

MARINWOOD PARK AND RECREATION COMMISSION: MEETING AGENDA

TUESDAY, MARCH 26, 2019, 7:00PM

MARINWOOD COMMUNITY CENTER, 775 MILLER CREEK ROAD, SAN RAFAEL, CA 94903

*Times listed are approximate, subject to the course of the meeting.

| # | Time* | Item | Commission Action |
|---|---------|--|-------------------|
| 1 | 7:00 PM | Agenda | Adopt |
| 2 | 7:05 PM | Public Comment on Non-Agenda Items <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the Commission. The Commission 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 Commission. The Chair may refer the matter to staff or to a future meeting agenda.</i> | |
| 3 | 7:10 PM | Draft Minutes of January 22, 2019 P&R Commission Meeting | Approve |
| 4 | 7:15 PM | Draft Minutes of March 12, 2019 Board Meeting | Review |
| 5 | 7:20 PM | Draft Park and Recreation Department Budgets for Fiscal Year 2019-2020 | Review |
| 6 | 7:35 PM | Public Request for Dedication of District Property in Recognition of Genevieve (“Gennie”) Bolding | Approve |
| 7 | 7:45 PM | Recreation and Park Maintenance Activity Report | Review |
| 8 | 7:55 PM | Requests for Future Agenda Items | |
| 9 | 8:00 PM | Adjourn | |

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

NEXT P&R COMMISSION MEETING TO BE HELD ON APRIL 23, 2019 AT 7:00 PM
AT MARINWOOD COMMUNITY CENTER

2019 P&R Commission Facility Inspection Schedule:

May: Creekside Park

June: Las Gallinas Mini-Park & Miller Creek Panhandle Path

July: Marinwood Community Park & Playground

August: Marinwood Community Pool

September: Marinwood Community Center

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

January 22, 2019

Time and Place: 7:00PM Marinwood Community Center

Present:

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

Board Member: Izabela Perry

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, and Administrative Assistant Tiffany Combrink.

Others present: Linda Barnello, Stephen Nestel

Agenda

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

Designation of Commission Chair & Vice-Chair for 2019

M/s Valentine/Campo to designate Tune as Commission Chair and Valentine as Commission Vice-Chair for 2019. Ayes:

Valentine, Campo, Tune. Nays: None. Motion carried.

Public Comment on Non-Agenda Items

Nestel mentioned that the erosion on the pedestrian path at the maintenance facility is worse after the current storms. The pedestrian trail is slippery with recent rain. Barnello requested an accounting of cost for the maintenance facility. The current trailer should remain as office space and a pre-fab shed would be adequate for our needs. She asked the Commission to think about downsizing the current design.

Draft Minutes of November 27, 2018 Park and Recreation Commission Meeting

M/s Campo/Valentine to approve Draft Minutes of November 27, 2018 Park and Recreation Commission Meeting. Ayes:

Valentine, Campo, Tune. Nays: None. Motion carried.

Draft Minutes of January 8, 2019 Board Meeting

Tune said he has worked with Chief Gray in the past and looks forward to working together again.

Potential Bylaws Amendment Regarding Requirements and Procedures for Commissioners Responding to Public Inquiries and Correspondence Outside the Course of a Meeting.

Valentine said the Commission currently does not have a way to communicate with the public without using personal contact info. Tune asked for clarification on the second paragraph of the proposed Article VIII – Public Communication. He suggested omitting the second paragraph altogether as it's unclear how a commission should respond should they receive a correspondence. Campo added that the amendment makes sense and there's a need for it. He agreed with deleting the proposed second paragraph. Perry offered that the word "direct" be added to the first sentence, after "...Board of Directors, ". Barnello suggested the amendment would be censorship by eliminating direct public communication. Valentine clarified that the public can email the District Manager on behalf of the Commission or communicate with other staff. Valentine further stated the public should not be contacting Commissioners at their private homes or on their personal cell phones for commission-related business. Campo added that the County also works this way; public communication goes through staff. Barnello raised further concern about communicating matters of urgency, such as pending landslide or slippery paths, which cannot wait for monthly meetings. Perry commented that any case of emergency should be directed to staff. Further, she agreed that the Commissioners' private home addresses, personal email addresses and personal phone numbers should remain private. Campo added that County Parks staff receive those types of communication – not the commissioners directly. Nestel stated the Commission is afraid to hear from the public. He noted that when he read the proposed amendment, it made him "livid" and asked if it was run through legal counsel. He further stated to the room "we know where you all live." Perry asked Nestel if he was threatening the Commission and said his comment made her feel threatened. Valentine also commented that Nestel's statement felt like a threat. Dreikosen addressed Nestel stating his comment was inappropriate and that his statement had been perceived by all as threatening. Valentine called a recess at 7:41pm. The meeting resumed at 7:49pm.

