having the Ponti Fire Road be decommissioned and making it a multi-use trail. Campo had met with Chief Roach as well as the Fire Chief's from the County and Novato; they are all on board. The road will still have access for ATV's for search and rescue usage. Fire access will still be available for structure protection. The plan is to re-grade the road for proper water runoff and reduce the overall footprint to make it a trail. The County will have an easement and hold all liability for maintenance. Naylor commented the Fire Commission had discussed the issue and Chief Roach stated the groups had come to a good compromise. Campo stated the project is in its infancy, it is years away from completion.

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

Naylor commented he had met with staff to get feedback and receive direction. Victor Sibbaluca had taken initiative and drew plans of the shop. Naylor stated staff is very conscientious of the proximity of shop to the neighbors and would like to mitigate noise issues the best they can. Naylor stated discussion of replacing the shop has occurred many times over the past decade and there were at one time plans drawn out. Naylor commented he would like to speak with Irv Schwartz regarding those plans. Dreikosen noted he is beginning to look into the RFP process; it will be a lot of work. Naylor stated he had discussed capital replacements with the staff as well. For example the current Park vehicle is in desperate need of replacement. Tune commented he had met with staff as well and reiterated their concern for mitigating noise is a large factor. They spoke of changing the layout of the garage doors as to not be so visible to the panhandle and the residents who wish to enjoy the park.

Park and Recreation Reports

DeMarta reported summer programming has ended; it was a great summer and Supervisor Bruton did a wonderful job. The pool will remain open until October 14th; the fall schedule has begun.

The new after school program has begun and is going well; the feedback has been positive. Call asked how we could increase the enrollment of the program. DeMarta replied the Recreation Department needs more building space.

DeMarta reported the maintenance crew is busy cleaning up the grounds after the high impact summer season. They will also be prepping the area where the Fire Department emergency trailer will be housed.

Requests for Future Agenda Items

- Review notes from Facility Tour
- Measure A wish list
- Park plantings near creek

The meeting concluded at 9:32PM.

Respectfully submitted,
Carolyn Sullivan

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

Recreation Activities

Fall Classes:

Our fall class schedule has begun with most classes starting over the next few weeks. Class enrollments are looking strong especially our youth programs as well as tennis.

Afterschool Program:

The Afterschool program has been going very well. We currently have 23 children enrolled and have opened up 3 more spaces. Participants have been having a great time playing games, doing arts and crafts, swimming, learning food preparation, and getting homework help. In addition several of the children participate in paid options such as Tae Kwon Do, swim lessons, piano lessons, tennis and individual tutoring.

Pool:

The pool is now operating on our fall schedule with slightly reduced hours. Even with reduced hours the pool continues to be very active with lap swim, swim lessons, lifeguard training, and pool parties. The last day of the pool season is Friday, October 14th.

Fall Special Events:

- Marinwood Fall Brewfest:
 - Saturday, October 1, 2016 from noon-5:00pm
 - We are planning on having 10-12 breweries, live music and food
 - Cost: \$12 in advance, \$15 at the door

- Marinwood Art and Wine Show:
 - Saturday, October 8, 2016 from 3:00pm-7:00pm
 - 40 Artists and wine tasting
 - Cost: \$10 at the door (free if just coming to view the art)

- Halloween Harvest Festival:
 - Friday, October 14, 2016 from 5:00pm-7:00pm
 - Arts and Crafts, Games, Pumpkin Decorating etc.
 - Cost: \$12 in advance, \$15 at the door

Park Maintenance Activities

The Parks Department did a great job getting everything cleaned-up and repaired for the start of our preschool program and fall classes. Some of the work performed included, painting the reception hall and lobby, repairing several preschool tables, cleaning all of the vents, as well as pruning and cleaning the center landscaping.

General Maintenance:

- Mow turf weekly
- Empty garbage 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 August:

- Large water leak repair
- 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
- Patio paver repair
- Turf repair
- Playground repairs (on-going)

Projects for September:

- Repair turf (portions of turf will be closed in Sept/Oct)
- Safety pruning of the trees in the park (contractor)
- Clean and repair playground nature trail
- Paint parking lot spaces
- Inventory and prep equipment for the winter
- Inspect creek for downed trees

Marinwood Community Services District
District Manager Performance Evaluation

Employee: Eric Dreikosen

Date of Hire: January 20, 2015

Title: District Manager

Date of Evaluation: _____

Evaluation Period From: 7/1/2016

To: 6/30/2017

Instructions

Assign a numerical value from 1-10 representing your overall rating for each performance factor listed below. Use examples of the detailed objectives in each category to explain your numerical evaluation. In particular, be sure to clearly describe rankings which you rank as Excellent (strengths) or Unsatisfactory (weaknesses).

Excellent
10-9

Above Average
8-7

Satisfactory
6-5

Needs Improvement
4-3

Unsatisfactory
2-1

Summary Rating: Provide an overall summary of the comments you made on the performance factors below and an average of the rankings weighting each equally. When complete, forward the form to the Board president who will assign to a board delegate or personally compile overall average rankings and highlight areas to discuss during a periodic employee performance evaluation.

