

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

## Tuesday – January 10, 2023 – 7:30 PM

**Internet Address:** <https://us02web.zoom.us/j/82314813460>

**Telephone Access:** 669) 900-6833 or 346) 248 7799 or 253) 215-8782

**Meeting ID:** 823 1481 3460

**ATTENTION:** This will be a virtual meeting of the Marinwood CSD Board of Directors. There will not be a public location for participating in this meeting. Any interested member of the public can participate telephonically or via internet by utilizing the web link or dial-in information printed on this agenda.

**Instructions on how to make a public comment during the meeting:** At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting either via internet or telephone shall indicate their desire to speak. If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "\*9" (star, nine). All public comments shall be addressed to the Board of Directors and limited to three minutes per speaker. The Board of Directors may choose to respond to comments or request staff to respond at the conclusion of the public comment period.

	Item Description:	Board Action
<b>A.</b>	<b>CALL TO ORDER &amp; ROLL CALL OF DIRECTORS</b>	
<b>B.</b>	<b>AGENDA</b>	Adopt
<b>C.</b>	<b>CONSENT CALENDAR</b> a. Resolution 2023-01: Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission. b. Draft Minutes of Regular Meeting of December 13, 2022 (Remote Meeting) c. Bills Paid Nos. 6955 – 7021	Approve
<b>D.</b>	<b>PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>Speakers are asked to address comments to the Board and limit comments to three minutes. Speakers may comment only on 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 and at the conclusion of the public comment period. The President may refer the matter to staff or to a future meeting agenda.</i>	
<b>E.</b>	<b>DISTRICT MATTERS</b>	
	1. Appointment of Board Liaisons to Fire Commission and Park & Recreation Commission for Calendar Year 2023	Appointments
	2. District Manager Report	Review
<b>F.</b>	<b>FIRE DEPARTMENT MATTERS</b>	
	1. Appointment of Fire Commissioners for Term Beginning January 1, 2023	Appointments
	2. Chief Officer Report and Activity Summary	Review
<b>G.</b>	<b>PARK AND RECREATION MATTERS</b>	
	1. Appointment of Park & Recreation Commissioners for Term Beginning January 1, 2023	Appointments
	2. Recreation and Park Maintenance Activity Reports	Review
<b>H.</b>	<b>BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>I.</b>	<b>ADJOURN</b>	
	<b>DATE OF NEXT REGULAR BOARD MEETING – February 14, 2023</b>	

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

**RESOLUTION NO. 2023-01**

**RESOLUTION OF THE BOARD OF DIRECTORS OF MARINWOOD COMMUNITY SERVICES DISTRICT MAKING FINDINGS AND CONFIRMING THE NEED TO CONTINUE CONDUCTING REMOTE MEETINGS VIA TELECONFERENCE OF THE BOARD OF DIRECTORS, FIRE COMMISSION AND PARK & RECREATION COMMISSION**

**WHEREAS**, on March 4, 2020, Governor Newsom issued a proclamation pursuant to Government Code section 8625 declaring a state of emergency in California due to the COVID-19 pandemic; and

**WHEREAS**, Government Code section 54953(e)(1), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), provided that the legislative body complies with the requirements of section 56953(e)(2); and

**WHEREAS**, pursuant to Government Code Section 54953(e)(3), if a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, the legislative body shall make specified findings at least every 30 days; and

**WHEREAS**, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the Marin County Director of Health and Human Services, continues to recommend measures to promote social distancing; and

**WHEREAS**, the active proclaimed state of emergency and recommendations of local officials continue to directly impact the ability of the District's Board of Directors and Commissions to conduct public meetings safely in person.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. The Board of Directors has reconsidered the circumstances of the State of Emergency since the December 13, 2022 Board meeting.
2. Board of Directors, Fire Commission and Park & Recreation Commission meetings will continue to be conducted remotely via teleconference for up to 30 days following adoption of this resolution in accordance with Government Code Section 54953(e)(2) and all other applicable laws.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors on January 10, 2023 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Sivan Oyserman, President of the Board

ATTEST: \_\_\_\_\_  
Tiffany Combrink, Secretary to the Board

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday – December 13, 2022

**Time and Place:** 7:30PM via Teleconference

**Note:** *This meeting as well as prior meetings of the Board of Directors may be viewed on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25eRAf4Jmg>

**Present:**

Board Members: Board President Lisa Ruggeri, Kathleen Kilkenny, and Bill Shea.

Staff: District Manager Eric Dreikosen, San Rafael Fire Chief Darin White, Recreation Director Luke Fretwell and Administrative Assistant Tiffany Combrink.

**Absent:** Directors Chris Case and Sivan Oyserman

**A. Call to Order & Roll Call of Directors**

Board President Ruggeri called the meeting to order at 7:30pm.

**B. Agenda**

Agenda adopted as presented.