M/s Tune/Valentine to approve Bylaws Amendment regarding Public Communication as amended. Ayes: Valentine, Campo, Tune. Nays: None. Motion carried.

Recreation and Park Maintenance Activity Report

Fretwell noted the next event is Raise a Glass on Feb 23. The Marinwood Review should be ready by mid-February. He reported that the Park crew have been busy clearing drains and culverts after the recent storms and that there are sandbags available to the public. A few trees had come down in the storms. Barnello asked where the gravel had been added to the panhandle path. Fretwell answered that it is near the shop. Barnello commented that the rain and leaves make the pathways very slippery. She also said the sidewalk near 509 Miller Creek Rd needs to be repaired and asked if signage can be added as a caution until the repairs are completed. Fretwell

answered that the company has been contacted to follow up with the repair. Nestel commented that the new shed design will have issues with stormwater and that proper erosion control is needed near “Quietwood Grove.”

Requests for Future Agenda Items

- Tune requested a discussion regarding right-of-way issues and vegetation growth. He suggested thinking about how to bring up community awareness and fostering neighborly help keeping vegetation cleared from sidewalks, etc. He added that he isn't sure how to add this as an agenda item. Valentine agreed this is something to think about. Dreikosen also supports a community conversation. He invited Tune to call him to discuss further.

The meeting concluded at 8:07PM.

The date of the next Park and Recreation Commission meeting is set for February 26, 2019 at Marinwood Community Center.

Respectfully submitted,
Tiffany Combrink

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – March 12, 2019

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

Present:

Board Members: President Leah Green, Bill Shea, Izabela Perry, Jeff Naylor and Sivan Oyserman.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, and Administrative Assistant Tiffany Combrink.

A. Public comment on Closed Session:

- a. None

B. Closed Session:

1. *Conference with Legal Counsel – Existing Litigation Section 549563.9(d)(1): Name of Case: Miller v. Marinwood Community Services District*
2. *Conference with Legal Counsel – Anticipated Litigation Significant Exposure to Litigation Pursuant to Government Code 54956.9(d)(2) and e(1): Number of Cases - Unknown*

Convened at 6:31PM and adjourned at 7:27PM with no reportable action.

C. Open Session Call to Order and Pledge of Allegiance

President Green called the Open Session to order at 7:33PM

D. Agenda

Perry to approve/Oyserman to second the “adoption of the agenda as presented.”

All in favor. Motion carried unanimously.

E. Consent Calendar

- a. *Draft Minutes of Regular Meeting of February 12, 2019*
- b. *Bills Paid Nos. 3082-3159*

Shea to approve/Perry to second “consent calendar as presented.”

All in favor. Motion carried unanimously.

F. Public Comment Open Time for Items Not on Agenda:

Board of Directors received public comment regarding:

- a. Maintenance facility replacement project.
- b. Marinwood Plaza clean-up efforts.

G. District Matters:

1. *First Draft District Budget for Fiscal Year 2019-2020*
District Manager presented 1st Draft of District Budget to the Board
2. *District Manager Report*
Board received the District Manager’s report

H. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meetings of March 5, 2019*
Board reviewed Draft Minutes of Fire Commission Meeting.
2. *Chief Officer Report and Activity Summary*
Board received Chief Officer Report and Activity Summary.
3. *Date of Next Fire commission Meeting – April 5, 2019*

I. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Reports
2. *Date of Next Park & Recreation Commission Meeting – March 26, 2019*

J. New and Other Business:

1. *Requests for Future Meeting Agenda Items*
Perry requested update of discussions with City of San Rafael regarding fire department operations.

K. Recognitions and Board Member Items of Interest

Director Perry requested clean-up of the area near the horseshoe pits.

Director Oyserman thanked Marinwood Fire Department for their response to recent emergency calls.

Director Naylor thanked Director Perry for her time and research on the new Meeting Minutes format.

President Green thanked Recreation staff for timely and organized updates on summer camp registration day.

Meeting adjourned at 8:33PM

Tiffany Combrink, Secretary

Memo



To: P&R Commission
From: Eric Dreikosen, District Manager
Date: March 26, 2019
Re: Fiscal Year 19-20 Operating Budget: Park & Recreation Depts

Commissioners,

Please see the included draft of the FY 19-20 Park and Recreation Departments Operating Budget. Please note, this is very much a preliminary draft and a work in progress. As such it is anticipated to change significantly throughout the budget creation process. At this time staff has yet had opportunity to thoroughly analyze many line items. These include but are not limited to:

Revenue: ad valorem property taxes (not including special taxes), facility rental, advertising sales, vending sales, etc.

Expenditures: payroll fees, utilities (telecom, waste disposal, gas & electric, etc.), professional development a& certifications, anticipated maintenance and replacement needs (equipment & facilities), etc.

For these items, anticipated revenues and expenditures are temporarily stated at the same or near the same levels as the current fiscal year.

