

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

Tuesday – January 11, 2022 – 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).

| | Item Description: | Board Action |
|-----------|--|--------------|
| A. | CALL TO ORDER & ROLL CALL OF DIRECTORS | |
| B. | AGENDA | Adopt |
| C. | CONSENT CALENDAR a. Resolution 2022-01: 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 14, 2021 (Remote Meeting) c. Bills Paid Nos. 5976 – 6039 | Approve |
| D. | PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <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 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> | |
| E. | DISTRICT MATTERS | |
| | 1. Park Maintenance Facility: Update re Building Construction Budget; Exterior Courtyards | Review |
| | 2. Appointment of Board Liaisons to Fire Commission and Park & Recreation Commission for Calendar Year 2022 | Appointments |
| | 3. District Manager Report | Review |
| F. | FIRE DEPARTMENT MATTERS | |
| | 1. Chief Officer Report and Activity Summary | Review |
| G. | PARK AND RECREATION MATTERS | |
| | 1. Recreation and Park Maintenance Activity Reports | Review |
| H. | BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS | |
| I. | ADJOURN | |
| | DATE OF NEXT REGULAR BOARD MEETING – February 8, 2022 | |

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. 2022-01

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 14, 2021 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 11, 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

Lisa Ruggeri, President of the Board

ATTEST: _____
Tiffany Combrink, Secretary to the Board

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – December 14, 2021

Time and Place: 7:30PM via Teleconference

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

Present:

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

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

Absent:

Director Sivan Oyserman

A. Call to Order & Roll Call of Directors

Board President Shea called the meeting to order at 7:32pm.

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

- a. *Resolution 2021-12: 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 9, 2021 (Remote Meeting)*
- c. *Bills Paid Nos. 5907-5975*
Ruggeri to approve/Case to second “consent calendar as presented.”
Aye: Shea, Case, Kilkenny, Ruggeri. Absent: Oyserman. Motion carried.

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

The Board of Directors received public comment regarding:

- a. The Board’s vision for the future of the community.

E. District Matters:

1. *Election of Board Officers for Calendar Year 2022: Board President and Vice-President*
Case to motion/Kilkenny to second appointment of Lisa Ruggeri as Board President and Sivan Oyserman as Board Vice President.
Aye: Shea, Case, Kilkenny, Ruggeri. Absent: Oyserman. Motion carried.
2. *District Manager Report*
Board of Directors received District Manager Report

F. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of December 7, 2021*
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 23, 2021*
Board of Directors reviewed Draft Minutes of Park & Recreation Commission Meeting
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report

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

- Director Case suggests the P&R commission look into the possibility of adding picnic tables to Open Space trails.
- Director Ruggeri requests update regarding cell phone coverage in the community
- Director Kilkenny requests update on the current budget with the Maintenance Facility