**C. Consent Calendar**

- a. *Resolution 2022-18: Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission*
- b. *Draft Minutes of Regular Meeting of November 8, 2022 (Remote Meeting)*
- c. *Bills Paid Nos. 6866 – 6954*  
Shea to approve/Kilkenny to second “consent calendar as presented.”  
Aye: Ruggeri, Kilkenny, Shea. Absent: Case, Oyserman. Motion carried.

**D. Public Comment Open Time for Items Not on Agenda:**

The Board of Directors received public comment regarding:

- a. Board vision for the future of the community

**E. District Matters**

1. *Election of Board Officers for Calendar Year 2023: Board President and Vice President*  
Ruggeri to motion/Kilkenny to second appointment of Sivan Oyserman as Board President and Lisa Ruggeri as Board Vice President.  
Aye: Ruggeri, Kilkenny, Shea. Absent: Case, Oyserman. Motion carried.
2. *Authorize Expenditure to Become a Participating Agency of the CalOpps System for Public Agency Personnel Recruitment and Employment Application Processing*  
Kilkenny to motion/Shea to second authorization of expenditure to become a participating agency of the CalOpps System for Public Agency Personnel Recruitment and Employment Application Processing  
Aye: Ruggeri, Kilkenny, Shea. Absent: Case, Oyserman. Motion carried.
3. *District Manager Report*  
Board of Directors received District Manager Report

**F. Fire Department Matters:**

1. *Draft Minutes of Fire Commission Meeting of December 6, 2022*  
Board of Directors reviewed Draft Minutes of Fire Commission Meeting
2. *Chief Officer Report and Activity Summary*  
Board of Directors received Chief Officer Report

**G. Park and Recreation Matters:**

1. *Draft Minutes of Park & Recreation Commission Meeting of November 22, 2022*  
Board of Directors reviewed Draft Minutes of Park & Recreation Commission Meeting

2. *Miller Creek Trail Initiative: Amendment to Oakview Subdivision Agreement Regarding Financial Contribution to be Received by District from Developer of Senior Living Center*  
Shea to motion/Kilkenny to second Amendment to Oakview Subdivision Agreement Regarding Financial Contribution to be Received by District from Developer of Senior Living Center  
Aye: Ruggeri, Kilkenny, Shea. Absent: Case, Oyserman. Motion carried.
3. *Recreation and Park Maintenance Activity Reports*  
Board of Directors received Recreation and Park Maintenance Activity Report

**H. Board Member Items of Interest – Requests for Future Agenda Items**

- District Manager noted commissioners and Board liaison appointments to Fire and Park & Rec Commissions for calendar year 2023 will be made at the January meeting.