Also included within this draft are the current FY 18-19 budget-to-actuals as of 2/28/2019. However, actuals from Q3 (Jan – Feb) have not been fully reviewed and are subject to subsequent journaling. They are included for budget reference only.

In preparing this draft, staffing and all staff-related costs have been updated to current staffing models and wages. Also updated were anticipated revenues and expenditures for the coming year for the majority of recreation programs (summer camps, school-year programs, pool operations, etc.).

Staff continues to work on consolidating redundant general ledger (GL) accounts, focusing primarily on training and professional development, to create consistent accounting records and GL account usage across departments as well as within departments. However, some smaller accounts of low significance have been merged into other accounts already (first-aid supplies, etc.)

In regards to the draft budget presented at this time, please see the below items of note to date:

District-wide:

- Workers' Compensation costs have increased due to a small increase in policy rates (5%) and a significant increase in our experience modification factor (EMOD) from a multiplier of 158% (FY 19) to 196% (FY 20). The EMOD is calculated based on our prior three years of claims paid versus the pool average. It should be noted that our carrier actually decreased the policy rates for fiscal year 18-19 by 8%. The 5% increase represents a mild return towards the mean.

- Property insurance rates have increased by 11%, due primarily to the continued large-scale disasters impacting the state and the resulting losses experienced by carriers, and liability insurance rates have increased by 5% due to increasing liability court judgements. For the Park Department, this is slightly off-set by the decrease of one vehicle from our policy.

Park:

- Water rates will be experiencing a significant increase. This is due primarily to the anticipated implementation of a Capital Maintenance Fee imposed by Marin Municipal Water District. This is a set fee not based on water usage, rather it is based on the number of water meters and the size of the meters. Due to the number of meters utilized for our Parks, this fee alone accounts for a cost increase of approximately \$3300 annually. We are also anticipating a water usage rate increase of approximately 5% in addition to 4% increases to their other two set fees not related to actual usage.
- We are analyzing our Capital Expenditure needs for next fiscal year and the budget presented is subject to change. Of note, we currently have at least one carry-over item, a new utility vehicle intended to replace the aging John Deere “Gator” utility vehicle. While this expenditure was budgeted for FY 18-19, staff is waiting on this purchase until the current Gator is no longer usable.

Recreation:

- Summer camp programs, primarily specialty camps, have been reduced slightly due to the lack of available space. Unfortunately, Miller Creek Middle School is not available to use this year as they will be undergoing construction and renovation projects. Recreation staff have done the best they can to increase enrollment availability and staffing for our in-house camps held at Marinwood Park, but again, we are constrained by available space in which to operate safe and high-quality programs. This is driving an increase in part-time salaries and a correlating decrease in outside contractor fees.
- For budget draft purchases, capital expenditures currently include \$54,000 budgeted for replacement of the community center kitchen cabinets, counters, flooring and oven. As we draw nearer to the final district-wide budget, determinations will be made as to the affordability of this project for this fiscal year. Other budgeted capital expenditures include anticipated replacement of an aging community center furnace and anticipated replacement of the hydraulic chairlift for the main pool (ADA requirement). Both of these items would be replaced upon the failure of the existing equipment.

To reiterate, the draft budget will continue to be refined in the coming weeks and months leading up to potential adoption, traditionally performed at the May board meeting. Updated versions will be presented at each board meeting leading up to that date as well as a special budget hearing board meeting, tentatively scheduled for immediately preceding the April 23 P&R Commission meeting.

