

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

Tuesday – January 12, 2021 – 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 pursuant to Executive Order N-29-20 issued by the Governor of the State of California. 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. Draft Minutes of Regular Meeting of December 8, 2020 (Remote Meeting) b. Bills Paid Nos. 5077 – 5147	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. First Amendment to Policy Allowing for Temporary Benefit Accommodations in Response to the COVID-19 Global Public Health Emergency	Approve
	2. Resolution 2021-01: Joining Marin County Special District Association	Approve
	3. Nomination of Special District Representative for Election as LAFCo Special District Commissioner	Nominate
	4. Appointment of Board Liaisons to Fire Commission and Park & Recreation Commission for Calendar Year 2021	Appointments
	5. District Manager Report	Review
F.	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of January 5, 2021	Review
	2. Chief Officer Report and Activity Summary	Review
	3. Date of Next Fire Commission Meeting – February 2, 2021	
G.	PARK AND RECREATION MATTERS	
	1. Recreation and Park Maintenance Activity Reports	Review
	2. Date of Next Park & Recreation Commission Meeting – January 26, 2021	
H.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
I.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – February 9, 2021	

Requests for disability-related modifications or accommodations, aids or services may be made to the district office no later than 72 hours prior to the meeting by contacting (415) 479-0775

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – December 8, 2020

Time and Place: 7:30 PM 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/UC0dvM2PvtsEzE25cRAf4Jmg>

Present:

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

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

A. Call to Order & Roll Call of Directors

President Shea called the meeting to order at 7:31pm.

B. Agenda

No proposed changes to the agenda.

C. Introduction of Incoming Board Directors

Newly seated Board Directors were introduced

D. Consent Calendar

a. *Draft Minutes of Regular Meeting of November 10, 2020 (Remote Meeting)*

b. *Bills Paid Nos. 5026-5076*

Oyserman to approve/Ruggeri to second “consent calendar as presented.”

All in favor. Motion carried unanimously.

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

Board of Directors received public comment regarding:

- a. Park improvements for residents with mobility issues

F. District Matters:

1. *Election of Board Officers for Calendar Year 2021: Board President and Vice-President*

Case to motion/Ruggeri to second appointment of Bill Shea as Board President and Sivan Oyserman as Board Vice President.

All in favor. Motion carried unanimously.

2. *District Manager Report*

Board of Directors received District Manager Report

G. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting of December 1, 2020*

Board reviewed Draft Minutes of Fire Commission Meeting

2. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

3. *Date of Next Fire Commission Meeting – January 5, 2021*

H. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of November 24, 2020*

Board reviewed Draft Minutes of Park & Recreation Commission Meeting

2. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Report

3. *Date of Next Park & Recreation Commission Meeting – January 26, 2021*

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

- Case requests update of access options of the park loop/path during construction
- Oyserman requests update of soil erosion along creek bank

Meeting adjourned at 9:10 PM

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 12, 2021

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
5077	12/2/2020	National Academy of Athletic	2,912.00	Afterschool sports	Rec	5210146	Youth	2,912.00
5078	12/2/2020	Siteone Landscape Supply	384.73	supplies for irrigation repair	Park	5220310	General	384.73
5079	12/2/2020	Staples Credit Plan	230.17	office supplies	Rec	5220110	General	230.17
5080	12/3/2020	Honey Bucket	222.80	porta potty	Park	5211220	General	222.80
5081	12/3/2020	Leslie's Pool Supply	244.65	pool chems	Rec	5220710	Pool	244.65
5082	12/3/2020	Verizon Wireless	42.53	Data - Nov	Fire	5210725	General	42.53
5083	12/3/2020	Marinwood CSD	70,460.24	Fire salaries	Fire	5110110	General	28,688.80
				Fire OT	Fire	5120110	General	12,817.44
				Shift differential	Fire	5110310	General	96.96
				4850 pay	Fire	5110110	General	2,928.80
				Holiday pay	Fire	5110313	General	3,387.60
				Admin Asst	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst	Rec	5110110	Admin	846.08
				Admin Asst	Park	5110110	Admin	423.04
				Admin Mgr	Rec	5110110	Admin	1,110.80
				Admin Mgr	Park	5110110	Admin	1,110.80
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec salary	Rec	5110110	General	7,100.00
				Park salary	Park	5110110	General	6,073.71
				Park hourly	Park	5110210	General	682.80
				Afterschool	Rec	5110210	Afterschool	666.40
				Youth programs	Rec	5110210	Youth	1,052.75
				PR fees	Fire	5210230	General	131.22
				PR fees	Rec	5210230	General	42.30
				PR fees	Park	5210230	General	17.33
				SS + Medicare	Fire	5140140	General	2,663.14
				SS + Medicare	Rec	5140140	General	1,209.38
				SS + Medicare	Park	5140140	General	515.94
				EDU + SUI	Rec	5140145	General	14.39
				Benefits withholding	Park	2120066	General	-817.05
				Benefits withholding	Rec	2120066	General	-1,169.08
				Benefits withholding	Fire	2120066	General	-5,700.19
5084	12/3/2020	Marinwood CSD	13,818.10	Retire 12/04/2020	Park	5130510	General	1,204.02
					Rec	5130510	General	1,870.35
					Fire	5130510	General	10,743.73
5085	12/3/2020	Transbay Security Service	61.71	rekey	Park	5220310	General	61.71
5086	12/3/2020	State of CA - Dept of Justice	32.00	fingerprinting	Rec	5210128	General	32.00
5087	12/3/2020	Burton's Fire	257.97	vehicle maintenance	Fire	5210910	General	257.97
5088	12/3/2020	Betsy Ross Flag Girl	126.00	replace fire department flags	Fire	5220810	General	126.00
5089	12/3/2020	Golden Rule Creations	280.94	shoulder emblems	Fire	5220810	General	280.94
5090	12/3/2020	Allstar Fire Equipment	777.50	fire equipment repair	Fire	5220810	General	777.50
5091	12/3/2020	Curtis & Son	702.73	boots	Fire	5220810	General	702.73
5092	12/7/2020	Studio Weeren	180.00	web maint Jan-Feb-Mar	Park	5210122	General	36.00
					Rec	5210122	General	108.00
					Fire	5210122	General	36.00
5093	12/7/2020	Willscot	584.15	Mobile office - Dec	Measure A	5220910	General	584.15
5094	12/7/2020	Pest Plus	259.00	Pest control - Dec	Rec	5220310	General	169.00
					Fire	5220310	General	90.00
5095	12/7/2020	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
5096	12/7/2020	All Star Rents	233.69	Equipment rental	Park	5211220	General	233.69
5097	12/7/2020	Marin Prof Firefighters	882.00	Dues - Dec	Fire	5211330	General	882.00
5098	12/7/2020	Bruton, Robyn	95.53	reimburse expenses	Rec	5220819	Community	75.01
					Park	5220310	General	20.52
5099	12/7/2020	Lilian Ojeda	150.00	Preschool refund	Rec	4631922	Preschool	150.00
5100	12/7/2020	Western Extrication Speciali:	638.72	Holmatro tool repair	Fire	5220210	General	638.72
5101	12/7/2020	DMV renewal	27.00	Water tender registration	Park	5210940	General	27.00
5102	12/8/2020	Bureau Veritas North Americ	1,121.00	Maint facility plan check	Measure A	5220910	General	1,121.00
5103	12/8/2020	Marin Ace	147.75	supplies	Park	5220810	General	147.75
5104	12/8/2020	Marin Sanitary Service	2,076.90	Garbage - Nov	Park	5210815	General	1,453.83
					Rec	5210815	General	415.38
					Fire	5210815	General	207.69
5105	12/9/2020	void	-					0.00
5106	12/9/2020	AT&T	277.77	Phones - Nov	Fire	5210725	General	149.36
					Park	5210725	General	22.85
					Rec	5210725	General	105.56
5107	12/9/2020	Marin Municipal Water Distri	2,130.07	Water Sept/Oct	Fire	5210835	General	265.52
					Rec	5210835	General	725.39
					Park	5210835	General	1,139.16