Meeting adjourned at 9:08PM

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 11, 2021

| NO. | DATE | VENDOR | TOTAL CLAIM | PURPOSE | Class | GL Account | Job | AMOUNT |
|------|-----------|-----------------------|----------------|------------------------------|-------|------------|-------------|-----------|
| 5976 | 12/3/2021 | Marinwood CSD | 74,857.72 | Fire salaries | Fire | 5110110 | General | 30,552.92 |
| | | | | Fire OT | Fire | 5120110 | General | 15,600.42 |
| | | | | Fire holiday | Fire | 5110313 | General | 3,530.52 |
| | | | | Admin Asst | Fire | 5110110 | Admin | 900.80 |
| | | | | Admin Mgr | Fire | 5110110 | Admin | 2,310.40 |
| | | | | Admin Asst | Rec | 5110110 | Admin | 900.80 |
| | | | | Admin Asst | Park | 5110110 | Admin | 450.40 |
| | | | | Admin Mgr | Rec | 5110110 | Admin | 1,155.20 |
| | | | | Admin Mgr | Park | 5110110 | Admin | 1,155.20 |
| | | | | Rec Dir | Rec | 5110110 | General | 2,571.52 |
| | | | | Rec Dir | Park | 5110110 | General | 1,102.08 |
| | | | | Rec salary | Rec | 5110110 | General | 7,276.80 |
| | | | | Park salary | Park | 5110110 | General | 4,507.20 |
| | | | | Park hourly | Park | 5110210 | General | 374.76 |
| | | | | Preschool | Rec | 5110210 | Preschool | 3,398.25 |
| | | | | Afterschool | Rec | 5110210 | Afterschool | 1,181.25 |
| | | | | PR fees | Fire | 5210230 | General | 133.35 |
| | | | | PR fees | Rec | 5210230 | General | 50.63 |
| | | | | PR fees | Park | 5210230 | General | 11.67 |
| | | | | SS + Medicare | Fire | 5140140 | General | 3,507.57 |
| | | | | SS + Medicare | Rec | 5140140 | General | 1,468.15 |
| | | | | SS + Medicare | Park | 5140140 | General | 372.55 |
| | | | | EDU + SUI | Rec | 5140145 | General | 26.66 |
| | | | | Benefits withholding | Park | 2120066 | General | -792.55 |
| | | | | Benefits withholding | Rec | 2120066 | General | -1,218.61 |
| | | | | Benefits withholding | Fire | 2120066 | General | -5,670.22 |
| 5977 | 12/3/2021 | Marinwood CSD | 13,596.27 | Retire 12/03/2021 | Park | 5130510 | General | 1,120.26 |
| | | | | | Rec | 5130510 | General | 1,917.18 |
| | | | | | Fire | 5130510 | General | 10,558.83 |
| 5978 | 12/3/2021 | Christine Costello | 227.20 | Zumba | Rec | 5210146 | General | 227.20 |
| 5979 | 12/3/2021 | Studio Weeren | 180.00 | web maint. Jan-Feb-Mar | Park | 5210122 | General | 36.00 |
| | | | | | Rec | 5210122 | General | 108.00 |
| | | | | | Fire | 5210122 | General | 36.00 |
| 5980 | 12/3/2021 | Tiffany Combrink | 52.00 | postage for santa letters | Rec | 5220110 | General | 52.00 |
| 5981 | 12/3/2021 | Willscot | 615.27 | mobile office - Dec | Park | 5220310 | General | 615.27 |
| 5982 | 12/3/2021 | Got Gophers | 275.00 | pest control | Park | 5211532 | General | 275.00 |
| 5983 | 12/3/2021 | Pest Plus | 259.00 | pest control | Fire | 5220310 | General | 90.00 |
| | | | | | Rec | 5220310 | General | 169.00 |
| 5984 | 12/3/2021 | US Bank Corp Pmt Svcs | 10,444.78 | online meeting subscription | Fire | 5211325 | General | 27.49 |
| | | | | materials | Fire | 5220310 | General | 237.90 |
| | | | | supplies | Fire | 5220810 | General | 17.19 |
| | | | | equipment rental | Park | 5211220 | General | -300.36 |
| | | | | online meeting sub/supplies | Park | 5211325 | General | 130.68 |
| | | | | staff recruitment | Park | 5220110 | General | 249.00 |
| | | | | supplies | Park | 5220310 | General | 452.47 |
| | | | | ARC classes | Rec | 5220819 | Adult | 384.00 |
| | | | | supplies | Rec | 5220819 | Afterschool | 606.28 |
| | | | | Halloween and Holiday supp | Rec | 5220819 | Community | 2,943.12 |
| | | | | online mtg/CPRS conf (4x) | Rec | 5211325 | General | 1,863.73 |
| | | | | CPRS dues | Rec | 5211330 | General | 165.00 |
| | | | | supplies / subscriptions | Rec | 5220110 | General | 1,388.17 |
| | | | | supplies | Rec | 5220310 | General | -176.71 |
| | | | | pop up tents | Rec | 5220819 | General | 1,222.94 |
| | | | | pool signage/lane lines/buoy | Rec | 5220215 | Pool | 740.70 |
| | | | | pump room sump pump | Rec | 5220310 | Pool | 451.76 |
| | | | | supplies return/refund | Rec | 5220819 | Preschool | -225.66 |
| | | | | ARC babysitter certs | Rec | 5211340 | Youth | 180.00 |
| | | | | supplies | Rec | 5220819 | Youth | 87.08 |
| 5985 | 12/6/2021 | Charlotte Withey | 234.00 | refund winter camp | Rec | 4631922 | Youth | 234.00 |
| 5986 | 12/6/2021 | Marin Ace | 204.64 | batteries | Fire | 5220810 | General | 136.44 |
| | | | | supplies | Park | 5220310 | General | 68.20 |
| 5987 | 12/6/2021 | Project A | 40.00 | email hosting | Fire | 5220110 | General | 20.00 |
| | | | | | Rec | 5220110 | General | 20.00 |
| 5988 | 12/6/2021 | All Star Rents | 419.14 | equipment rental | Park | 5211220 | General | 419.14 |
| 5989 | 12/6/2021 | AFLAC | 26.50 | Disability ins - Nov | Park | 5130120 | General | 26.50 |
| 5990 | 12/6/2021 | Hagel | 477.39 | janitorial supplies | Rec | 5220827 | Building | 477.39 |
| 5991 | 12/6/2021 | PG&E | 1,008.88 | Gas - Oct | Rec | 5210810 | General | 842.60 |
| | | | | | Fire | 5210810 | General | 166.28 |
| 5992 | 12/6/2021 | PG&E | 677.65 | Electric - Oct | Rec | 5210810 | General | 525.13 |
| | | | | | Fire | 5210810 | General | 11.91 |
| | | | | | Park | 5210810 | General | 140.61 |
| 5993 | 12/7/2021 | AT&T | 291.48 | Phones | Fire | 5210725 | General | 142.45 |
| | | | | | Park | 5210725 | General | 21.77 |
| | | | | | Rec | 5210725 | General | 127.26 |