Marinwood Community Services District
FY 2019-2020 BUDGET
DRAFT

| | Park Dept | | | % Change in Budget |
|---|---------------------|-----------------------|---------------------|-----------------------|
| | 18/19 Budget | Actuals* 2/28/2019 | 19/20 Budget | |
| Revenue | | | | |
| 4110110 · PropTax - Current Secured | 674,250.00 | 385,651.67 | 680,450.00 | 0.92% |
| 4110111 · PropTax - Admin Fee (Contra) | -10,440.00 | -5,387.90 | -10,536.00 | 0.92% |
| 4110115 · PropTax - Unitary | 4,132.00 | 2,671.99 | 4,170.00 | 0.92% |
| 4110120 · PropTax - Current Unsecured | 11,962.00 | 13,029.28 | 12,072.00 | 0.92% |
| 4110140 · ERAF - Excess | 67,642.00 | 48,910.92 | 68,264.00 | 0.92% |
| 4110145 · ERAF - PY/Reverse | 3,480.00 | 5,788.53 | 3,512.00 | 0.92% |
| 4110210 · PropTax - Supplemental Current | 14,355.00 | 8,332.45 | 14,487.00 | 0.92% |
| 4110215 · PropTax - Supplemental Unsecure | 217.00 | 62.96 | 219.00 | 0.92% |
| 4110225 · PropTax - Supplemental Redempt | 652.00 | 412.94 | 658.00 | 0.92% |
| 4110510 · PropTax - Prior Unsecured | 435.00 | 508.53 | 439.00 | 0.92% |
| 4120610 · Special Tax Assessment | 366,412.00 | 201,637.74 | 383,103.00 | 4.56% |
| 4120611 · Special Tax- Admin Fee (contra) | -1,200.00 | -660.14 | -1,200.00 | 0.0% |
| 4410125 · Interest- Co. Pooled Investment | 1,000.00 | 7,403.43 | 1,000.00 | 0.0% |
| 4410127 · Interest- ERAF Co. Pooled | 100.00 | 139.66 | 100.00 | 0.0% |
| 4511210 · HOPTR | 3,262.00 | 1,651.12 | 3,292.00 | 0.92% |
| 4710642 · Miscellaneous Rev | 150.00 | 183.92 | 150.00 | 0.0% |
| Total Revenue | 1,136,409.00 | 670,337.10 | 1,160,180.00 | 2.09% |
| Expenditures | | | | |
| 5110110 · Salaries - Regular Staff | 227,018.00 | 147,769.20 | 228,776.00 | 0.77% |
| 5110210 · Salaries - PT/Seasonal/Temp | 7,200.00 | 0.00 | 7,200.00 | 0.0% |
| 5120110 · Overtime Pay | 500.00 | 0.00 | 500.00 | 0.0% |
| 5130120 · Benefits - Group Medical | 136,832.00 | 100,339.58 | 135,533.00 | -0.95% |
| 5130130 · OPEB Trust Contribution | 34,000.00 | 22,664.00 | 31,000.00 | -8.82% |
| 5130510 · PERS - Pension | 55,516.00 | 47,095.58 | 63,160.00 | 13.77% |
| 5140115 · Workers Comp Ins. | 24,607.00 | 24,542.53 | 32,095.00 | 30.43% |
| 5140140 · Social Security & Medicare | 17,956.00 | 8,233.10 | 18,090.00 | 0.75% |
| 5140145 · Unemployment Ins. | 1,184.00 | 440.99 | 1,164.00 | -1.69% |
| 5210120 · Consultant Fees | 13,975.00 | 5,325.00 | 4,100.00 | -70.66% |
| 5210122 · Marketing | 500.00 | 0.00 | 500.00 | 0.0% |
| 5210131 · Legal Services | 2,500.00 | 9,340.50 | 10,000.00 | 300.0% |
| 5210210 · Audit & Accounting | 3,500.00 | 2,539.25 | 3,500.00 | 0.0% |
| 5210230 · Payroll Service Fees | 650.00 | 460.11 | 650.00 | 0.0% |
| 5210525 · Insurance - General | 11,555.00 | 10,435.24 | 12,087.00 | 4.6% |
| 5210725 · Telecom - Phone/Internet/Cable | 1,250.00 | 921.02 | 1,250.00 | 0.0% |
| 5210810 · Utilities - Gas & Electric | 4,000.00 | 2,498.12 | 4,000.00 | 0.0% |
| 5210815 · Garbage Removal | 23,410.00 | 15,523.63 | 23,410.00 | 0.0% |
| 5210835 · Utilities - Water & Sewer | 17,800.00 | 16,314.67 | 22,340.00 | 25.51% |
| 5210910 · Maint. - Vehicles | 3,000.00 | 365.87 | 2,000.00 | -33.33% |
| 5210920 · MERA Operating | 1,713.00 | 1,713.00 | 1,766.00 | 3.09% |
| 5210940 · Maint. - Park Heavy Equipment | 3,500.00 | 0.00 | 3,500.00 | 0.0% |
| 5211125 · Community Landscape Contract | 38,500.00 | 23,880.00 | 38,500.00 | 0.0% |