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
5108	12/9/2020	Marin Municipal Water Distri	4,309.86	Water Sept/Oct (water leak :	Park	5210835	General	4,309.86
5109	12/9/2020	Jenna Blaise	150.00	Refund preschool	Rec	4631922	Preschool	150.00
5110	12/9/2020	Beth Arce	150.00	Refund preschool	Rec	4631922	Preschool	150.00
5111	12/9/2020	Pet Waste Eliminator	259.80	Pet waste bags	Park	5220810	General	259.80
5112	12/9/2020	Hagel Services	571.03	janitorial supplies	Rec	5220827	Building	571.03
5113	12/9/2020	SolEd Solar Holdings	872.44	Solar - Nov	Rec	5210810	General	646.59
					Fire	5210810	General	225.85
5114	12/16/2020	Marinwood CSD	66,325.51	Fire salaries	Fire	5110110	General	28,688.80
				Fire OT	Fire	5120110	General	11,204.64
				FLSA	Fire	5110319	General	377.95
				4850 pay	Fire	5110110	General	2,928.80
				Admin Asst	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst	Rec	5110110	Admin	846.08
				Admin Asst	Park	5110110	Admin	423.04
				Admin Mgr	Rec	5110110	Admin	1,110.80
				Admin Mgr	Park	5110110	Admin	1,110.80
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec salary	Rec	5110110	General	7,100.00
				Park salary	Park	5110110	General	4,293.60
				Park hourly	Park	5110210	General	819.36
				Afterschool	Rec	5110210	Afterschool	1,292.27
				Youth programs	Rec	5110210	Youth	1,731.00
				PR fees	Fire	5210230	General	1,025.63
				PR fees	Rec	5210230	General	402.05
				PR fees	Park	5210230	General	111.97
				SS + Medicare	Fire	5140140	General	2,163.96
				SS + Medicare	Rec	5140140	General	1,309.17
				SS + Medicare	Park	5140140	General	390.21
				EDU + SUJ	Rec	5140145	General	23.30
				Benefits withholding	Park	2120066	General	-725.53
				Benefits withholding	Rec	2120066	General	-1,169.08
				Benefits withholding	Fire	2120066	General	-5,700.19
5115	12/16/2020	Marinwood CSD	12,754.64	Retire 12/18/2020	Park	5130510	General	1,083.41
					Rec	5130510	General	1,870.35
					Fire	5130510	General	9,800.88
5116	12/16/2020	Marinwood CSD	48,225.32	Health Ins Jan	Park	5130120	General	11,774.72
					Rec	5130120	General	7,824.86
					Fire	5130120	General	28,625.74
5117	12/16/2020	SDRMA	229.87	Life Ins - Jan	Fire	5130120	General	89.87
					Park	5130120	General	60.56
					Rec	5130120	General	79.44
5118	12/16/2020	Landesign	2,985.00	landscape contractor	Park	5211125	General	2,985.00
5119	12/16/2020	TIAA Commercial Finance	558.61	Copier lease - Dec	Park	5220130	General	55.86
					Rec	5220130	General	363.10
					Fire	5220130	General	139.65
5120	12/16/2020	Sprint	259.96	cell phones	Fire	5210725	General	259.96
5121	12/16/2020	Honey Bucket	95.48	porta potty	Park	5211220	General	95.48
5122	12/16/2020	Marin Resource Recovery	381.50	Debris dump	Park	5210815	General	381.50
5123	12/16/2020	Verizon Wireless	42.53	Data - Dec	Fire	5210725	General	42.53
5124	12/16/2020	DC Electric	281.78	SL maint - Oct	Streetlights	5210915	General	281.78
5125	12/16/2020	Comcast	125.88	Cable - Dec	Fire	5210725	General	125.88
5126	12/16/2020	C.A.P.F.	265.50	LTD - Dec	Fire	5130120	General	265.50
5127	12/16/2020	Siteone Landscape Supply	347.09	Irrigation supplies	Park	5220310	General	347.09
5128	12/16/2020	Home Depot	398.28	park maint supplies	Park	5220310	General	398.28
5129	12/16/2020	PG&E	1,706.14	Gas - Nov	Rec	5210810	General	1,243.66
					Fire	5210810	General	462.48
5130	12/16/2020	Hansell Design	3,209.99	Plan submittal sets	Measure A	5220910	General	3,209.99
5131	12/28/2020	DC Electric	229.14	Install light shield Emeryston	Streetlights	4710642	General	229.14
5132	12/28/2020	ILS Associates	1,600.00	Civil engineering plans	Measure A	5220910	General	1,600.00
5133	12/28/2020	Delta Dental	2,165.60	Dental - Jan	Fire	5130120	General	1,337.80
					Park	5130120	General	399.54
					Rec	5130120	General	428.26
5134	12/28/2020	VSP	410.76	Vision - Jan	Fire	5130120	General	237.33
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
5135	12/28/2020	CalPERS	8,333.00	CERBT Dec 2020	Park	5130130	General	3,416.00
					Rec	5130130	General	667.00
					Fire	5130130	General	4,250.00
5136	12/28/2020	US Bank Corp Pmt Svcs	10,054.37	data	Fire	5210725	General	30.00
				paramedic class - S. Day	Fire	5211315	General	275.00
				online meeting subscription	Fire	5211325	General	27.49
				supplies	Fire	5220810	General	59.35
				electric meter relocation perri	Measure A	5220910	General	242.34

