

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

**Tuesday – January 13, 2026 – 7:00 PM**

Marinwood Community Center, 775 Miller Creek Road, San Rafael, CA 94903

**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 shall indicate their desire to speak. All public comments shall be addressed to the Board of Directors and limited to three minutes per speaker. The Board of Directors may choose to respond to comments or request staff to respond at the conclusion of the public comment period.

	Item Description:	Board Action
<b>A.</b>	<b>CALL TO ORDER &amp; PLEDGE OF ALLEGIANCE</b>	
<b>B.</b>	<b>AGENDA</b>	Adopt
<b>C.</b>	<b>CONSENT CALENDAR</b> a. Draft Minutes of Regular Meeting of December 9, 2025 b. Bills Paid Nos. 9874-9947	Approve
<b>D.</b>	<b>PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>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 at the conclusion of the public comment period. The President may refer the matter to staff or to a future meeting agenda.</i>	
<b>E.</b>	<b>DISTRICT MATTERS</b>	
	1. Appointment of Board Liaisons to Fire Commission and Park & Recreation Commission for Calendar Year 2025	Appointments
	2. District Manager Report	Review
<b>F.</b>	<b>FIRE DEPARTMENT MATTERS</b>	
	1. Update on Current Status of Discussions with City of San Rafael regarding a Potential Agreement for Full Staffing Services of Marinwood Fire Station 58 (verbal update)	Receive
	2. Chief Officer Report and Activity Summary	Review
<b>G.</b>	<b>PARK AND RECREATION MATTERS</b>	
	1. Recreation and Park Maintenance Activity Reports	Review
<b>H.</b>	<b>BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>I.</b>	<b>ADJOURN</b>	
	<b>DATE OF NEXT REGULAR BOARD MEETING – February 10, 2026</b>	

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

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday – December 9, 2025 – 7:00pm

**Time and Place:** 7:00PM Marinwood Community Center classroom.

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

**Present:**

Board Members: Board President Chris Case, Kathleen Kilkenny, Sivan Oyserman, Lisa Ruggeri, Bill Shea.  
Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Accounting/Payroll Manager Tiffany Combrink.

**A. Call to Order & Pledge of Allegiance**

Board President Case called the meeting to order at 7:03pm

**B. Agenda**

Agenda adopted as presented.

**C. Consent Calendar**

1. *Draft Minutes of Regular Meeting of November 18, 2025*
2. *Bills Paid Nos. 9826 - 9873*  
Shea to approve/Kilkenny to second “consent calendar as presented.”  
All in favor. Motion carried unanimously.

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

No public comments received

**E. District Matters**

1. *Election of Board Officers for Calendar Year 2026: Board President and Vice President*  
Oyserman to approve/Shea to second Chris Case as 2026 Board President and Lisa Ruggeri as 2026 Board Vice President  
All in favor. Motion carried unanimously.
2. *District Manager Report (Verbal Report)*  
Board received District Manager Report

**F. Fire Department Matters:**

1. *Draft Minutes of Fire Commission Meeting of December 2, 2025*  
Board reviewed Draft Minutes of Fire Commission Meeting
2. *Update on Current Status of Discussions with City of San Rafael regarding a Potential Agreement for Full Staffing Services of Marinwood Fire Station 58.*  
Board reviewed update.
3. *Chief Officer Report and Activity Summary (Verbal Report)*  
Board received Chief Officer Report and Activity Summary

**G. Park and Recreation Matters:**

1. *Recreation and Park Maintenance Activity Reports*  
Board received Recreation and Park Maintenance Activity Reports

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

1. District Manager noted Board liaison appointments to Fire and Park & Rec commissions for calendar year 2026 will be made in January Board meeting

**I. Adjourn**

Meeting adjourned at 7:32pm  
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 13, 2026