Meeting adjourned at 9:18PM

Tiffany Combrink, Secretary

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

Treasury Fund 8067

**Classes:**  
Street lights  
Fire  
Recreation  
Park

Approved by the Board of Directors on January 10, 2023

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
6955	12/2/2022	Chrissy Costello	537.60	Zumba	Rec	5210146	Adult	537.60
6956	12/2/2022	Master Sim	960.00	TKD - Nov	Rec	5210146	Youth	960.00
6957	12/2/2022	Ann McBride	348.20	Irish Dance	Rec	5210146	Youth	348.20
6958	12/2/2022	Robyn Bruton	256.23	holiday supplies	Rec	5220819	General	256.23
6959	12/2/2022	DKG Dave Garoutte	350.00	Winter Holiday event	Rec	5220819	Community	350.00
6960	12/2/2022	Marinwood CSD	600.00	Winter Holiday concert musi	Rec	5220819	Community	600.00
6961	12/5/2022	Marinwood CSD	72,362.84	Fire salaries	Fire	5110110	General	31,138.24
				Fire OT	Fire	5120110	General	10,945.36
				FLSA	Fire	5110319	General	510.67
				Acting Pay	Fire	5110310	General	514.80
				Holiday Pay	Fire	3336.24	General	3,336.24
				Admin Asst	Fire	5110110	Admin	961.60
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	961.60
				Admin Asst	Park	5110110	Admin	480.80
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,699.76
				Rec Dir	Park	5110110	General	1,157.04
				Rec salary	Rec	5110110	General	5,450.40
				Park salary	Park	5110110	General	7,088.80
				Building attendants	Rec	5110210	Building	150.00
				Preschool	Rec	5110210	Preschool	4,240.50
				Afterschool	Rec	5110210	Afterschool	1,035.00
				PR fees	Fire	5210230	General	146.40
				PR fees	Rec	5210230	General	57.68
				PR fees	Park	5210230	General	20.32
				SS + Medicare	Fire	5140140	General	2,659.28
				SS + Medicare	Rec	5140140	General	1,418.82
				SS + Medicare	Park	5140140	General	541.36
				EDU + SUI	Rec	5140145	General	17.34
				Benefits withholding	Park	2120066	General	-1,021.20
				Benefits withholding	Rec	2120066	General	-1,090.26
				Benefits withholding	Fire	2120066	General	-5,678.51
6962	12/5/2022	Marinwood CSD	14,001.05	Retire 12/02/2022	Park	5130510	General	1,492.93
					Rec	5130510	General	1,686.22
					Fire	5130510	General	10,821.90
6963	12/5/2022	Massa Construction	150,456.32	West Courtyard	Capital	5220910	General	64,056.82
				East Courtyard	Capital	5220910	General	49,751.50
				Pedestrial Pathway	Capital	5220910	General	36,648.00
6964	12/5/2022	US Bank Corporate Paymen	10,546.09	officer class, FF PM renewal	Fire	5211315	General	750.00
				zoom subscription	Fire	5211325	General	27.49
				fire code legal notices	Fire	5211520	General	140.18
				memorial recognition	Fire	5220110	General	165.21
				zoom subscription	Park	5211325	General	13.75
				trailer maintenance	Park	5210940	General	488.66
				planting at maint facility	Measure A	5220310	General	117.65
				water fountain repair	Park	5220310	General	284.70
				supplies and snacks	Rec	5220819	Afterschool	766.05
				coat hooks, cart wheels	Rec	5220310	Building	87.03
				event supplies	Rec	5220819	Community	3,942.77
				job postings	Rec	5210122	General	658.64
				fingerprinting	Rec	5210128	General	70.00
				zoom subscription	Rec	5211325	General	43.73
				office supplies, subscriptions	Rec	5220110	General	1,138.47
				first aid supplies	Rec	5220819	General	260.03
				LGT certs	Rec	5211315	Pool	196.00
				supplies	Rec	5220215	Pool	397.18
				supplies	Rec	5220819	Pool	111.17
				vending	Rec	5220826	Pool	119.33
				supplies and snacks	Rec	5220819	Preschool	230.38
				supplies	Rec	5220819	Summer	100.74
				supplies and snacks	Rec	5220819	Youth	436.93
6965	12/7/2022	Alicia Pontecorvo	282.00	refund winter camp	Rec	4631922	Youth	282.00
6966	12/7/2022	California Special Districts A	8,810.00	CSDA annual membership	Park	5211330	General	2,202.50
					Rec	5211330	General	2,202.50
					Fire	5211330	General	4,405.00
6967	12/7/2022	Las Gallinas Valley Sanitary	14,137.20	Annual Sewer FY 22/23	Park	5210835	General	1,413.72
					Rec	5210835	General	8,482.32
					Fire	5210835	General	4,241.16
6968	12/7/2022	Pitney Bowes	92.00	postage ink	Rec	5220110	General	92.00
6969	12/7/2022	Rent-A-Fence	682.95	Fence rental - Sept	Park	5211220	General	231.36
				Fence rental - Oct	Park	5211220	General	227.63
				Fence rental - Nov	Park	5211220	General	223.96