| NO. | DATE | VENDOR | TOTAL CLAIM | PURPOSE | Class | GL Account | Job | AMOUNT |
|------|------------|------------------------------|-------------|-------------------------------|--------------|------------|-------------|------------|
| 5994 | 12/7/2021 | Ongaro & Sons | 356.77 | HVAC maintenance | Rec | 5220310 | Building | 356.77 |
| 5995 | 12/7/2021 | M&M Tree Service | 31,590.00 | Idylberry Veg Mgmt | MWPA | 5820200 | General | 19,440.00 |
| | | | | | MWPA | 5820200 | General | 12,150.00 |
| 5996 | 12/7/2021 | C.A.P.F. | 531.00 | LTD - Nov | Fire | 5130120 | General | 265.50 |
| | | | | LTD - Dec | Fire | 5130120 | General | 265.50 |
| 5997 | 12/7/2021 | Robyn Bruton | 250.00 | Santa | Rec | 5220819 | Community | 250.00 |
| 5998 | 12/7/2021 | ASCAP | 367.00 | 2022 ASCAP fee | Rec | 5220819 | Community | 367.00 |
| 5999 | 12/7/2021 | SiteOne Landscape Supply | 55.61 | irrigation supplies | Park | 5220310 | General | 55.61 |
| 6000 | 12/7/2021 | DC Electric | 289.26 | SL maintenance | Streetlights | 5210915 | General | 289.26 |
| 6001 | 12/8/2021 | SolEd Solar Holdings | 892.64 | Solar - Nov | Rec | 5210810 | General | 651.13 |
| | | | | | Fire | 5210810 | General | 241.51 |
| 6002 | 12/8/2021 | Lucas Fretwell | 575.00 | Winter Fest Band | Rec | 5220819 | Community | 575.00 |
| 6003 | 12/8/2021 | Staples | 97.03 | office supplies | Rec | 5220110 | General | 97.03 |
| 6004 | 12/8/2021 | PG&E | 1,640.31 | Streetlights - Nov | Streetlights | 5210825 | General | 1,640.31 |
| 6005 | 12/8/2021 | Comcast | 121.49 | Cable - Dec | Fire | 5210725 | General | 121.49 |
| 6006 | 12/20/2021 | Marinwood CSD | 74,578.95 | Fire salaries | Fire | 5110110 | General | 30,641.88 |
| | | | | Fire OT | Fire | 5120110 | General | 14,434.11 |
| | | | | Acting Pay | Fire | 5110310 | General | 93.12 |
| | | | | Admin Asst | Fire | 5110110 | Admin | 900.80 |
| | | | | Admin Mgr | Fire | 5110110 | Admin | 2,310.40 |
| | | | | Admin Asst | Rec | 5110110 | Admin | 900.80 |
| | | | | Admin Asst | Park | 5110110 | Admin | 450.40 |
| | | | | Admin Mgr | Rec | 5110110 | Admin | 1,155.20 |
| | | | | Admin Mgr | Park | 5110110 | Admin | 1,155.20 |
| | | | | Rec Dir | Rec | 5110110 | General | 2,571.52 |
| | | | | Rec Dir | Park | 5110110 | General | 1,102.08 |
| | | | | Rec salary | Rec | 5110110 | General | 7,276.80 |
| | | | | Park salary | Park | 5110110 | General | 4,507.20 |
| | | | | Preschool | Rec | 5110210 | Preschool | 5,472.50 |
| | | | | Afterschool | Rec | 5110210 | Afterschool | 1,953.00 |
| | | | | Community | Rec | 5110210 | Community | 841.50 |
| | | | | PR fees | Fire | 5210230 | General | 1,223.84 |
| | | | | PR fees | Rec | 5210230 | General | 619.58 |
| | | | | PR fees | Park | 5210230 | General | 107.73 |
| | | | | SS + Medicare | Fire | 5140140 | General | 2,385.07 |
| | | | | SS + Medicare | Rec | 5140140 | General | 1,750.25 |
| | | | | SS + Medicare | Park | 5140140 | General | 343.86 |
| | | | | EDU + SUI | Rec | 5140145 | General | 75.06 |
| | | | | Benefits withholding | Park | 2120066 | General | -792.55 |