Marinwood Community Services District
FY 2019-2020 BUDGET
DRAFT

| | Park Dept | | | % Change in Budget |
|---|-------------------|-----------------------|-------------------|--------------------|
| | 18/19 Budget | Actuals* 2/28/2019 | 19/20 Budget | |
| 5211220 · Equipment Rental | 4,700.00 | 2,066.78 | 4,500.00 | -4.26% |
| 5211325 · Conferences & Meetings | 500.00 | 393.24 | 500.00 | 0.0% |
| 5211330 · Memberships & Dues | 2,250.00 | 1,893.00 | 2,413.00 | 7.24% |
| 5211340 · Certifications - Personnel | 2,000.00 | 0.00 | 2,000.00 | 0.0% |
| 5211440 · Travel | 800.00 | 0.00 | 800.00 | 0.0% |
| 5211528 · Tree Maint. & Services | 18,000.00 | 4,500.00 | 18,000.00 | 0.0% |
| 5211532 · Weed & Pest Control | 2,800.00 | 1,894.12 | 2,800.00 | 0.0% |
| 5211545 · Election Expense | 3,188.00 | 0.00 | 2,500.00 | -21.58% |
| 5211610 · County-Wide Fees | 1,000.00 | 1,086.77 | 1,250.00 | 25.0% |
| 5211710 · Long Term Debt - Principal | 1,795.00 | 1,794.91 | 1,862.00 | 3.73% |
| 5211715 · Long Term Debt - Interest | 224.00 | 223.60 | 152.00 | -32.14% |
| 5220110 · Admin & Office Supplies | 1,925.00 | 1,457.30 | 1,800.00 | -6.49% |
| 5220130 · Copier Lease & Printing | 680.00 | 566.57 | 680.00 | 0.0% |
| 5220210 · Equip. Maintenance/Replacement* | 9,000.00 | 564.99 | 9,000.00 | 0.0% |
| 5220220 · Small Tools | 1,500.00 | 0.00 | 1,500.00 | 0.0% |
| 5220310 · Land & Buildings Maintenance | 37,000.00 | 23,353.30 | 37,000.00 | 0.0% |
| 5220610 · Gasoline/Fuel | 3,000.00 | 2,199.42 | 2,500.00 | -16.67% |
| 5220810 · Miscellaneous Supplies | 1,600.00 | 343.30 | 1,900.00 | 18.75% |
| 5220825 · Uniforms & Apparel | 500.00 | 522.45 | 500.00 | 0.0% |
| 5220827 · Janitorial Supplies | 1,000.00 | 0.00 | 1,000.00 | 0.0% |
| 5220828 · First Aid Supplies | 300.00 | 0.00 | 0.00 | -100.0% |
| 5220910 · Capital Outlay - Improvements | 30,000.00 | 11,900.00 | 30,000.00 | 0.0% |
| 5220916 · Capital Outlay - New Equipment | 20,000.00 | 8,658.00 | 12,000.00 | -40.0% |
| 5220920 · Capital Reserves Designation | 20,000.00 | 0.00 | 15,000.00 | -25.0% |
| Total Expenditures | 794,428.00 | 503,819.14 | 794,778.00 | 0.04% |
| Net Gain/Loss | 341,981.00 | 166,517.96 | 365,402.00 | 6.85% |