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				floor mat	Park	5220819	General	43.22
				online meeting subscription,	Park	5211325	General	179.63
				vehicle cover	Park	5220210	General	273.04
				hardware, storage bins, supj	Park	5220310	General	528.03
				fence rental	Park	5220310	General	5,362.80
				porta potty	Park	5220310	General	228.77
				gloves	Park	5220827	General	319.33
				food supplies, fall crafts	Rec	5220819	Afterschool	386.53
				lightbulbs	Rec	5220310	Building	39.24
				stamps, halloween/winter dé	Rec	5220819	Community	470.07
				website hosting	Rec	5210122	General	21.99
				fingerprinting	Rec	5210128	General	30.00
				online meeting subs, virtual	Rec	5211325	General	143.01
				office supplies, subs, backu	Rec	5220110	General	381.02
				laptop for Rec Dir	Rec	5220110	General	952.62
				music subscription	Rec	5220819	General	14.99
				fall crafts	Rec	5220819	Youth	45.90
5137	12/29/2020	Ryan Brackett	240.35	AFLAC reimb Q2 FY 20/21	Fire	5130120	General	240.35
5138	12/29/2020	Cesar Correa	240.35	AFLAC reimb Q2 FY 20/21	Fire	5130120	General	240.35
5139	12/29/2020	Sean Day	242.41	AFLAC reimb Q2 FY 20/21	Fire	5130120	General	242.41
5140	12/29/2020	William Kelly	277.27	AFLAC reimb Q2 FY 20/21	Fire	5130120	General	277.27
5141	12/29/2020	John Papanikolaou	259.07	AFLAC reimb Q2 FY 20/21	Fire	5130120	General	259.07
5142	12/29/2020	Brandon Selvitella	253.96	AFLAC reimb Q2 FY 20/21	Fire	5130120	General	253.96
5143	12/29/2020	Brian Smith	148.05	AFLAC reimb Q2 FY 20/21	Fire	5130120	General	148.05
5144	12/29/2020	Jeff Smith	247.24	AFLAC reimb Q2 FY 20/21	Fire	5130120	General	247.24
5145	12/29/2020	Smith's Gopher Trapping	350.00	Pest control - Dec	Park	5211532	General	350.00
5146	12/30/2020	Marinwood CSD	64,614.48	Fire salaries	Fire	5110110	General	28,895.20
				Fire OT	Fire	5120110	General	8,386.34
				Shift differential	Fire	5110310	General	96.96
				4850 pay	Fire	5110110	General	2,928.80
				Holiday pay	Fire	5110313	General	3,403.08
				Admin Asst	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst	Rec	5110110	Admin	846.08
				Admin Asst	Park	5110110	Admin	423.04
				Admin Mgr	Rec	5110110	Admin	1,110.80
				Admin Mgr	Park	5110110	Admin	1,110.80
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec salary	Rec	5110110	General	7,100.00
				Park salary	Park	5110110	General	4,293.60
				Park hourly	Park	5110210	General	955.92
				Afterschool	Rec	5110210	Afterschool	642.76
				Winter camp	Rec	5110210	Youth	1,959.00
				PR fees	Fire	5210230	General	126.92
				PR fees	Rec	5210230	General	47.86
				PR fees	Park	5210230	General	14.12
				SS + Medicare	Fire	5140140	General	1,605.53
				SS + Medicare	Rec	5140140	General	1,276.91
				SS + Medicare	Park	5140140	General	400.66
				EDU + SUI	Rec	5140145	General	44.85
				Benefits withholding	Park	2120066	General	-725.53
				Benefits withholding	Rec	2120066	General	-1,169.08
				Benefits withholding	Fire	2120066	General	-5,727.02
5147	12/30/2020	Marinwood CSD	13,755.32	Retire 12/31/2020	Park	5130510	General	1,083.41
					Rec	5130510	General	1,870.35
					Fire	5130510	General	10,801.56
TOTAL:			347,325.23					347,325.23