| | | | | Benefits withholding | Rec | 2120066 | General | -1,218.61 |
| | | | | Benefits withholding | Fire | 2120066 | General | -5,681.79 |
| 6007 | 12/21/2021 | Marinwood CSD | 12,614.65 | Retire 12/17/2021 | Park | 5130510 | General | 1,120.26 |
| | | | | | Rec | 5130510 | General | 1,917.18 |
| | | | | | Fire | 5130510 | General | 9,577.21 |
| 6008 | 12/21/2021 | CalPERS | 8,333.00 | CERBT Dec2021 | Park | 5130130 | General | 3,250.00 |
| | | | | | Rec | 5130130 | General | 583.00 |
| | | | | | Fire | 5130130 | General | 4,500.00 |
| 6009 | 12/21/2021 | Master Sim | 600.00 | TKD Dec | Rec | 5210146 | Youth | 600.00 |
| 6010 | 12/21/2021 | National Academy of Athletic | 935.00 | Afterschool sports | Rec | 5210146 | Youth | 935.00 |
| 6011 | 12/21/2021 | Janet Carter | 562.88 | Pilates | Rec | 5210146 | Adult | 562.88 |
| 6012 | 12/21/2021 | Play-Well TEKologies | 1,711.50 | Winter LEGO class | Rec | 5210146 | Youth | 1,711.50 |
| 6013 | 12/21/2021 | Ann McBride | 439.60 | Irish Dance | Rec | 5210146 | Youth | 439.60 |
| 6014 | 12/21/2021 | Joanne Esser | 192.40 | refund winter camp | Rec | 4631922 | Youth | 192.40 |
| 6015 | 12/21/2021 | Richard Hannigan | 37.50 | Art Show sale | Rec | 4631914 | Community | 37.50 |
| 6016 | 12/21/2021 | Marinwood CSD | 49,148.65 | Health Ins - Jan | Park | 5130120 | General | 10,458.74 |
| | | | | | Rec | 5130120 | General | 8,054.07 |
| | | | | | Fire | 5130120 | General | 30,635.84 |
| 6017 | 12/21/2021 | Murray Building | 156,854.84 | Maint Facility | | 5220910 | General | 156,854.84 |
| 6018 | 12/21/2021 | M&M Tree Service | 25,110.00 | Idylberry Veg Mgmt | MWPA | 5820200 | General | 17,010.00 |
| | | | | | MWPA | 5820200 | General | 8,100.00 |
| 6019 | 12/21/2021 | US Bank Corp Pmt Svcs | 4,768.79 | zoom subscription | Fire | 5211325 | General | 27.49 |
| | | | | supplies | Fire | 5220810 | General | 49.66 |
| | | | | battery for JD gator | Park | 5210910 | General | 58.17 |
| | | | | zoom subscription / staff mtg | Park | 5211325 | General | 79.48 |
| | | | | staff recruitment | Park | 5220110 | General | 249.00 |
| | | | | trail signage | Park | 5220310 | General | 143.85 |
| | | | | CPR classes | Rec | 5220819 | Adult | 320.00 |
| | | | | supplies | Rec | 5220819 | Afterschool | 398.36 |
| | | | | supplies | Rec | 5220819 | Building | 85.25 |
| | | | | supplies | Rec | 5220819 | Community | 2,181.58 |
| | | | | desktop apps/website hostin | Rec | 5210122 | General | 116.97 |
| | | | | zoom subscription | Rec | 5211325 | General | 43.73 |
| | | | | Marin IJ/Verizon/Norton | Rec | 5220110 | General | 133.88 |
| | | | | email services/marketing ba | Rec | 5210122 | General | 255.56 |
| | | | | recycling cans | Rec | 5220310 | General | 129.84 |
| | | | | supplies | Rec | 5220819 | General | 60.13 |
| | | | | pool winter-proofing | Rec | 5220215 | Pool | 120.71 |
| | | | | lifeguard supplies | Rec | 5220819 | Pool | 120.00 |
| | | | | supplies | Rec | 5220819 | Preschool | 50.00 |
| | | | | supplies | Rec | 5220819 | Youth | 145.13 |