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
6970	12/7/2022	SolEd Solar Holdings	1,060.94	Solar - Nov	Rec	5210810	General	777.14
					Fire	5210810	General	283.80
6971	12/8/2022	Sprint	177.68	cell phones	Fire	5210725	General	177.68
6972	12/8/2022	Staples	104.51	office supplies	Rec	5220110	General	104.51
6973	12/8/2022	State of CA - Dept of Justice	32.00	fingerprinting	Rec	5210128	Summer	32.00
6974	12/8/2022	VSP	319.48	Vision - Dec	Fire	5130120	General	146.05
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
6975	12/8/2022	DC Electric	302.96	SL maintenance - Oct	Streetlights	5210915	General	302.96
6976	12/8/2022	Emergency Equipment Man	90.00	service star	Fire	5220825	General	90.00
6977	12/9/2022	Landscapes Unlimited Nurse	498.77	planting at maint facility	Measure A	5220310	General	498.77
6978	12/9/2022	Marin Sanitary Service	2,178.82	Garbage - Nov	Park	5210815	General	1,525.17
					Rec	5210815	General	435.76
					Fire	5210815	General	217.89
6979	12/9/2022	Quill	190.45	cleaning supplies	Fire	5220827	General	190.45
6980	12/9/2022	Souther Marin Fire Protectio	400.33	Emergency Preparedness C	Fire	5211610	General	400.33
6981	12/12/2022	Inland Business Systems	757.69	copier contract overage	Park	5220130	General	75.76
					Rec	5220130	General	492.50
					Fire	5220130	General	189.43
6982	12/12/2022	AFLAC	39.75	Disability ins - Dec	Park	5130120	General	39.75
6983	12/12/2022	Bay Area Janitorial Force	1,250.00	Janitorial - Dec	Rec	5211110	Building	1,250.00
6984	12/12/2022	Buck's Saw Service	122.36	Equipment maintenance	Park	5220210	General	122.36
6985	12/19/2022	Abada Capoeira Marin	1,262.45	Capoeira	Rec	5210146	Youth	1,262.45
6986	12/19/2022	Master Sim	960.00	TKD - Dec	Rec	5210146	Youth	960.00
6987	12/19/2022	Renee Kelly	728.00	Art of Attachment	Rec	5210146	Youth	728.00
6988	12/19/2022	Ann McBride	488.08	Irish Dance	Rec	5210146	Youth	488.08
6989	12/19/2022	Play-Well TEKologies	1,764.00	Minecraft LEGO	Rec	5210146	Youth	1,764.00
6990	12/21/2022	Marinwood CSD	66,053.06	Fire salaries	Fire	5110110	General	31,138.24
				Fire OT	Fire	5120110	General	4,922.95
				Acting Pay	Fire	5110310	General	11.60
				Admin Asst	Fire	5110110	Admin	961.60
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	961.60
				Admin Asst	Park	5110110	Admin	480.80
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,699.76
				Rec Dir	Park	5110110	General	1,157.04
				Rec salary	Rec	5110110	General	5,450.40
				Rec hourly	Rec	5110210	General	704.25
				Park salary	Park	5110110	General	7,088.80
				Building attendants	Rec	5110210	Building	240.00
				Preschool	Rec	5110210	Preschool	6,069.50
				Afterschool	Rec	5110210	Afterschool	2,188.00
				Community even	Rec	5110210	Community	599.25
				PR fees	Fire	5210230	General	122.83
				PR fees	Rec	5210230	General	79.26
				PR fees	Park	5210230	General	22.31
				SS + Medicare	Fire	5140140	General	1,997.08
				SS + Medicare	Rec	5140140	General	1,753.53
				SS + Medicare	Park	5140140	General	541.36
				EDU + SUI	Rec	5140145	General	32.07
				Benefits withholding	Park	2120066	General	-1,021.20
				Benefits withholding	Rec	2120066	General	-1,090.26
				Benefits withholding	Fire	2120066	General	-5,678.51
6991	12/21/2022	Marinwood CSD	12,865.11	Retire 12/16/22	Park	5130510	General	1,492.93
					Rec	5130510	General	1,686.22
					Fire	5130510	General	9,685.96
6992	12/21/2022	Marinwood CSD	47,729.96	Health Ins - Jan	Park	5130120	General	10,359.30
					Rec	5130120	General	7,720.71
					Fire	5130120	General	29,649.95
6993	12/21/2022	CalPERS	8,333.00	CERBT - Dec	Park	5130130	General	2,583.00
					Rec	5130130	General	583.00
					Fire	5130130	General	5,167.00
6994	12/21/2022	SDRMA	206.07	Life ins - Jan	Fire	5130120	General	71.42
					Park	5130120	General	69.93
					Rec	5130120	General	64.72
6995	12/22/2022	A&S Landscape Materials	633.65	Maint facility landscaping	Measure A	5220910	General	633.65
6996	12/22/2022	Cal West Rentals	270.80	post hole digger for park shc	Measure A	5220910	General	270.80
6997	12/22/2022	Delta Dental	2,022.00	Dental - Jan	Fire	5130120	General	1,194.20
					Park	5130120	General	399.54
					Rec	5130120	General	428.26
6998	12/22/2022	Got Gophers	275.00	Pest control	Park	5211532	General	275.00
6999	12/22/2022	Jackson's Hardware	128.85	supplies	Park	5220310	General	128.85
7000	12/22/2022	Marin Landscape Materials	1,627.50	Maint facility landscaping	Measure A	5220910	General	1,627.50
7001	12/22/2022	Marin Professional Firefighte	840.00	Dec dues	Fire	5211330	General	840.00
7002	12/22/2022	Massa Construction	26,230.03	West Courtyard	Capital	5220910	General	13,066.76
				East Courtyard	Capital	5220910	General	9,370.00
				Pedestrian Pathway	Capital	5220910	General	3,793.27
7003	12/22/2022	Pest Plus	259.00	Pest control	Fire	5220310	General	90.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7004	12/22/2022	Project A	40.00	email hosting	Rec	5220310	General	169.00
					Fire	5220110	General	20.00
					Rec	5220110	General	20.00
7005	12/22/2022	Rainbow Williams	250.00	Recruitment brochure	Fire	5210122	General	250.00
7006	12/22/2022	Rent-A-Fence	235.15	Fence rental - Dec	Park	5211220	General	235.15
7007	12/22/2022	Marin Ace	375.98	supp	Park	5220310	General	375.98
7008	12/22/2022	Studio Weeren	180.00	web maint Q3	Park	5210122	General	36.00
					Rec	5210122	General	108.00
					Fire	5210122	General	36.00
7009	12/22/2022	VSP	387.94	Vision - Jan	Fire	5130120	General	214.51
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
7010	12/22/2022	Willscot	763.66	mobile office - Dec	Park	5220310	General	763.66
7011	12/28/2022	Marco Giron	13.22	plumbing supplies	Rec	5220310	General	13.22
7012	12/28/2022	Marinwood CSD	13,015.42	Retire 12/30/22	Park	5130510	General	1,492.93
					Rec	5130510	General	1,686.22
					Fire	5130510	General	9,836.27
7013	12/28/2022	AT&T	321.67	Phones - Nov	Fire	5210725	General	154.58
					Park	5210725	General	25.12
					Rec	5210725	General	141.97
7014	12/28/2022	Grainger	119.59	bolt cutter replacement	Fire	5220810	General	119.59
7015	12/28/2022	County of Marin	465.53	Gas - Oct	Park	5220610	General	465.53
7016	12/28/2022	PG&E	1,528.84	Gas - Nov	Rec	5210810	General	804.79
					Fire	5210810	General	724.05
7017	12/28/2022	PG&E	1,124.32	Electric - Nov	Rec	5210810	General	538.70
					Fire	5210810	General	328.72
					Park	5210810	General	256.90
7018	12/28/2022	Leslie's Pool Supplies	443.36	pool chems	Rec	5220710	Pool	443.36
7019	12/28/2022	Marin Resource Recovery	150.00	debris dump	Park	5210815	General	150.00
7020	12/28/2022	State of CA - Dept of Justice	32.00	fingerprinting	Rec	5210128	General	32.00
7021	12/28/2022	Marinwood CSD	74,849.30	Fire salaries	Fire	5110110	General	31,921.12
				Fire OT	Fire	5120110	General	8,776.44
				FLSA	Fire	5110319	General	701.89
				Admin Asst	Fire	5110110	Admin	961.60
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	961.60
				Admin Asst	Park	5110110	Admin	480.80
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,699.76
				Rec Dir	Park	5110110	General	1,157.04
				Rec salary	Rec	5110110	General	5,450.40
				Park salary	Park	5110110	General	7,088.80
				Park hourly	Park	5110210	General	76.50
				Building attendants	Rec	5110210	Building	202.50
				Preschool	Rec	5110210	Preschool	3,843.00
				Afterschool	Rec	5110210	Afterschool	999.00
				Winter Camp	Rec	5110210	Youth	7,345.77
				Santa's Helpers	Rec	5110210	Community	505.75
				PR fees	Fire	5210230	General	154.04
				PR fees	Rec	5210230	General	98.05
				PR fees	Park	5210230	General	24.46
				SS + Medicare	Fire	5140140	General	1,920.50
				SS + Medicare	Rec	5140140	General	1,990.28
				SS + Medicare	Park	5140140	General	547.22
				EDU + SUI	Rec	5140145	General	111.95
				Benefits withholding	Park	2120066	General	-1,021.20
				Benefits withholding	Rec	2120066	General	-1,090.26
				Benefits withholding	Fire	2120066	General	-5,678.51
TOTAL:			548,920.76					548,920.76