Marinwood Community Services District
FY 2019-2020 BUDGET
DRAFT

| | Recreation Dept | | | |
|---|---------------------|-----------------------|---------------------|-----------------------|
| | 18/19 Budget | Actuals* 2/28/2019 | 19/20 Budget | % Change in Budget |
| Revenue | | | | |
| 4110110 · PropTax - Current Secured | 176,700.00 | 101,067.34 | 238,700.00 | 35.09% |
| 4110111 · PropTax - Admin Fee (Contra) | -2,736.00 | -1,412.00 | -3,696.00 | 35.09% |
| 4110115 · PropTax - Unitary | 1,083.00 | 700.24 | 1,463.00 | 35.09% |
| 4110120 · PropTax - Current Unsecured | 3,135.00 | 3,414.57 | 4,235.00 | 35.09% |
| 4110140 · ERAF - Excess | 17,727.00 | 12,818.03 | 23,947.00 | 35.09% |
| 4110145 · ERAF - PY/Reverse | 912.00 | 1,517.00 | 1,232.00 | 35.09% |
| 4110210 · PropTax - Supplemental Current | 3,762.00 | 2,183.68 | 5,082.00 | 35.09% |
| 4110215 · PropTax - Supplemental Unsecure | 57.00 | 16.50 | 77.00 | 35.09% |
| 4110225 · PropTax - Supplemental Redempt | 171.00 | 108.22 | 231.00 | 35.09% |
| 4110510 · PropTax - Prior Unsecured | 114.00 | 133.28 | 154.00 | 35.09% |
| 4410125 · Interest- Co. Pooled Investment | 1,000.00 | 1,940.21 | 1,000.00 | 0.0% |
| 4410127 · Interest- ERAF Co. Pooled | | 36.60 | | |
| 4410215 · Rental Income - Pool & Picnic | 25,000.00 | 20,410.31 | 25,000.00 | 0.0% |
| 4410225 · Rental Income - Community Ctr | 43,000.00 | 35,722.04 | 43,000.00 | 0.0% |
| 4511210 · HOPTR | 855.00 | 432.70 | 1,155.00 | 35.09% |
| 4570110 · Expense Reimbursements | 500.00 | 1,876.86 | 500.00 | 0.0% |
| 4631911 · Advertising Sales | 8,000.00 | 2,780.64 | 8,000.00 | 0.0% |
| 4631912 · Vending Sales | 20,000.00 | 13,971.19 | 20,000.00 | 0.0% |
| 4631914 · Community Events | 16,650.00 | 15,116.23 | 18,170.00 | 9.13% |
| 4631915 · Tennis | 65,000.00 | 33,856.47 | 61,000.00 | -6.15% |
| 4631917 · Pool Operating Rev | 260,000.00 | 228,645.16 | 277,000.00 | 6.54% |
| 4631918 · Pool Memberships | 65,000.00 | 58,191.05 | 80,000.00 | 23.08% |
| 4631919 · Adult Rec Programs | 34,675.00 | 17,331.64 | 35,150.00 | 1.37% |
| 4631920 · Summer Rec Programs | 1,184,891.00 | 891,333.58 | 1,168,640.00 | -1.37% |
| 4631922 · Youth Rec Programs | 387,193.00 | 216,366.24 | 396,931.00 | 2.52% |
| 4640329 · Unused Credit | | 167.30 | | |
| 4710615 · Donations (General) | 1,000.00 | 0.00 | 1,000.00 | 0.0% |
| 4710642 · Miscellaneous Rev | 250.00 | 7,371.16 | 250.00 | 0.0% |
| Total Revenue | 2,313,939.00 | 1,666,096.24 | 2,408,221.00 | 4.07% |
| Expenditures | | | | |
| 5110110 · Salaries - Regular Staff | 285,865.00 | 166,433.13 | 285,366.00 | -0.17% |
| 5110210 · Salaries - PT/Seasonal/Temp | 976,406.00 | 733,486.71 | 1,065,249.00 | 9.1% |
| 5130120 · Benefits - Group Medical | 93,897.00 | 63,650.12 | 91,415.00 | -2.64% |
| 5130130 · OPEB Trust Contribution | 5,000.00 | 3,336.00 | 9,000.00 | 80.0% |
| 5130510 · PERS - Pension | 67,536.00 | 58,720.29 | 75,964.00 | 12.48% |
| 5140115 · Workers Comp Ins. | 37,054.00 | 36,973.47 | 48,964.00 | 32.14% |
| 5140140 · Social Security & Medicare | 95,961.00 | 75,335.87 | 102,691.00 | 7.01% |
| 5140145 · Unemployment Ins. | 22,500.00 | 14,888.37 | 22,500.00 | 0.0% |
| 5210120 · Consultant Fees | 4,975.00 | 3,474.00 | 4,100.00 | -17.59% |
| 5210122 · Marketing | 36,150.00 | 32,317.47 | 36,150.00 | 0.0% |
| 5210128 · Fingerprinting/Background | 5,500.00 | 1,816.00 | 5,500.00 | 0.0% |
| 5210131 · Legal Services | 2,000.00 | 0.00 | 2,000.00 | 0.0% |
| 5210146 · Indep. Contractor Fees | 181,929.00 | 109,357.09 | 112,463.00 | -38.18% |

Marinwood Community Services District
FY 2019-2020 BUDGET
DRAFT

| | Recreation Dept | | | |
|---|---------------------|-----------------------|---------------------|-----------------------|
| | 18/19 Budget | Actuals* 2/28/2019 | 19/20 Budget | % Change in Budget |
| 5210210 · Audit & Accounting | 3,500.00 | 2,539.25 | 3,500.00 | 0.0% |
| 5210230 · Payroll Service Fees | 4,600.00 | 3,536.83 | 4,600.00 | 0.0% |
| 5210525 · Insurance - General | 10,314.00 | 9,312.02 | 10,787.00 | 4.59% |
| 5210725 · Telecom - Phone/Internet/Cable | 2,000.00 | 1,631.45 | 2,000.00 | 0.0% |
| 5210810 · Utilities - Gas & Electric | 41,200.00 | 20,224.74 | 41,200.00 | 0.0% |
| 5210815 · Garbage Removal | 6,260.00 | 4,022.10 | 6,260.00 | 0.0% |
| 5210835 · Utilities - Water & Sewer | 17,050.00 | 14,370.72 | 15,870.00 | -6.92% |
| 5211110 · Janitorial Services | 20,000.00 | 9,284.00 | 20,000.00 | 0.0% |
| 5211315 · Professional Development | 3,000.00 | 1,358.37 | 3,000.00 | 0.0% |
| 5211325 · Conferences & Meetings | 3,500.00 | 218.11 | 3,500.00 | 0.0% |
| 5211330 · Memberships & Dues | 3,050.00 | 2,203.00 | 3,213.00 | 5.34% |
| 5211440 · Travel | 2,000.00 | 362.85 | 2,000.00 | 0.0% |
| 5211520 · Publications & Legal Notices | 500.00 | 0.00 | 500.00 | 0.0% |
| 5211545 · Election Expense | 1,063.00 | 0.00 | | -100.0% |
| 5211610 · County-Wide Fees | 2,500.00 | 1,233.02 | 2,750.00 | 10.0% |
| 5220110 · Admin & Office Supplies | 14,450.00 | 8,963.59 | 14,325.00 | -0.87% |
| 5220130 · Copier Lease & Printing | 6,720.00 | 3,410.30 | 6,720.00 | 0.0% |
| 5220215 · Pool Maintenance | 23,500.00 | 6,314.80 | 23,500.00 | 0.0% |
| 5220310 · Land & Buildings Maintenance | 10,500.00 | 8,353.26 | 12,000.00 | 14.29% |
| 5220710 · Pool Chemicals | 14,000.00 | 4,959.62 | 12,000.00 | -14.29% |
| 5220819 · Rec Program Supplies & Services | 263,040.00 | 168,539.65 | 251,140.00 | -4.52% |
| 5220825 · Uniforms & Apparel | 2,500.00 | 279.58 | 2,200.00 | -12.0% |
| 5220826 · Vending Supplies | 12,000.00 | 8,677.33 | 12,000.00 | 0.0% |
| 5220827 · Janitorial Supplies | 13,500.00 | 7,366.07 | 13,500.00 | 0.0% |
| 5220828 · First Aid Supplies | 1,500.00 | 800.04 | | -100.0% |
| 5220910 · Capital Outlay - Improvements | 6,000.00 | 5,725.93 | 60,000.00 | 900.0% |
| 5220916 · Capital Outlay - New Equipment | | | 8,000.00 | |
| 5220920 · Capital Reserves Designation | | | 2,500.00 | |
| Total Expenditures | 2,303,020.00 | 1,593,475.15 | 2,398,427.00 | 4.14% |
| Net Gain/Loss | 10,919.00 | 72,621.09 | 9,794.00 | -10.3% |