| NO. | DATE | VENDOR | TOTAL CLAIM | PURPOSE | Class | GL Account | Job | AMOUNT |
|--------|------------|-------------------------|-------------|----------------------|-------|------------|-------------|------------|
| 6020 | 12/22/2021 | SDRMA | 227.70 | Life Ins - Jan | Fire | 5130120 | General | 92.85 |
| | | | | | Park | 5130120 | General | 49.99 |
| | | | | | Rec | 5130120 | General | 84.86 |
| 6021 | 12/22/2021 | Pitney Bowes | 341.38 | postage meter lease | Park | 5220110 | General | 68.28 |
| | | | | | Rec | 5220110 | General | 204.82 |
| | | | | | Fire | 5220110 | General | 68.28 |
| 6022 | 12/29/2021 | Marinwood CSD | 73,265.98 | Fire salaries | Fire | 5110110 | General | 30,708.60 |
| | | | | Fire OT | Fire | 5120110 | General | 8,888.83 |
| | | | | FLSA (2 periods) | Fire | 5110319 | General | 1,907.00 |
| | | | | Holiday Pay | Fire | 5110313 | General | 3,547.20 |
| | | | | Admin Asst | Fire | 5110110 | Admin | 900.80 |
| | | | | Admin Mgr | Fire | 5110110 | Admin | 2,310.40 |
| | | | | Admin Asst | Rec | 5110110 | Admin | 900.80 |
| | | | | Admin Asst | Park | 5110110 | Admin | 450.40 |
| | | | | Admin Mgr | Rec | 5110110 | Admin | 1,155.20 |
| | | | | Admin Mgr | Park | 5110110 | Admin | 1,155.20 |
| | | | | Rec Dir | Rec | 5110110 | General | 2,571.52 |
| | | | | Rec Dir | Park | 5110110 | General | 1,102.08 |
| | | | | Rec salary | Rec | 5110110 | General | 7,276.80 |
| | | | | Park salary | Park | 5110110 | General | 4,507.20 |
| | | | | Building attendant | Rec | 5110210 | Building | 50.00 |
| | | | | Preschool | Rec | 5110210 | Preschool | 3,337.00 |
| | | | | Afterschool | Rec | 5110210 | Afterschool | 1,141.00 |
| | | | | Community | Rec | 5110210 | Community | 4,219.44 |
| | | | | PR fees | Fire | 5210230 | General | 137.09 |
| | | | | PR fees | Rec | 5210230 | General | 71.16 |
| | | | | PR fees | Park | 5210230 | General | 12.10 |
| | | | | SS + Medicare | Fire | 5140140 | General | 2,762.27 |
| | | | | SS + Medicare | Rec | 5140140 | General | 1,430.52 |
| | | | | SS + Medicare | Park | 5140140 | General | 343.86 |
| | | | | EDU + SUI | Rec | 5140145 | General | 81.13 |
| | | | | Benefits withholding | Park | 2120066 | General | -792.55 |
| | | | | Benefits withholding | Rec | 2120066 | General | -1,218.61 |
| | | | | Benefits withholding | Fire | 2120066 | General | -5,690.46 |
| 6023 | 12/29/2021 | Marinwood CSD | 14,086.64 | Retire 12/30/2021 | Park | 5130510 | General | 1,120.26 |
| | | | | | Rec | 5130510 | General | 1,917.18 |
| | | | | | Fire | 5130510 | General | 11,049.20 |
| 6024 | 12/29/2021 | VSP | 387.94 | Vision - Jan | Fire | 5130120 | General | 237.33 |
| | | | | | Park | 5130120 | General | 73.04 |
| | | | | | Rec | 5130120 | General | 77.57 |
| 6025 | 12/29/2021 | PG&E | 891.83 | Gas - Nov | Rec | 5210810 | General | 482.61 |
| | | | | | Fire | 5210810 | General | 409.22 |
| 6026 | 12/29/2021 | Rent a fence.com | 223.96 | Fence rental - Dec | Park | 5211220 | General | 223.96 |
| 6027 | 12/29/2021 | Marin Prof FF | 882.00 | Dec dues | Fire | 5211330 | General | 882.00 |
| 6028 | 12/29/2021 | Hagel | 299.29 | janitorial supplies | Rec | 5220827 | Building | 299.29 |
| 6029 | 12/29/2021 | Cal West Rentals | 511.12 | equipment rental | Park | 5211220 | General | 511.12 |
| 6030 | 12/29/2021 | TIAA Commercial Finance | 596.64 | copier lease | Park | 5220130 | General | 59.66 |
| | | | | | Rec | 5220130 | General | 357.98 |
| | | | | | Fire | 5220130 | General | 179.00 |
| 6031 | 12/29/2021 | Comcast | 139.92 | Internet | Fire | 5210725 | General | 69.96 |
| | | | | | Rec | 5210725 | General | 69.96 |
| 6032 | 12/29/2021 | County of Marin | 264.47 | Gas - Oct | Park | 5220610 | General | 264.47 |
| 6033 | 12/29/2021 | PG&E | 369.54 | Electric - Nov | Rec | 5210810 | General | 172.17 |
| | | | | | Park | 5210810 | General | 13.55 |
| | | | | | Fire | 5210810 | General | 183.82 |
| 6034 | 12/29/2021 | Mill Valley Refuse | 460.36 | porta potty | Park | 5211220 | General | 460.36 |
| 6035 | 12/29/2021 | Staples | 212.93 | office supplies | Rec | 5220110 | General | 212.93 |
| 6036 | 12/29/2021 | Sprint | 141.28 | cell phones | Fire | 5210725 | General | 141.28 |
| 6037 | 12/29/2021 | AT&T | 90.95 | Internet | Park | 5210725 | General | 90.95 |
| 6038 | 12/29/2021 | Delta Dental | 2,105.84 | Dental - Jan | Fire | 5130120 | General | 1,337.80 |
| | | | | | Park | 5130120 | General | 339.78 |
| | | | | | Rec | 5130120 | General | 428.26 |
| 6039 | 12/29/2021 | DKG Dave Garoutte | 300.00 | Winter Jazz - stage | Rec | 5220819 | Community | 300.00 |
| TOTAL: | | | 572,340.56 | | | | | 572,340.56 |