IP	JN	JK	LKG	BS	AVG
Comments:					

1. Annual Goals and Objectives –

- Follows and keeps current with District, County, and State policies governing MCSD.
- Effectively leads staff under his direct supervision.
- Ensures all regular staff receive timely and complete performance reviews
- Coordinates and monitors assigned projects to keep them on time and within budget.
- Develops and reports on organizational strengths/weaknesses and proposes improvements.
- Maintains and improves District operations.
- Identifies and pursues revenue generating and cost saving opportunities.

IP	JN	JK	LKG	BS	AVG
Comments:					

Goals and Objectives for Coming Year –

- Identify and recommend additions or improvements to District policies and procedures.
- Develop strategies to implement positive change.
- Manage the transition to independent QuickBooks accounting system
 - Master the use of Quickbooks including
 - Interface with the new County Munis System
 - Enforcing fiscal and security policies necessary to protect District assets.
 - Increasing the auditability and utility of system reports
- 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.

IP	JN	JK	LKG	BS	AVG
Comments:					

2. Communications –

- Achieves desired results through effective verbal and written skills within and outside the District.
- Demonstrates excellent verbal and written communication skills.
- Prepares accurate, timely and appropriate reports.
- Delivers effective presentations to inform and facilitate decision making or consensus.
- Demonstrates excellent customer service and communication skills.
- Demonstrates excellent listening skills.
- Leads by example in all communications.

IP	JN	JK	LKG	BS	AVG
Comments:					

3. Decision Making/Judgment –

- Recognizes problems and responds to them thoughtfully in a reasonable timeframe as the issue requires.
- Is flexible and innovative in managing problems including involving staff in decision making.
- Gathers information and analyzes complex issues to define root causes and propose solutions.
- Handles emergencies appropriately and decisively.
- Knows when to escalate an issue. Consults with legal counsel or Board as appropriate.
- Demonstrates effectiveness in applying skills and knowledge to District operations and administration.

IP	JN	JK	LKG	BS	AVG
Comments:					

4. Financial Management –

- Facilitates budget approval or periodic variance reporting in anticipation of questions and explains significant changes.
- Provides leadership to staff in keeping expenditures within budgetary constraints.
- Undertakes or promotes submission of grant proposals for district projects.
- Clearly and concisely presents financial data (assumptions and/or variance explanations) to the Board.
- Ensures Board has adequate time to review and discuss the budget in all scheduled review meetings.

IP	JN	JK	LKG	BS	AVG
Comments:					

5. Professional Growth & Development –

- Demonstrates professional skills and knowledge needed to perform the job.
- Develops and follows a continuous personal professional development plan.
- As ongoing responsibilities allow, attends appropriate seminars and/or identifies resources to increase knowledge and skills required of the District Manger’s position.
- Identifies, attains and maintains required certifications.
- Demonstrates thoughtfulness and effectiveness in implementing new ideas for the benefit of the District.
- Keeps current on developments in the professional field and effectively applies this knowledge to the job.
- Encourages board, staff and community development through education and growth opportunities.

IP	JN	JK	LKG	BS	AVG
Comments:					

6. Relationship with the Board –

- Is able to instruct the Board in appropriate governmental policies as necessary.
- Provides the Board adequate information to make decisions.
- When presenting the Board with issues or problems, comes armed with recommended solutions.
- Publishes financial information, explanations and recommendations to facilitate decision making.
- Responds to individual and collective Board questions and concerns clearly and in a timely manner.
- Develops a sound working relationship with the board to offer advice as well as accept direction.
- Follows agreed upon Board assignments, suggestions, and guidance.
- Demonstrates appropriate response and follow-through on Board directives.

IP	JN	JK	LKG	BS	AVG
Comments:					

7. Community Relations –

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

IP	JN	JK	LKG	BS	AVG
Comments:					

Board President: _____ Date: _____

District Manager _____ Date: _____

Memo



To: Board of Directors

From: Eric Dreikosen, District Manager

cc:

Date: September 13, 2016

Re: District Staff Performance Reviews: Designation of Staff and Timing

Directors,

In response to the Board request received during the August 2016 meeting, the below chart represents the proposed District staff designated to receive a formal annual performance review, the position responsible for conducting review and the annual timing of review. Process and review templates will vary by position and/or department and are in development in cooperation with the respective department heads.

Position Reviewed	Position Responsible for Review	Timing
Department Heads (Fire, Rec)	District Manager	December
Administrative Assistant	District Manager	December
Senior Administrative Assistant	Recreation Director	December
Recreation Supervisors	Recreation Director	December
Park Maintenance	Recreation Director	December
Fire Captains	Fire Chief	TBD
Fire Fighters, Engineers	Fire Captains	TBD

Respectfully Submitted,

Eric Dreikosen