Total by Department:

Streetslights	510.92
Fire Department	208,808.47
Recreation Department	68,211.20
Park Department	63,037.16



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: January 12, 2021
Re: First Amendment to Benefit Accommodations Policy due to Ongoing COVID-19 Concerns

Directors,

Please see the included First Amendment to Policy Allowing for Temporary Benefit Accommodations in Response to the COVID-19 Global Public Health Emergency.

During the September 2020 board meeting, the Board approved and adopted the included "Policy Allowing for Temporary Benefit Accommodations in Response to the COVID-19 Global Public Health Emergency" to supplement and enhance the *Families First Coronavirus Response Act* (FFCRA) previously enacted by the Federal Government. The primary intention of the FFCRA was to allow employees who meet certain specified "Qualifying Reasons for Leave" related to COVID-19 the ability to take up to an additional two weeks of paid sick leave. The primary intention of the District's policy was to allow firefighters to take up to 120 hours of additional paid-sick leave in recognition of their 24-hour schedules, thus also allowing two calendar weeks of leave if needed.

Both the FFCRA and the aforementioned District policy expired on December 31, 2020 in accordance with their respective terms. To date, the FFCRA has not been extended which would have automatically extended the expiration date of the District policy.

COVID-19 continues to have a significant impact posing threat of serious illness.

The District employs several personnel in multiple employment positions and classifications who through the course of their job duties regularly interact with members of public, thus placing them at heightened risk of contracting COVID-19. While the District has implemented several protective measures to lessen this risk it is recognized this risk remains heightened for our personnel who are not able to perform their essential job functions remotely.

The proposed amendment extends the District policy as written to March 31, 2021. The amendment also includes additional full-time employee positions and classifications previously covered under the FFCRA as well as the inclusion of specific part-time positions. Specific positions and terms include:

- All regular full-time positions (non-safety) shall be allowed up to an additional 80 hours of paid sick leave to those who meet the "Qualified Reasons for Leave" related to COVID-19 as stated in the original policy.
- Part-time Preschool Program Teachers and Preschool Program Supervisor shall be allowed up to an additional 32 hours of paid sick leave to those who meet specific "Qualified Reasons for Leave" related to COVID-19 as stated in the original policy.
- Part-time After School Program staff shall be allowed up to an additional 38 hours of paid sick leave to those who meet specific "Qualified Reasons for Leave" related to COVID-19 as stated in the original policy.

The hours proposed for the part-time positions listed have been calculated to allow enough paid sick leave to enable these respective District employees to receive this benefit for two weeks in accordance with their regularly scheduled work shifts.

The proposed amendment has minimal additional fiscal impact on the District.

Staff Recommendation: Adopt the “First Amendment to Policy Allowing for Temporary Benefit Accommodations in Response to the COVID-19 Global Public Health Emergency” as proposed.

**MARINWOOD COMMUNITY SERVICES DISTRICT
POLICY ALLOWING FOR TEMPORARY BENEFIT ACCOMMODATIONS IN
RESPONSE TO THE COVID-19 GLOBAL PUBLIC HEALTH EMERGENCY**

Adopted by the Board of Directors: September 8, 2020

Purpose:

The purpose of this policy is to allow for temporary accommodations to eligible employees of Marinwood Community Services District in response to the COVID-19 public health emergency.

Background:

Effective April 1, 2020 and expiring on December 31, 2020, the Federal Government passed legislation enacting the Families First Coronavirus Response Act (FFCRA). The FFCRA provides additional paid sick leave benefits to eligible employees who meet certain specified Qualifying Reasons for Leave.

Within the FFCRA exists a provision allowing employers to exclude certain types of employees, including first responders, from eligibility for the leave provided under the Act.

Policy and Procedure:

1. First Responders Excluded from FFCRA: Marinwood Community Services District excludes all employees classified as first responders/safety personnel from the FFCRA.
2. Benefits in Lieu of FFCRA: Marinwood Community Services District shall provide the following benefits in lieu of the FFCRA:
 - a. First responders/safety personnel shall be allowed up to 120 hours of additional paid sick leave if the employee is unable to work (or unable to telework) due to a need for leave in accordance with the Qualified Reasons for Leave stated within the FFCRA:
 - i. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
 - ii. has been advised by a health care provider to self-quarantine related to COVID-19;
 - iii. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
 - iv. is caring for an individual subject to an order described in (i) or self-quarantine as described in (ii);
 - v. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
 - vi. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury

3. Advancement of Sick Leave Balances: For all regular full-time employees who have insufficient leave balances and need to take leave for reasons specified in Item 2(a)(i-vi), Marinwood Community Services District shall allow at the employee's written request an advancement of paid sick leave as follows:
 - a. First responders/safety personnel shall be granted up to 120 hours of advanced paid sick leave credits.
 - b. Non-safety personnel shall be granted up to 80 hours of advanced paid sick leave credits.
 - c. For all employees, any advanced sick leave credits must be earned back through standard paid sick leave accrual deductions. In the event employment is terminated prior to earning back all advanced paid sick leave credits, the employee shall pay Marinwood Community Services District the value of the remaining amounts calculated at their standard rate of pay times the total advanced hours remaining either in cash or via deduction from their final payroll.
4. Record Keeping: Marinwood Community Services District shall maintain a written record of all paid sick leave used in accordance with the provisions stated in Items 2 and 3.
5. Policy Expiration Date: In accordance with the expiration date stated in the FFCRA, this temporary policy shall expire on December 31, 2020, with the following exceptions:
 - a. Should the expiration date of the FFCRA be extended by the Federal Government, this policy shall also be automatically extended to expire on the same date.
 - b. In the event the FFCRA expiration date is not extended, the Marinwood Community Services District Board of Directors reserves the right to extend this policy to a specified date via formal action should they so choose.