Total by Department:

| | |
|-----------------------|------------|
| Streetlights | 1,929.57 |
| Fire Department | 214,424.35 |
| Recreation Department | 99,653.21 |
| Park Department | 42,778.59 |
| Measure A | 0.00 |
| MWPA | 56,700.00 |
| Unclassified | 156,854.84 |

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: January 11, 2022
Re: Park Maintenance Facility: Construction Expenditures & Exterior Courtyards Update

Directors,

As requested at the prior board meeting, please see the below update regarding current construction costs for the Park Maintenance Facility project as of 12/31/2021:

| Hard Costs (MBI contract) | Soft Costs (not included in contract) |
|---|---|
| Original Contract: \$1,080,575.00 | Permit Fees - Marin County: \$14,808.61 |
| Approved Change Orders*: \$11,874.09 | Architect Const. Admin: \$13,925.47 |
| Current Contract: <u>\$1,092,449.09</u> | Civil Engineering: \$2,390.00 |
| | Special Inspections/Testing: \$2,737.50 |
| Paid to Date: \$531,337.79 | GeoTech Services: \$2,726.03 |
| Outstanding Balance: <u>\$561,111.30</u> | Total Soft Costs: <u>\$36,587.61</u> |

**Change Order Summary:*

| | |
|---------------------------|---------------------------|
| Fire Alarm Modifications: | \$6,166.96 |
| Bathroom Modifications: | \$3,615.84 |
| Hardware Modifications: | \$986.99 |
| Electrical Modifications: | \$1,104.30 |
| Total: | <u>\$11,874.09</u> |

Even with the approved change orders – which at 1.09% of original contract are extremely low for a project of this scope – and the construction soft costs incurred to date, the project remains well within the total anticipated construction costs.

At the June 2021 board meeting, the Board authorized the District to enter into a financing agreement in the amount of \$650K to be applied to a portion of the construction costs. This funding would be added to the existing and remaining future allocations of Measure A funding which was estimated to be approximately \$380K - \$400K. Remaining costs would either be allocated to the District's general fund or the existing Board Designated Reserves funding.

As building construction is nearing completion, staff and the project architect have begun preparing for an RFP release regarding the construction of the planned exterior courtyards. As you recall, these items were included as additional alternatives (add alts) in the original RFP. The add alts

were not accepted from the low bidder and it was decided to issue these items as a stand-alone RFP in the hopes the District would potentially receive more advantageous bids specific to this scope of work. Similar to the RFP originally issued for the entire facility, the Courtyards RFP will also likely consist of add als with the base bid consisting of the West Courtyard. In this instance, add als would consist of the East Courtyard as well as various material upgrades. It believed this will allow the District the greatest flexibility in terms of total cost and components for this phase of the project.



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: January 11, 2022
Re: Appointment of Board Liaisons to District Commissions

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 2022.

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.

COVID Relief Funding for Special Districts:

Last month the District received notification that Marinwood CSD was awarded \$337,424 in covid relief funding from the State!

Through significant lobbying efforts of CSDA, the State Legislature amended the 20/21 State Budget to include a \$100 million covid relief fund allocation specific to independent special districts across the State. CSDA shrewdly pointed out the critical roles that special districts play and noted that special districts were essentially omitted from ALL relief funds previously provided to Cities and Counties.

To be eligible for this one-time funding, special districts had to show they experienced gross revenue loss from pre-covid operations compared to mid-covid operations and/or unanticipated expenses due to Covid response. The measurement period for revenue loss was FY 18/19 (pre-covid) compared to FY 20/21. The period to apply for relief funding opened on October 1st and districts had three weeks to apply. We quickly calculated our revenue losses and submitted our application realizing there are approximately 2000 independent special districts in California and limited funding to allocate amongst all that applied.

The District will receive this funding within the next week. There are no formal restrictions as to how this funding can be expended nor are their requirements to submit a formal spending plan.

Cell Coverage Concerns in Lucas Valley:

As has been attempted in past years, District staff once again made attempts to bring attention to the lack of reliable cell phone coverage in Lucas Valley, particularly amongst AT&T and Verizon customers. In communicating this ongoing concern with both Supervisor Connolly's office and the Marin Office of Emergency Services, Mary Sackett, Supervisor Connolly's aide, was able to identify and make contact with an appropriate representative from AT&T in the hopes of their addressing this concern. Ms. Sackett is also working diligently to identify the most appropriate contacts with Verizon.

AT&T informed Ms. Sackett that this concern will be brought to the AT&T Engineering Team and that AT&T would follow up directly with her regarding their response and findings.

I do want to acknowledge the time, efforts and flow of communication received by Mary Sackett as she works to address this concern on behalf of the Marinwood-Lucas Valley community.