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
9874	12/1/2025	Marinwood CSD	78,032.43	Fire Salaries	Fire	5110110	General	27,693.12
				Fire OT	Fire	5120110	General	10,185.12
				Acting Pay	Fire	5110310	General	1,048.80
				4850 Pay	Fire	5110110	General	5,066.88
				Holiday	Fire	5110313	General	3,510.00
				Admin Asst	Fire	5110110	Admin	1,167.04
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,167.04
				Admin Asst	Park	5110110	Admin	583.52
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	3,155.04
				Rec Dir	Park	5110110	General	1,352.16
				Rec salary	Rec	5110110	General	9,686.40
				Park salary	Park	5110110	General	8,634.40
				Park hourly	Park	5110210	General	80.00
				Building attendants	Rec	5110210	Building	132.00
				Preschool	Rec	5110210	Preschool	4,057.50
				Youth programs	Rec	5110210	Youth	752.45
				PR fees	Fire	5210230	General	40.50
				PR fees	Rec	5210230	General	101.70
				PR fees	Park	5210230	General	30.60
				SS + Medicare	Fire	5140140	General	2,131.36
				SS + Medicare	Rec	5140140	General	2,128.45
				SS + Medicare	Park	5140140	General	664.40
				EDU + SUI	Fire	5140145	General	0.00
				EDU + SUI	Rec	5140145	General	14.77
				EDU + SUI	Park	5140145	General	0.00
				Benefits withholding	Park	2120066	General	-1,512.86
				Benefits withholding	Rec	2120066	General	-2,259.76
				Benefits withholding	Fire	2120066	General	-7,347.80
9875	12/1/2025	Francesca Guillen	34.44	preschool supplies	Rec	5220819	Preschool	34.44
9876	12/1/2025	Master Sim	800.00	TKD	Rec	5210146	Youth	800.00
9877	12/1/2025	Carol Neel	400.00	MahJongg	Rec	5210146	Adult	400.00
9878	12/1/2025	National Academy of Athletic	1,248.00	Thanksgiving Break Camp	Rec	5210146	Youth	1,248.00
9879	12/1/2025	Kids Choice Camps	903.00	Dungeons & Dragons	Rec	5210146	Youth	903.00
9880	12/1/2025	Christine Costello	768.00	Zumba	Rec	5210146	Adult	768.00
9881	12/4/2025	Marinwood CSD	17,150.85	Retire 11/28/25	Park	5130510	General	2,203.52
					Rec	5130510	General	2,479.27
					Fire	5130510	General	12,468.06
9882	12/4/2025	Marinwood CSD	15,801.42	2024-Q4, SUI & ETT P&I	Park	5140145	General	208.97
					Rec	5140145	General	531.93
					Fire	5140145	General	1,158.85
				2025-Q1, SUI & ETT P&I	Park	5140145	General	159.79
					Rec	5140145	General	415.45
					Fire	5140145	General	1,022.65
				2025-Q2, SUI & ETT P&I	Park	5140145	General	542.66
					Rec	5140145	General	2,121.29
					Fire	5140145	General	2,269.29
				2024-Q1, PIT P&I	Park	5110110	General	95.36
					Rec	5110110	General	242.73
					Fire	5110110	General	528.80
				2025-Q1, PIT P&I	Park	5110110	General	155.72
					Rec	5110110	General	404.86
					Fire	5110110	General	996.59
				2025-Q2, PIT P&I	Park	5110110	General	544.11
					Rec	5110110	General	2,126.99
					Fire	5110110	General	2,275.38
9883	12/4/2025	A Whim Agency	500.00	Santa Ric	Rec	5220819	Community	500.00
9884	12/4/2025	Awesome Kids Yoga	170.00	preschool enrichment	Rec	5220819	Preschool	170.00
9885	12/10/2025	Ramon Lazo	500.00	Winterfest Band	Rec	5220819	Community	500.00
9886	12/10/2025	Jefferson Turner	500.00	Winterfest Band	Rec	5220819	Community	500.00
9887	12/10/2025	Marinwood CSD	78,306.48	Fire Salaries	Fire	5110110	General	27,993.12
				Fire OT	Fire	5120110	General	11,814.48
				FLSA	Fire	5110319	General	1,082.20
				Acting Pay	Fire	5110310	General	738.72
				4850 Pay	Fire	5110110	General	5,066.88
				Holiday	Fire	5110313	General	3,510.00
				Admin Asst	Fire	5110110	Admin	1,167.04
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,167.04
				Admin Asst	Park	5110110	Admin	583.52
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	3,155.04