Total by Department:

Streetlights	302.96
Fire Department	204,326.97
Recreation Department	108,456.87
Park Department	55,999.24
Measure A	3,148.37
MWPA	0.00
Capital	176,686.35



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** January 10, 2023  
**Re:** Appointment of Board Liaisons to District Commissions

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Directors,

As stated in the Board Bylaws, each January the Board President is to appoint a director liaison to the Fire Commission and the Park & Recreation Commission, respectively. The bylaws state:

## **Article XIII Commissions**

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

### **A. Board Liaisons**

Every year, at the January meeting, the Board President shall appoint one Director to serve as liaison to each Commission. Those appointments shall be filled by alternating members of the Board, and all Directors are encouraged to serve as a liaison to the Fire or Park & Recreation Commissions at least once. Other Board members may attend commission meetings as observers in accordance with the Brown Act, but have no authority to participate in any way in commission discussions.

**Board Action:** Appoint or re-appoint one Board Director each to serve as Board Liaisons to the District's Fire Commission and Park & Recreation Commission for calendar year 2023.

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.

**Maintenance Facility Completion Update:**

On Friday, December 16<sup>th</sup>, the maintenance facility project passed its final building inspection as conducted by the County. As a result, we received our Certificate of Occupancy. Our park staff immediately began the process of transitioning equipment and supplies to the new facility. However, weather conditions over the past few weeks have rightfully diverted our staff to attend to more pressing matters at times. The transition will continue as needs and priorities allow. On that note, the facility has managed very well through the recent storms and all drainage systems functioning as designed.

Once again, I want to commend Luke Fretwell and park staff Marco Giron, Estevan Chavez and Cesar Alvarez Aguilar not only for all of their work and input throughout the entire construction process, but also for their resiliency in continuing to perform the essential duties they provide, all in less than ideal working conditions.

I also want to acknowledge project architect Bill Hansell for his efforts, services and perseverance throughout the life of this project. This was not an easy project to complete yet Bill remained steadfast in his commitment not only to the project itself but also his commitment to the District and the greater community in seeing this project through. It should be noted that Mr. Hansell provided a great deal of pro bono work to this project and went well above and beyond the typical role of a project architect.

**CalOpps Personnel Recruitment System:**

Unfortunately, we have hit an unforeseen roadblock in our intention to become full members of the CalOpps system. At some point between my initial inquiry to CalOpps in mid-November and the December 13 board meeting when the expenditure to join was authorized, the City of Foster City who controls and manages the CalOpps platform arbitrarily made the decision to freeze all new full memberships. The fact that we had inquired just weeks prior and were provided with sample contracts appears irrelevant. I have not been able to receive a clear explanation as to why new memberships are not being accepted nor was I able to receive a firm date as to when the freeze would be lifted. Several communications were sent to various Foster City staff members, including the City Manager, in attempt to appeal this decision. At this time though, we remain unable to join as full members.