PASSED, APPROVED and ADOPTED by the Board of Directors of the Marinwood Community Services District this 8th day of September, 2020, by the following vote:

AYES: Green, Naylor, Oyserman, Perry, Shea

NOES:

ABSENT:

ABSTAIN:

FIRST AMENDMENT

TO

MARINWOOD COMMUNITY SERVICES DISTRICT POLICY ALLOWING FOR TEMPORARY BENEFIT ACCOMMODATIONS IN RESPONSE TO THE COVID-19 GLOBAL PUBLIC HEALTH EMERGENCY

Proposed to the Board of Directors: January 12, 2021

Purpose:

To amend and extend *Policy Allowing for Temporary Benefit Accommodations in Response to the COVID-19 Global Health Emergency* (Policy) due to the ongoing significance of associated health concerns for Marinwood Community Services District (District) personnel.

Background:

Effective December 31, 2020, the Families First Coronavirus Response Act, originally enacted by the Federal Government, expired without renewal. Similar subsequent supplemental paid leave acts enacted by the State of California also expired without renewal on this date. COVID-19 continues to have significant impact posing threat of illness on not only our local region but nationwide and globally.

The District currently employs several personnel in multiple employment positions and classifications who through the course of their job duties regularly interact with members of public, thus placing them at heightened risk of contracting COVID-19. While the District has implemented several protective measures to lessen this risk it is recognized this risk remains heightened for our personnel who are not able to perform their essential job functions remotely.

Amendments to Policy and Procedure:

1. **Inclusion of Additional Personnel Classifications:** Policy Section 2 shall be amended to expressly add and include the following employment classifications/positions and terms:
 - b. All regular full-time personnel (non-safety) shall be allowed up to 80 hours of additional paid sick leave if the employee is unable to work (or unable to telework) due to a need for leave in accordance with the Qualified Reasons for Leave stated within Policy Section 2 (a) (i – vi).
 - c. Part-time Preschool Program Teachers and Preschool Program Supervisor shall be allowed up to 32 hours of additional paid sick leave if the employee is unable to work (or unable to telework) due to a need for leave in accordance with the Qualified Reasons for Leave stated within Policy Section 2 (a) (i – iii).

- d. Part-time After School Program personnel shall be allowed up to 38 hours of additional paid sick leave if the employee is unable to work (or unable to telework) due to a need for leave in accordance with the Qualified Reasons for Leave stated within Policy Section 2 (a) (i – iii).
2. Extension of Policy Expiration Date: All conditions, terms and procedures stated within the Policy, including the above-referenced amendments, shall be extended in accordance with Policy Section 5(b) to March 31, 2021. The Marinwood Community Services District Board of Directors reserves the right to further amend and/or extend this policy to a specified date via formal action should they so choose.

AMENDED, APPROVED and ADOPTED by the Board of Directors of the Marinwood Community Services District this 12th day of January, 2021, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: January 12, 2021
Re: Resolution 2021-01: Joining the Marin County Special Districts Association

Directors,

Please see the included Resolution 2021-01 stating the District's intent to join the Marin Chapter of the California Special District's Association (CSDA).

The District has been a long-time member of CSDA and as such has taken advantage of the many resources it offers. The local Marin Chapter, known as the Marin County Special Districts Association (MCSDA), has been recently formed to allow staff and other leadership of special districts located in Marin County a further opportunity to convene and discuss issues specific to our local communities as well as to provide a potential collective voice of advocacy for our districts.

Having participated in their first few meetings, including those discussing whether or not to form an official chapter, I feel the formation of the MCSDA to be a worthy endeavor. Special Districts in Marin County can often become an afterthought in County-wide decisions and deliberations when compared to the larger agencies of Towns, Cities and the County itself. Forming a collective voice will not only enhance the visibility and awareness of special districts within the County but also hopefully strengthen their influence in such matters.

Furthermore, the formation of MCSDA represents an excellent opportunity for networking and shared educational opportunities.

Joining the MCSDA presents minimal additional fiscal impact on the District as there are no membership dues and all meetings will be conducted locally.

Staff Recommendation: Approve Resolution 2021-01 as presented stating the District's intent to join the MCSDA.

RESOLUTION NO. 2021-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT
STATING ITS INTENT TO PARTICIPATE IN THE ACTIVITIES OF THE
MARIN COUNTY SPECIAL DISTRICTS ASSOCIATION**

WHEREAS, Marinwood Community Services District (District) is a special district organized pursuant to the Community Services District Law (California Government Code § 61000, et. seq.); and

WHEREAS, the District is a member of the California Special Districts Association (CSDA); and

WHEREAS, the District's Board of Directors deems that participation in the meetings and activities conducted by the Marin Chapter of the California Special Districts Association, known as the Marin County Special Districts Association (MCSDA), would provide a benefit to the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Marinwood Community Services District that the District intends to be a member of MCSDA; and

BE IT FURTHER RESOLVED that the District's Board of Directors has selected the District Manager to be the District's voting representative to MCSDA and has authorized the District Manager to select an alternate voting representative to MCSDA if and when such a selection is needed.