Other Items of Note:

- Staff continue to work with our auditor, R.J. Ricciardi, to have the annual financial audit completed. The audit is expected to be presented to the Board at the February meeting.
- The District has received approximately 130 responses to our community survey regarding the Marinwood Park Play Structure Replacement project. Staff and the P&R Commission will review the results in an effort to guide recommendations for the new equipment.

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.

To: Marinwood Board of Directors
From Darin White, Fire Chief
Date: January 11, 2022
Re: Fire Department Update



Marin Wildfire Prevention Authority-Vegetation Management



North Lucas Valley Fuels Project: **Before**



North Lucas Valley Fuels Project: **After**

There are upcoming meetings to evaluate submissions to a Request For Proposal for the Evacuation Ingress-Egress Risk Assessment. The first Operations Vegetation Subcommittee meeting is taking place in January of 2022. Chief White has agreed to assume the role of MWPA Operations Chairperson for 2022.

Guidelines/COVID-19:

As was anticipated by the Public Health Community, COVID cases have surged to new levels as the Omicron variant has touched many lives and areas throughout the Bay Area, southern California, the state of California and the rest of the Country. The Christmas break and holiday season is a peak travel period and as such the California Department of Public Health has released guidance in the form of a Travel Advisory as has the Center for Disease Control (CDC). Recent guidance provides that unvaccinated travelers should stay home (self-quarantine) for 7 days after travel if they test negative, and 10 days if they do not test at all.

The key issue at this time stems from a reduction in isolation/quarantine guidance released by the CDC which enables persons to now isolate and quarantine for as little as 5 days after testing positive for COVID.

Cal OSHA has continued to require employees to quarantine/isolate for a 10-day period after a COVID illness or 'close contact' exposure. Despite language that states that return to work criteria will automatically update

to align with the CDPH changes that occur, there is a current difference in how things are viewed or addressed. Cal OSHA had communicated that new requirements would be put into effect on January 14, 2022, but they apply to most workers, not all.

In response to the current surge, Governor Newsom has extended the mask mandate another 30 days until at least February 15, 2022. It was set to expire on January 15, 2022. CDPH staff continue to encourage vaccinations and boosters in order to avoid serious illness and death from COVID-19. Finally, it is important to note that the CDPH has aligned with the CDC recommendations to clarify that fully vaccinated persons who have yet to receive their booster dose, are recommended to quarantine at home for 5 days. The quarantine can end if you test negative and/or there are no symptoms present.

Santa Detail 2021



This holiday season marked the return of the Santa Detail! On Saturday December 11, 2021, Marinwood Fire Department personnel including but not limited to: Santa's helpers, District Manager Dreikosen, Chief White

and son Royce (pictured above on the right) and Fire Commissioners Greg Stilson and John Seratt visited residents in neighborhoods throughout Marinwood. Treats in the form of candy canes and the coveted Marinwood Black Fire helmets were passed out to excited children and adults alike. It was a clear, beautiful, and sunny day that preceded the heavy rains that fell on Sunday December 12, 2021.



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 14, 2022, 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.

Departure



David Catalinotto (pictured above) has announced his departure. David has worked with the City of San Rafael Fire Department as the Household Hazardous Waste Coordinator for the past 5 years. He has been very instrumental in performing a wide variety of other duties as needed ranging from Budget preparation, Emergency Medical Services contracts, billing, and data generation and analysis. David has been the individual responsible for generating the Marinwood Monthly Fire Department Statistics. David will begin his new career opportunity as a Senior Management Analyst with the Petaluma Fire Department on January 24, 2022. We wish David much success and happiness as he assumes his new responsibilities. We are truly appreciative of the work that he assisted us with during his tenure in San Rafael.

Marinwood Fire Department Statistics: December 2021

The Marinwood Fire Department responded to 91 emergency calls in December 2021 through December 26; of these, 11 calls were cancelled en route. Nearly two-thirds of the calls were medical incidents; no calls involved a suspected or confirmed COVID-19 case. The department responded to one fire, a structure fire in Novato.

| <i>Incidents by Area and Type</i> | | | | | | | | |
|-----------------------------------|--------------|--------------|--------------|-------------|-------------|-------------|-------------|-----------|
| Area | MA | PSA | FA/NN | FIRE | HAZMAT | COVER | OTHER | TOTAL |
| Marinwood | 13 | 3 | 2 | 0 | 3 | N/A | 0 | 21 |
| CSA 13 | 3 | 1 | 1 | 0 | 1 | N/A | 0 | 6 |
| Old JPA (Mont Marin) | 7 | 1 | 0 | 0 | 0 | N/A | 0 | 8 |
| New JPA (East of 101) | 23 | 2 | 5 | 0 | 0 | N/A | 0 | 30 |
| SR Mutual Aid | 9 | 7 | 2 | 0 | 0 | 0 | 0 | 18 |
| MC JPA | 2 | 1 | 0 | 0 | 0 | N/A | 0 | 3 |
| MC Mutual Aid | 1 | 0 | 0 | 0 | 0 | N/A | 0 | 1 |
| Novato | 1 | 1 | 0 | 1 | 0 | 1 | 0 | 4 |
| Total number | 59 | 16 | 10 | 1 | 4 | 1 | 0 | 91 |
| <i>Percentage of total</i> | <i>64.8%</i> | <i>17.6%</i> | <i>11.0%</i> | <i>1.1%</i> | <i>4.4%</i> | <i>1.1%</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: | 6 minutes, 14 seconds |
|--------------------------------------|-----------------------|