**Financial Audit:**

In late December I was informed that our audit firm, RJ Ricciardi, would be closing down their office effective December 31, 2022 as Ralph Ricciardi, the majority owner of RJ Ricciardi, decided to retire. However, we were also informed that one of their long-time accountants, Michael O'Connor, would be launching his own accountancy firm and we were provided the option to transition our current audit work to his new firm. As some of you may recall, Mr. O'Connor served as our lead auditor for several years and as such is very familiar with our agency. With that, Mr. O'Connor will now serve as our lead auditor for the FY 21-22 fiscal audit. Our prior lead auditor, Hiep Pham, will also be launching his own accountancy but he will be focusing on the non-profit sector and no longer serving government agencies. I fully expect this to be a smooth transition and have been in regular communication with Mr. O'Connor while providing him the required documents need to complete the audit.

*Several other items of note that staff have been working on during the past month are included as separate agenda items. These will be presented and discussed at those times.*



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** January 10, 2023  
**Re:** Fire Commission Appointments

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Directors,

Letters of interest in appointment to the Fire Commission have been included for your consideration. The following information details current openings as it relates to appointment opportunities:

**Fire Commission:**

There are currently three (3) regular commissioner seats that can be appointed for two-year terms (Jan 2023 – Dec 2024) and one (1) vacant alternate commissioner seat with a term expiring December 2023.

Three (3) members of the community are seeking appointment:

1. Thomas Elsbree (reappointment)
2. Stephen Farac (reappointment)
3. John Seratt (reappointment)

**Staff Recommendation:** Reappoint Thomas Elsbree, Stephen Farac and John Seratt to regular seats on the Fire Commission for two-year terms expiring December 2024. Leave the alternate commissioner seat vacant.

December 1, 2022

Marinwood CSD Board of Directors  
C/O Eric Dreikosen, District Manager

Re: Reappointment to Fire Commission

Dear Board of Directors,

I would be honored to be re-appointed to the fire commission for the next two years. Having been an existing member of the Fire Commission for several years, I enjoy this opportunity to serve my community.

Thank you for your consideration.

Tom Elsbree

December 1, 2022

Marinwood CSD Board of Directors  
C/O Eric Dreikosen, District Manager

Re: Reappointment to Fire Commission

Board of Directors:

As I am getting close to the end of my first term I would like to formally express my intent and desire to be re-appointed to the Commission for another 2 year term. It's been my honor to serve. Thank you.

Regards,  
John Seratt

12/28/23

Hello Eric Dreikosen and Marinwood CSD Board of Directors,

I am applying for re-appointment to the Fire Commissioner for Marinwood for 2023 and 2024. I have been a Marinwood Fire Commissioner for the last 4 years, and acted as the Chairperson for the past three years.

Please consider me for this position, as I have worked as a firefighter for many years and understand what it takes to have a good quality fire department in place, necessary support groups and equipment, community participation, and dedicated volunteers.

Thank you

Stephen Farac (Marinwood resident)



**To:** Marinwood Board of Directors

**From** Darin White, Fire Chief

**Date:** January 10, 2023

**Re:** Fire Department Update

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### **Marin Wildfire Prevention Authority-Vegetation Management**

Assistance programs remain available to Marinwood residents who would like to utilize them. We currently have the grant program and direct assistance programs available. Although the attached flyer and a waiver for the direct assistance program specifies "San Rafael", Marinwood residents can use this information to learn about and/or apply for the programs.

The link below allows access to a webpage with all of the information for the grant program (it should be noted that the grant program is available for a limited time while funds last): <https://www.cityofsanrafael.org/wildfire-mitigation-grant-program/>.

The Marin Wildfire Prevention Authority's 2021-2022 Annual Report was recently released, and it reveals the substantial amount of work that was done in Marin County. For additional information please refer to [www.Marinwildfire.org](http://www.Marinwildfire.org).

### **Guidelines/COVID-19:**

The winter of 2021 surge in COVID-19 cases involved a new, fast-spreading virus variant, known as Omicron. According to scientists, the COVID viruses that we are encountering now are in the Omicron family but are not nearly the same impactful viruses. It is believed that last winter's wave of persons infected with Omicron still have a measure of protection despite the protection fading over time.

While the Omicron virus subvariants have spread more easily than earlier variants, they have generally caused less severe illness and death. This may be assisted in part by the introduction of medications such as Paxlovid, which has been shown to reduce the severity of symptoms and the number of hospitalizations and deaths.

The new COVID-19 vaccine booster released in the fall of 2022, which just 14% of the U.S. population and 17% in California have received, is tailored to provide added protection against Omicron variants. Researchers believe that the early data has shown that the updated COVID-19 vaccine may reduce risk of severe COVID-19 cases that could lead to hospitalizations or death by 50% or more.