PASSED AND ADOPTED at a regular meeting of the Board of Directors on January 12, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

Bill Shea, President of the Board

ATTEST: _____
Tiffany Combrink, Secretary to the Board



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: January 12, 2021
Re: Potential Nomination of Special District Representative to LAFCo

Directors,

Marin LAFCo is currently seeking nominations of Special District Representatives for election as LAFCo Commissioners to a four-year term. There is currently one seat available for election. For your reference, the nomination form has been included as well as a brief fact sheet regarding the position available for nomination.

Once the nomination period has closed on February 12, 2021, the District will be presented with the list of nominees and the Board will be presented the opportunity to vote for the nominee of their choice at a future board meeting. Official voting ballots must be submitted to LAFCo no later than April 20, 2021. The special district nomination and election process is facilitated through the recently formed Marin County Special District Association.

LAFCo Background (excerpted from <https://www.marinlafco.org/>):

Marin LAFCo is a subdivision of the State of California and currently responsible for directly administering the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH) within Marin County. Examples of their role include regularly preparing studies – titled municipal service reviews – to independently evaluate the availability, need, and performance of local governmental services relative to current and future community needs and ahead of updating local agencies' spheres of influence every five years. Additionally, LAFCo's regulatory powers oversee outside service extensions as well as the authority to directly initiate certain government reorganizations, such as forming, consolidating, or dissolving special districts.

Marin LAFCo has jurisdiction over 65 current local governmental agencies located throughout Marin County. These agencies include 11 cities and towns, 30 independent special districts and 24 dependent special districts.

State law details the composition of all LAFCOs shall generally include seven regular members divided between two (2) county supervisors, two (2) city council members, two (2) special district members and one (1) public member representation. Each represented category has one alternate. Appointments for the county are made by the board of supervisors. City members are appointed by the city selection committee, and the special district members are decided by majority election of the 30 independent districts. Appointments for public seats are determined by the regular seated LAFCo members after the candidates have been vetted for eligibility and interviews of candidates have been conducted. All terms are four years and there are no term limits.

Potential Board Actions:

1. Nominate a member of the Marinwood CSD Board of Directors to serve as LAFCo Special District Representative Commissioner.
2. Nominate a member of another special district governing body to serve as LAFCo Special District Representative Commissioner.
3. Take no action (The Board will still be presented the opportunity to vote in the election).



LAFCo Marin County Election Fact Sheet

There are two special district representatives (regular seats) plus an alternate on the LAFCo Board. They serve alternating four-year terms. There are no term limits for these seats.

The remainder of the LAFCo Board is made up of Marin County and City representatives. LAFCo is a sub-agency of the State of California and LAFCo responsible for evaluating and recommending potential consolidations of local government jurisdictions within the County.

Up for nomination and election in 2021

Special District Member (regular seat) Craig Murray's term is set to expire in May 2021.

Regular vs alternate seats

The regular special district member serves on the Commission and is able to vote on all items in front of the Marin LAFCo Commission. The alternate special district member serves on the Commission and is able to participate in Commission meetings but only is allowed to vote on matters when one of the regular special district members is not able to vote on the matter due to absence or conflict of interested.

Two seats not up for nomination

A four-year term ending in May 2023 is currently held by Lew Kious.

The alternate special district member, Tod Moody, is serving a four-year term ending in May 2023.



**Marin County Special
Districts Association**

Nomination Form for LAFCo Special District Seats: Due 2/12/21 by 5pm

District Name: _____

_____ Our board voted to nominate the following current member of its own or another independent special district.

Name of Nominee: _____

Regular Member Alternate Member Applying for Both Seats (Regular and Alternate)

District of Nominee: _____

_____ **Board Took No Action**

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Attest:

Name (General Manager or Secretary)

Board President



**Marin County Special
Districts Association**

LAFCo Special District Representative Nominee Statement of Qualifications: Due 2/12/21 by 5pm

Name:

Name of Special District:

Seat Applying for:

Regular Member Alternate Member Applying for Both Seats (Regular and Alternate)

Telephone Number: (Home/Cell) _____ **Work:** _____

Email:

Home Address:

Work Address:

Present Occupation:

Summary of Qualifications:

Reason for Applying:

Please list organizations in which you are an officer employee:

Additional information may be attached



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: January 12, 2021
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.

Should they be available to serve in this role, staff recommends appointing two of the recently seated Board Directors to serve as liaisons this year to each respective Commission allowing opportunity for further insight into District support efforts.

District Manager Report
January 12, 2021
Submitted by: Eric Dreikosen, District Manager

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

FY 20/21 Financial Audit:

Staff are in process of finalizing our FY 19/20 financial audit with our auditor R.J. Ricciardi, Inc. Much progress was made on this effort during the past month. It is anticipated that the draft report will be completed by the end of January and presented to the Board of Directors by the lead audit partner at the February board meeting. This timing is consistent with the past several years.

Park Maintenance Facility Replacement Project

The demolition of the former park maintenance facility was completed in full last month.

As referenced in last month's report, the construction plan set was submitted to a 3rd-party plan check service and the District has received their initial feedback. The project architect as well as the structural engineer have been making the adjustments and notations requested by the plan check service and will resubmit for final review in the coming week or two. Once the revised plan sets are reviewed and signed off by the plan check service, the District will submit the final plans to the County for construction permitting.

Furthermore, once the plan check process is completed, we will be able to finalize and issue the RFP bid sets and construction plans. As also referenced in last month's report, the bidding process will be in accordance with applicable government code in which all bids will be received as "sealed" and opened together in a public setting at a time and date to be determined. The bids will be examined for completeness and to ensure that each bidder meets requirements to work on public works projects of this scope. Qualified bids will then be presented to the Board of Directors during a regular board meeting accompanied with staff recommendations on formal actions to be taken.