RECREATION

"Jingle Bell Jazz" Recap

Last month's "Jingle Bell Jazz" winter holiday concert went extremely well. The outdoor event featured a live performance by a local jazz group, photos with Santa, refreshments, and arts & craft kits for the kids. Staff did a wonderful job lighting and decorating the area and making the place look festive and inviting. Despite the cold weather, we had an amazing turnout—more than 200 people—and things ran smoothly.

Letters to Santa Recap

Our Letters to Santa program wrapped up on December 16th. This was our 2nd year and we had around 85 kids submit letters (and receive responses), more than double what we had in 2020. A big thank you to Carolyn Sullivan for spearheading the program and ensuring every letter got to and from Santa.

Winter Break Camp Recap

Winter Break Camp took place the last two weeks of December and served kids ages 5-10. The program ran smoothly and the rain stopped long enough for the kids to at least have a handful of days in the park. It was great to catch up with all our staff members on break from school.

Upcoming Events

Raise a Glass, our 11th annual winter wine tasting event takes place on Saturday, March 5th from 2-5pm. John Paul has secured a solid group of wineries for this year's event and we are pleased to once again be featuring live music from French café band Bistro Mustache.

Our Spring Art Show will take place on April 30th and will feature art from the local Marin art community. Details will be announced in the coming months.

Spring Summer Preparation

The Recreation Staff are working hard to finish the spring/summer Marinwood Review, which should be published later this month and will feature all our spring and summer classes, camps, and pool info.

Staff have been advertising positions, conducting interviews, and beginning to assemble our pool and camp staffs for the summer. Staffing is a major operation for our department as we employ 200-250 local part-time high school and college age individuals to work in our camps and pool programs each summer. Both Robyn and John Paul will be conducting several interviews a week for the next few months.

The Recreation Department is currently operating the Marinwood Preschool Program, the After School Program, Tae Kwon Do, Irish Dance, Zumba, Pilates, All Sorts of Sports, Music Together, adult and youth tennis, Capoeira (Brazilian martial art), CPR/First Aid, and Babysitter's Training. We have a handful of additional classes starting up in the spring as well; details will be included in the spring/summer catalog.

PARKS & BUILDING MAINTENANCE

Drain, V-Ditch, & Culvert Maintenance

In response to the high levels of rain we have been receiving, the Parks Maintenance Staff frequently inspects the drains, culverts, and v-ditches throughout the District that are most prone to clogging or flooding, and makes regular spot checks at the other drains. Thankfully, we have only had to address a small handful of minor issues this season and everything is currently flowing well.

Creek Bank Restoration

The winter storms have accelerated the erosion we have been observing in various spots along the creek. In an effort to mitigate this erosion and hopefully prevent further slides near the park and community center, the staff has spent several days over the past month planting willows along some of the problematic areas. Acting on direction from the Marin Resource Conservation District as well as the S.T.R.A.W. program, our staff has planted over 100 willow shoots and stakes, which will hopefully take root and help stabilize the soil along the creek. Further plantings and other erosion mitigation will continue throughout this winter and spring and will be monitored closely this next year. Under optimal conditions, we can expect 70-80% of our plantings to survive. I want to acknowledge Marco, Estevan, and John Paul for wading into the creek and working tirelessly in the cold and the rain for hours on end.

Other Activities

This past month staff did a winter fertilization treatment of the turf in the main park, cleaned out the gutters and downspouts around the community center, trimmed trees at the Mini Park and Creekside Park, and performed rainy day maintenance on several tools and other equipment.

Upcoming Projects

In the coming weeks and months staff will be performing repairs and maintenance at the pool ahead of the 2022 season, including painting the bathrooms, repairing some plumbing, and testing all the pump room equipment. We will also be replacing some of the valves and irrigation wiring in the berm nearest the community center.

Daily/Weekly Duties:

- Clean and restock Community Center building and park bathroom
- Blow/rake leaves around community center
- Empty garbage and dog waste receptacles in 3 parks and at trailhead
- Mow lawns in 3 parks and pool
- Irrigation inspection in 3 parks
- Check 3 playgrounds for graffiti and hazards
- Check and adjust pool chemistry/equipment