As more people opt to use rapid at-home antigen tests to confirm COVID-19 infections these days and not reporting the results, the reported cases has fallen. As an example, fewer than 2.5 million weekly molecular COVID tests were done as of Dec. 14, 2022 compared with more than 11 million weekly tests in the same week in December of 2021. Numbers of at-home tests being performed now have not been determined.

Caution is still needed as indicated by other signs that the virus remains quite active. Transmission levels remain high across the Bay Area and the community risk level, which measures the impact on local health systems throughout the Bay Area, is still elevated. Los Angeles saw its level drop from high to medium, but several Central Valley counties hit the high mark. Wastewater monitoring continues to show high virus levels in the South Bay, for example.

The risk remains a concern for older people and those with weakened immunity, prompting a protest last month in Oakland over lifting mask requirements in libraries. Adults ages 65 years and older have accounted for half of all COVID-19-associated hospitalizations since April and 60% since early October, 2022. However, there is a new variant that is capturing the attention of those here at home, it is known as XBB.1.5

### **China (Politics or hype?)**

Experts are also keeping an eye on what is taking place in China due to the sharp rise in cases after the government recently began lifting lockdowns and allowing unrestricted travel into and out of the country. Rapid transmission in high population environments can produce new variants that may prove more immune-evasive and dangerous, they said. Reportedly, hospitalizations and deaths are again overwhelming Chinese hospitals and the lack of transparent and verifiable information coming from the Chinese government has caused many countries to require COVID testing of passengers originating from China. This has been done as a precautionary measure as there are potentially new deadly variants that might be spread without some form of testing and quarantine.

XBB.1.5 is the product of recombination: Two descendants of BA.2, the subvariant that drove a modest wave of cases in the US in April, swapped pieces of their genetic code, resulting in 14 new mutations to the virus' spike proteins compared with BA.2, and a new sublineage, XBB.

After testing numerous variants one well renown scientist, Dr. David Ho, found that XBB.1 was the most evasive of them all. It was 63 times less likely to be neutralized by antibodies in the blood of infected and vaccinated people than BA.2 and 49 times less likely to be neutralized compared with BA.4 and BA.5. In addition to being highly immune evasive, XBB.1.5 is able to gain access into our cells far easier than other variants

### **Santa's Sleigh Rounds**

On Sunday December 18, Santa Claus returned to Marinwood and Lucas Valley, escorted by Engine 58. Santa and his elves distributed candy canes, collected wish lists, and posed for photos with residents. This a long-standing Marinwood tradition that continues to bring smiles to many kids and families in the area.





(Photos Courtesy of Ca. John Papanikolaou)



## CHRISTMAS TREE RECYCLING 2021-2022

### **Get that Christmas Tree Out of Your House!**

The holidays are over! NOW is the time to dispose of (recycle) your live/cut Christmas tree. We strongly suggest recycling the tree as soon as possible, as the risk of fire greatly increases the longer the tree is in your home. Flocked trees are not permissible.

Until January 13, 2023, Marinwood residents can dispose of their trees at the North end of the Marinwood Community Center parking lot (next to the sand bag area). Please see Zero Waste Marin's [Christmas Tree Recycling resources](#) for more information.

## Emergency Incident

In the early a.m. hours of Friday December 30, 2022, Marinwood Engine 58 responded to Highway 101 for a vehicle accident. Our members arrived on scene to find 5 teens involved in a motor vehicle accident requiring extrication tools and equipment. 2 teenagers from Novato perished in this accident (the driver, a 16 y/o male from Terra Linda and a 17 y/o female passenger from Novato) and two others in critical condition were transported to Marin Health Medical Center, and one other was listed in moderate condition.

Given the tragedy that occurred and that our members stayed on scene with the Marin County Sheriff's Office Coroner until the deceased were removed from the vehicle, it was decided that Peer Support would be offered to those who responded to this incident. All members seem to be doing well. Please keep them in your thoughts and prayers along with the families impacted by this unfortunate incident.

### Marinwood Fire Department Statistics: December 2022

The Marinwood Fire Department responded to 155 emergency calls in December 2022. A little under two thirds of the calls were medical incidents; one of which involved a confirmed COVID-19 case. The department responded to six fires, two of which were in Marinwood. The first was in the 2000 block of Las Gallinas Avenue. E58 was first to arrive and the resident stated the fire was in the bedroom. E58 made access to the bedroom and extinguished the fire. The fire appeared to start in the electrical sub panel and there were no other heat sources from the area of ignition. The second fire was a compost bin fire on Idylberry Road. A Marin County Sheriff's officer was first to respond and had nearly put out the fire before E58 arrived. E58 established command, extinguished the fire, and ensured there was not fire extension to the residence.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	26	10	3	2	0	N/A	0	41
CSA 13	8	2	1	0	0	N/A	0	11
Old JPA (Mont Marin)	7	2	2	0	0	N/A	0	11
New JPA (East of 101)	35	8	4	0	1	N/A	0	48
SR Mutual Aid	8	13	0	3	1	0	0	25
MC JPA	4	1	0	0	0	N/A	0	5
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	6	6	0	1	0	1	0	14
<b>Total number</b>	<b>94</b>	<b>42</b>	<b>10</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>155</b>
<i>Percentage of total</i>	<i>60.6%</i>	<i>27.1%</i>	<i>6.5%</i>	<i>3.9%</i>	<i>1.3%</i>	<i>0.6%</i>	<i>0.0%</i>	