Wildfire Prevention Plans:

I continue to work with the City of San Rafael Fire Department personnel in developing a multi-year treatment plan for wildfire prevention as it relates to Marinwood properties. I have also recently met with other personnel from the City of San Rafael to discuss and form a written agreement between the City and the District in which direct costs of our wildfire prevention work initially incurred by the City will be reimbursed by the District. Examples of such costs include but are not limited to AmeriCorps crews performing work on District lands, residential home inspections, etc. Any 3rd-party work performed under contract will be contracted directly between the District and the vendor. All costs of our wildfire prevention efforts will be funded through the District's allocation of funding received from the Marin Wildfire Prevention Authority.

I remain extremely grateful to the City's Fire Department staff who have served key roles while dedicating their time and expertise towards the planning process of identifying potential projects and providing best practice methods by which to have the work performed. The District is fortunate to have them as a resource for this initiative.

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.

MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF FIRE COMMISSION MEETING
January 5, 2020

Time and Place: 7:00PM Via Teleconference

Present:

Commissioners: Chair Steve Farac, Pascal Karsenti, Ron Marinoff
Absent: Tom Elsbree, Greg Stilson (CSA 13 Alternate)
Staff: District Manager Eric Dreikosen, San Rafael Fire Chief Darin White
Board: Sivan Oyserman

Farac called the meeting to order at 7:08 PM.

1. Agenda

M/s Marinoff/Karsenti to approve agenda as presented. Ayes: Farac, Karsenti, Marinoff. Nays: None. Absent: Elsbree.
Motion carried.

2. Public Comment on Non-Agenda Items

There were no comments from the public.

3. Commissioner Items of Interest

-Karsenti commented on the recent defensible space home hardening inspections and the good progress being made by homeowners in the neighborhood removing juniper from their properties.

4. Draft Minutes of December 1, 2020 Fire Commission Meeting

M/s Marinoff/Karsenti to approve Draft Minutes of December 1, 2020 Fire Commission Meeting as presented. Ayes: Farac, Karsenti, Marinoff. Nays: None. Absent: Elsbree. Motion carried.

5. Chief Officer Report and Activity Summary

Commission received Chief Officer Report and Activity Summary.

6. Requests for Future Agenda Items

Karsenti: Updates regarding COVID-19 vaccine distribution and administration

The meeting was adjourned at 7:55 PM.

The date of the next Fire Commission meeting is February 2, 2021.

Eric Dreikosen



To: Marinwood Board of Directors

From: Darin White, Fire Chief

Date: January 12, 2021

Re: Fire Department Update

Marin Wildfire Prevention Authority-Vegetation Management

The year-to-date accomplishments are posted on the website. They can be viewed at <https://www.marinwildfire.org/programs>. The MWPA is taking a slow approach to building the Board. Executive Director, Mark Brown has brought forward a request for a planning and program manager. 55% of tax revenue received will be passed through to the agencies with another 40% scheduled to be dispersed in April and the final 5% in June 2021. It is recognized that some projects may cross fiscal years such as work that occurs throughout or during the summer months. It is also possible for smaller agencies to table monies for a couple of years in order to be able to launch larger projects.

Guidelines/COVID-19:



COVID-19 Vaccine Distribution

The COVID-19 vaccine has [arrived in Marin](#) - and, with it, SRFD firefighters are helping vaccinate employees and residents of skilled nursing and assisted living facilities. Above, SRFD FF/PM Brent Heinrich injects a frontline essential worker with the Pfizer vaccine. We still have a long way to go and need everyone to stay physically apart and home as much as possible so we can get through this (hopefully) final surge. [Video still credit: [Sherry LaVars](#).]

Marinwood Firefighters and Volunteer Firefighters had their names submitted to the North Bay Incident Management Team as part of the local roster of first responders and administrative staff who were scheduled to receive whichever vaccine was available at the first offering of the vaccinations. **At this time, all Marinwood paid members have received the first dose (except one member off on injury leave).** The effort which began on or about December 21, 2020 is well underway with members on all 3 shifts receiving the vaccination. A second vaccination will be provided to the members approximately 3 weeks after receiving the first (for those who have received the Pfizer vaccination) and 4 weeks after the first dose for those members who received the Moderna vaccine. These second doses will begin the week of January 10, 2021.

In partnership with the Federal Government, Walgreen's and CVS pharmacies will administer the Pfizer vaccine to the residents and staff at long-term care facilities, nursing homes, assisted living and other residential care facilities. Both pharmacies will do so at no cost to the State or Federal Government. The intent is to make 3 separate visits to administer the first and second vaccinations, followed by a last visit to ensure that everyone has been accounted for. CVS intends to provide 40 million on-site vaccinations to the staff and residents of long-term care facilities.

Emergency Incidents

Structure Fire



On December 22-23, 2020 crews from Marinwood and San Rafael Fire Departments responded to an exterior fire burning near the garage of a one-story single-family dwelling. Upon Engine 58's arrival residents were seen attempting to extinguish the fire with a garden hose. Fortunately, damage was confined to the exterior of the dwelling along with an Air Conditioning unit. Garbage cans in this area were destroyed. The owner had been staining a wood fence and placed the rags in the garbage can. The likely cause of the fire: oil-soaked rags that were improperly disposed of in the garbage can.