Memo



To: P&R Commission
From: Eric Dreikosen, District Manager
Date: March 26, 2019
Re: Request for Dedication to Genevieve Bolding

Commissioners,

Please see the included letter from Sallie Sutter. Ms. Sutter is the daughter of the late founding Marinwood District Manager, Genevieve "Gennie" Bolding. You may recall, shortly after the passing of Ms. Bolding, Ms. Sutter made a similar request. At the time, the District did not have a formal Memorial & Recognition Policy, which has since forth been adopted. In accordance with said policy, Ms. Sutter has submitted the included request.

The Memorial & Recognition Policy states (in part) the following (<http://www.marinwood.org/policies>):

A dedication is naming of District property to mark an extraordinary event in District history or honor an individual, organization or business whose significant contribution to the District secured a renovation or addition of fixed assets or creation of new programs benefiting the Marinwood community.

A dedication includes a formal letter from the President of the Board of Directors ... as well as a placement of a plaque on District property, if feasible.

The policy further states (in part):

- 1. Public requests for preferred type of recognition shall be made in writing to the respective District Commission c/o the District Manager. Requests can be made at any time after the contribution was made or service completed.*
- 2. At its regular meeting, the Commission will consider the request for recommendation to the Board of Directors. Final decision will be determined by the majority vote of the Board of Directors.*
- 3. The cost of all materials, installation, maintenance and replacement will be borne by the requesting party.*
- 4. The Recreation Director, or their designee will advise on the optimum location for memorials and dedications within their respective District area.*

Staff recommends the Commission consider and recommend to the Board for final approval the dedication of the Marinwood Pool Facility in memory and honor of Genevieve Bolding, including the placement of a memorial plaque immediately outside the main doors of the pool facility.

Request for Dedication

Parks & Recreation Commission

% Eric Dreikosen - District Manager - Marinwood Community Services District

775 Miller Creek Rd

San Rafael, CA 94903

February 25, 2019

Per the Memorial and Recognition Policy dated October 10 2017, I hereby request a dedication to Genevieve T Bolding for over 45 years of service and in the and building of the Marinwood Community Services District.

Genevieve (“Gennie”) Bolding started serving at the Marinwood Community Services District (CSD) in 1960. She was coined Marinwood’s “mother hen” - developing and overseeing all aspects of the community. In the late 50’s under the Marinwood Homeowners Association, she worked actively with other residents to get street lights and fire protection through a volunteer program. That marked the start of her years of service. She was a strong advocate and contributor in the forming the Community Services District in 1960 and was then hired as business manager-secretary of the CSD.

Gennie had a vision for Marinwood. The community was growing rapidly and to her, the children needed a safe place to play and grow. She was instrumental in the acquisition of Marinwood’s expansive park along the creek, the community center building, fire house and pool. Her leadership and skill in managing the technical, legal and financial aspects of a local government was evident through the various elections required to build what we know today as the Marinwood Park and Recreation Center. The fire department developed from a volunteer department to a modern, well equipped department that still protects the community today. The acquisition of the park land, the development of the park and playground, and the flagship community center and pool were all done under her capable leadership. Likewise, she guided the community through the acquisition of over 800 acres of open space, protecting the land forever from development.