#### Call types:

MA	Medical assist
PSA	Service call
FA/NN	Fire alarm
FIRE	Fire
HAZMAT	Hazardous material incident (e.g., spill)
COVER	Coverage for other stations
OTHER	Other incident(s): n/a

Average response time for Engine 58: 5 minutes, 56 seconds

# Free Defensible Space Direct Assistance

Need help preparing your property for the 2023 fire season?

## Why?

- Highly combustible plants like Juniper and Italian Cypress can't be maintained in a way that makes them fire resistant.
- Oils within the plants and the buildup of dead material behind their deceptively green foliage is dangerous year-round.
- All Juniper and Italian Cypress within 30 feet of a structure and 10 feet of roadways must be removed per San Rafael City ordinance (S.R.M.C 4.12), as they are highly combustible due to volatile oils. Visit [firesafemarin.org](https://firesafemarin.org) for plant replacement ideas.



## How?

For one week each month, the City works with the FIRE Foundry crew to remove fire hazardous plants like Juniper and Italian Cypress at no cost to San Rafael property owners.

Please fill out the waiver form to participate. Send completed waiver form to [simon.wright@cityofsanrafael.org](mailto:simon.wright@cityofsanrafael.org) or 1375 Fifth Ave, San Rafael, CA 94901.

Chipping of the removed material should usually take place within 1-3 days of the work being done. ***This free service does not include stump or root removal.***

## Questions?

City of San Rafael Fire Department  
Fire Prevention Division – Vegetation Management

415-485-3054

[srfd.dspace@cityofsanrafael.org](mailto:srfd.dspace@cityofsanrafael.org)

[www.srfd.org](http://www.srfd.org)

[www.firesafemarin.org](http://www.firesafemarin.org)

[www.marinwildfire.org](http://www.marinwildfire.org)





# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** January 10, 2023  
**Re:** Park & Recreation Commission Appointments

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Directors,

At this time, the District has received no letters of interest for appointment to the Park & Recreation Commission. The following information details current appointment opportunities:

**Park & Recreation Commission:**

There are currently two (2) regular commissioner seats and one (1) vacant alternate commissioner seat that can be appointed for two-year terms (Jan 2023 – Dec 2024).

As the District has received no letters of interest in appointment, including from current Commissioners whose terms have expired, there is no board action to be taken at this time.

Staff will continue to post regular announcements to our various social media outlets and appointment opportunity information will remain on our website. Vacant Commission seats can be considered and appointed by the Board at any time should a resident submit a letter of interest during the term of the vacancy.

Parks and Recreation Report  
January 2023  
Submitted by: Luke Fretwell, Recreation Director

## **RECREATION ACTIVITY REPORT**

### Winter Break Camp

Over the the week of December 19<sup>th</sup> we ran our annual Winter Break Camp for kids who are home on holiday from school. This year we were able to serve 40 families. It was nice getting to catch up with our summer camp staff who were home from school.

### Marinwood Review

Staff have been hard at work assembling our forthcoming Spring/Summer issue of the Marinwood Review, which is slated to come out in mid-February. Our bi-annual catalog, which provides information on all our upcoming programs and events, continues to be one of our most valuable marketing tools.

### Spring Programs

Registration is currently open for our spring programs and classes. We are excited to be offering some new programs this spring, including a watercolor painting class for adults and White Crane Silat, a Chinese Indonesian martial arts class for kids.

### Upcoming Events

Our next community event is our "Raise a Glass" wine tasting on March 4<sup>th</sup>.

## **PARKS MAINTENANCE ACTIVITY REPORT**

### Parks Maintenance Facility

Staff are currently moving all the equipment, tools, and supplies out of the temporary worksite and into the new maintenance facility. As time allows, we are also working on installing racking, shelving, and cabinetry to house and organize all the gear. We should be completely moved in within the next couple weeks.

### Storm Response

Throughout the recent/current heavy rains, staff have continued to actively monitor the creek, the drains and V-ditches, parks, and the community center for flooding and/or damage. Aside from a minor roof leak (repair underway) and some continued creekbank erosion near the main park, we have not run into any major issues.

We have also continued to stock sand and sandbags at the community center to assist residents with flooding concerns.

### Graffiti

We have had multiple instances of graffiti over the past month on several structures and surfaces throughout the main park. We have filed a police report and are working with the sheriff to try and identify the vandal. In the meantime, staff continues to remove graffiti as they see it or receive reports.

### Upcoming Projects

In the coming months staff will be preparing the pool for the start of the pool season, adding plantings at Creekside Park, and performing some erosion control measures in the creek.