Collision



On December 12, 2020, San Rafael and Marinwood firefighters, along with CHP and the Marin County Sheriff's Office, responded to a vehicle accident on southbound Highway 101 at Lucas Valley Road. Firefighters arrived on scene to find one vehicle starting to catch fire and 6 occupants, all minors, outside of the vehicle. CHP and the Marin County Sheriff's Office also were on scene. Marinwood Engine 58 put out the fire and San Rafael Medic 57 transported 3 patients to Marin Health.

Marinwood Fire Department Statistics: December 2020

The Marinwood Fire Department responded to 104 emergency calls in December 2020 through the morning of December 28; of these, 7 calls were cancelled en route. More than 60% of the calls were medical incidents, including three calls in which COVID-19 was confirmed. The department responded to two structure fires, one in Marinwood and one in Novato.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER+	TOTAL
Marinwood	15	6	0	1	0	N/A	0	22
CSA 13	5	3	0	0	0	N/A	0	8
Old JPA (Mont Marin)	0	3	0	0	0	N/A	0	3
New JPA (East of 101)	30	8	4	0	0	N/A	0	42
SR Mutual Aid	5	2	1	0	1	3	0	12
MC JPA	7	1	0	0	0	N/A	0	8
MC Mutual Aid	1	0	0	0	0	N/A	0	1
Novato	0	7	0	1	0	0	0	8
Total number	63	30	5	2	1	3	0	104
<i>Percentage of total</i>	<i>60.6%</i>	<i>28.8%</i>	<i>4.8%</i>	<i>1.9%</i>	<i>1.0%</i>	<i>2.9%</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): NA

Average response time for Engine 58:	6 minutes, 6 seconds
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Parks and Recreation Report
January 2021
Submitted by: Luke Fretwell, Recreation Director

RECREATION

Winter Break Camp

During the last two weeks of December the Recreation Department offered our annual Winter Break Camp for kids home from school. We served over 20 local families needing childcare during the 2-week break and the camp went extremely well. The COVID-19 shelter in place health order in place at the time deterred many other local recreation departments from offering their own winter break camps. However, after successfully offering our camp program this summer, our staff felt confident we could host a winter break camp while meeting all the guidelines and keeping our staff and participants safe. We will also be offering week-long camp programs over Mid-Winter break in February and Spring Break in April.

In addition to our Winter Break Camp we also offered, for the first time, a short Winter Break Sports Camp, which was well attended. Thankfully, the weather cooperated and the camp went smoothly.

Holiday Activities

Letters to Santa

On December 1st we began accepting letters to Santa Claus in a bright red “North Pole Mail Box” outside the reception hall at the community center. The staff put up a festive light display in the community center windows where kids of all ages were encouraged to stop by, see the lights, and drop off their letters. Letters submitted by December 17th were answered by Santa. We received just over 70 letters. Many thanks to Carolyn Sullivan for serving as Santa’s secretary and making sure all the letters got answered.

Spring/Summer Planning

Staff has spent the past several weeks planning our spring and summer schedule of classes, camps, lessons, and other programs we intend to offer in the coming months. The process has been challenging as so many unknowns remain regarding future COVID-19 restrictions and guidelines. However, the recreation staff has strategically planned multiple iterations of many of our programs putting us in a position to hopefully move forward with most of our programs regardless of what restrictions are in place at the time. We are also working on the spring/summer issue of the Marinwood Review and plan to publish it in early March.

Our staff members regularly attend virtual meetings with fellow California Recreation Departments, the Marin County Health Department, and local Marin agencies, to stay abreast of the latest news, brainstorm strategies for navigating the current health guidelines, and help advocate for sensible policies regarding recreation programming from the County and State. Planning for our spring and summer programs is a challenging process under normal circumstances and I am proud of the way our staff has been flexible and adaptable in the face of so many unknowns.

Classes & Programs

Our traditional preschool program will resume on January 12th with some modifications per the current health guidelines. The teachers completed their annual orientation/training on January 6th and everyone seemed enthusiastic about the school year. We are excited to see our teachers and students back in the community center again.

PARKS & BUILDING MAINTENANCE

Rainy Season Preparation

This past month the Parks staff completed an inspection of the many drains, V-ditches, and culverts throughout Marinwood's open space, clearing leaves and debris as needed ahead of the rains. Throughout the winter the staff regularly inspects these areas to check for and remove obstructions and blockages.

On December 27th staff set up a sandbag station in the parking lot for residents needing to protect their property from flooding. We will be offering sand and sandbags to Marinwood residents throughout the rainy season.

Marinwood Signs

Over the past couple weeks staff has spent time updating the landscaping around the two wooden Marinwood signs leading into the District. One sign was defaced in recent days and restoration work is underway.

Winter Preparation

This month the staff has begun checking and cleaning the drains, culverts, and v-ditches in the open space ahead for the rainy season. Staff has also begun its annual inspection of Miller Creek for erosion and dam hazards.

Bay Tree

On the morning of December 31st the large bay tree next to the Marinwood Fire House was discovered to have fallen over, likely due to heavy wind the night before. Thankfully, the fall did not result in any injury, property damage, or traffic obstruction. Staff cut the tree back from blocking the sidewalk and it was cut up and chipped 2 days later. In addition to the literal hole in the ground, the tree's absence has left a visual hole in the landscaping and staff will be cleaning up the area and adding new plantings in the coming weeks and months.

Playground Repair

Last week staff replaced two play structure platforms that were showing signs of wear in the playground in the main park. This playground is nearly 20 years old (built in 2002) and is quickly reaching the end of its usable life. Replacement parts are becoming harder and harder to find as many suppliers are no longer able to source some of our components. It is recommended that we begin exploring options for replacing the playground as soon as is feasible.

Playground inspections are performed regularly on all 3 playgrounds and repairs are made as needed.

Daily/Weekly Duties:

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