Gennie retired from her position as District Director in 1997 after 36 years of service, but she still stayed very active in the CSD and served on the pool commission and board of directors. In August 2006, at 76 years of age, she finally stepped down after 45 years of service. No other individual has had the number of years or impact that Gennie had on the community. When asking her what she felt was her biggest accomplishment -- she would stop .. and say “I can’t name just one . Marinwood IS the community center, the park, the firehouse and the pool surrounded by beautiful open space”. Simply put -- Marinwood was her biggest accomplishment.

As stated on the Marinwood CSD website ... *The Marinwood Community Services District Fire Department, the Community Center and Pool recreation programs, the parks, and the community open space are all central to the identity of the Community of Marinwood.* This identity is the result of the 45 years of leadership, devotedness and contributions of the work of Gennie Bolding building the community from a budget of zero to over \$2.5 million. For this reason I request a dedication of one of the community properties: Community Center, Pool or Park. Marinwood would be proud knowing that such a dedicated and gifted resident was instrumental for its success with her name on what she cherished so much.

Thank you for your consideration.

Sincerely -- The Family of Genevieve Bolding

Fred Bolding (Husband)

Pat Bolding Bleckley (Daughter)

Sallie Bolding Sutter (Daughter)

Allan Bolding (Son)

Alice Bolding Greathouse (Daughter)

Parks and Recreation Report
March, 2019
Submitted by: Luke Fretwell, Recreation Director

Recreation

Summer Camp Registration

Registration for our summer programs opened on February 25th to residents and March 11th to the general public. February 25th was our busiest first day of registration, with a line out the door at 8am and non-stop phone calls and emails throughout the day. Various weeks of the most popular age group camps were full before the end of the day. Enrollment has continued to be busy and more than half our camps are now full with waiting lists.

Staffing

I am pleased to announce that we have filled our vacant Recreation Supervisor position. Stephanie Moret will start on March 22nd and will be overseeing Marinwood's Aquatics programs and staff, adult classes, and a number of special events, among other various responsibilities. I look forward to introducing her in the coming months.

Special Events

Our 9th annual Raise a Glass winter wine tasting took place on February 23rd. The event featured 12 wineries, live music by Bistro Mustache, and food by Marinwood Market. The weather cooperated and everything ran smoothly. Attendance was down from last year, likely due to our event falling on the first good weather weekend in over a month, but everyone seemed to have a great time and we were able to raise a few hundred dollars for our summer camp scholarship fund.

Our next event is the Spring Art Show on Saturday, March 23rd from 3-7pm. This year's installment will feature local artists with "Everyday Objects." Susan Press has once again organized the show and we look forward to seeing all the terrific art. This event is free.

Programs & Classes

Registration for both next year's Preschool Program and After School Program opened March 4th. Registration has been strong and there are only a few openings left in either program.

New sessions of our adult enrichment classes began in March, including Photography and Conversational Spanish, both of which have strong enrollment. Current youth classes include Tae Kwon Do, Capoeira, Yoga, Hip Hop Dance, and Irish Dancing. After a mostly rained-out first session of tennis classes, coach Jerry is back on the courts with over 50 students per week in his classes.

Pool & Aquatics

The Marinwood Waterdevils season began on Monday, March 4th with 2 days of new swimmer orientation before full team practice commenced. The pool opens to the public on April 1st. Pool memberships and swim lesson registrations have been flooding in.

Parks/Maintenance

Winter Storms

The Parks Staff has been busy dealing with the aftermath of the many recent storms, addressing numerous down trees and clogged drains, and monitoring Marinwood's many v-ditches, culverts, and the creek to ensure things are flowing, diverting, and draining as designed. Staff is also keeping up with the steady demand for sand and sandbags, available in the community center parking lot.

The full and fast-moving creek continues to erode the banks and we have lost some trees and earth near both the Main Park and Mini Park in recent weeks. Staff continues to monitor the banks and will be installing a fence

extension in the Main Park along the northeast perimeter in the coming weeks to protect people from the heavily eroded and unsafe areas near park's edge.

A sinkhole appeared on February 26th in the panhandle along the path just north of the park maintenance facility. The hole has been blocked off while the District investigates the possible causes and repair options.

Projects

In February staff completed installation of a new patio area in front of the pool entrance, repaired the broken playground equipment in the Mini Park, replaced cabinetry in the pool office area, repaired some outdated and leaking irrigation valves on the far field, and got the pool cleaned, heated, and treated in time for the start of the Waterdevils season. In the coming weeks and months, as time between routine maintenance and emergency repairs allows, staff will be focusing on updating landscaping around Marinwood's entrance, extending fencing in the Main Park, and sprucing up some of the paths in our picnic and playground areas, among other projects.

Contractors

Landesign has been pruning, weeding, blowing medians on Lucas Valley Road, weeding along Creekside, and blowing walkways throughout the CSD. Smith's Gopher and Trapping, in addition to checking for gopher and mole activity, has been addressing new vole activity in main park and pool area