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Rec Dir	Park	5110110	General	1,352.16
				Rec salary	Rec	5110110	General	9,686.40
				Park salary	Park	5110110	General	8,634.40
				Park hourly	Park	5110210	General	80.00
				Building attendants	Rec	5110210	Building	198.00
				Preschool	Rec	5110210	Preschool	2,464.50
				Youth programs	Rec	5110210	Youth	270.00
				PR fees	Fire	5210230	General	40.50
				PR fees	Rec	5210230	General	90.15
				PR fees	Park	5210230	General	30.60
				SS + Medicare	Fire	5140140	General	1,887.30
				SS + Medicare	Rec	5140140	General	1,974.72
				SS + Medicare	Park	5140140	General	664.40
				EDU + SUI	Fire	5140145	General	0.00
				EDU + SUI	Rec	5140145	General	6.13
				EDU + SUI	Park	5140145	General	0.00
				Benefits withholding	Park	2120066	General	-1,512.86
				Benefits withholding	Rec	2120066	General	-2,259.76
				Benefits withholding	Fire	2120066	General	-7,347.80
9888	12/10/2025	Marinwood CSD	17,414.03	retire 12/12/2025	Park	5130510	General	2,203.52
					Rec	5130510	General	2,479.27
					Fire	5130510	General	12,731.24
9889	12/10/2025	Marin Municipal Water Distri	9,721.56	water sep/oct	Fire	5210835	General	615.00
					Rec	5210835	General	2,028.40
					Park	5210835	General	7,078.16
9890	12/10/2025	Marin Resource Recovery	76.00	debris dump	Park	5210815	General	76.00
9891	12/10/2025	Nationwide Retirement Solut	3,440.00	Deferred comp 11/14/25	Fire	5130120	General	1,020.00
					Rec	5130120	General	700.00
				Deferred comp 11/28/25	Fire	5130120	General	1,020.00
					Rec	5130120	General	700.00
9892	12/10/2025	Site One Landscape Supply	778.44	irrigation maintenance	Park	5220310	General	778.44
9893	12/10/2025	SolEd Solar Holdings	1,278.08	Solar - oct	Rec	5210810	General	934.55
					Fire	5210810	General	343.53
9894	12/10/2025	Marin Ace	53.45	supplies	Park	5220310	General	53.45
9895	12/10/2025	T Mobile	154.90	cell phones	Fire	5210725	General	154.90
9896	12/10/2025	United Coach Tours	5,037.00	deposit for summer field trip:	Rec	5220819	Summer	5,037.00
9897	12/10/2025	Wells Fargo	652.68	copier lease - Nov	Rec	5220130	General	424.24
					Fire	5220130	General	163.17
					Park	5220130	General	65.27
9898	12/10/2025	AFLAC	58.92	disability - Nov	Park	5130120	General	58.92
9899	12/10/2025	AFLAC	711.78	life/disability - Nov	Fire	5130120	General	711.78
9900	12/15/2025	Janet Carter	408.75	pilates	Rec	5210146	Adult	408.75
9901	12/15/2025	Alisa Belew	313.60	Irish Dance	Rec	5210146	Youth	313.60
9902	12/15/2025	Patricia Ranum	313.60	Irish Dance	Rec	5210146	Youth	313.60
9903	12/15/2025	Kids Choice Camps	1,445.50	Dungeons & Dragons	Rec	5210146	Youth	1,445.50
9904	12/15/2025	Laura Winter	3,264.80	Art & Soul Friday	Rec	5210146	Youth	3,264.80
9905	12/15/2025	Paula Duncan	1,176.00	Holiday Craft Workshop	Rec	5210146	Youth	1,176.00
9906	12/15/2025	Kimberley Hatcher	382.00	refund winter break camp	Rec	4631922	Youth	382.00
9907	12/15/2025	Allstar Fire Equipment	159.64	SCBA parts	Fire	5220210	General	159.64
9908	12/15/2025	Brady Industries	261.91	cleaning supplies	Rec	5220827	Building	261.91
9909	12/15/2025	Buck's Saw Service	338.39	equipment maintenance	Park	5220210	General	338.39
9910	12/15/2025	C.A.P.F.	206.50	LTD - Dec	Fire	5130120	General	206.50
9911	12/15/2025	CalPERS	8,333.00	CERBT - Dec	Park	5130130	General	1,917.00
					Rec	5130130	General	916.00
					Fire	5130130	General	5,500.00
9912	12/15/2025	City of San Rafael	4,832.83	E58/E658 tires & maintenanc	Fire	5210910	General	4,832.83
9913	12/21/2025	DC Electric	601.93	SL shield installation	Streetslights	5210915	General	269.93
				SL maintenance - Nov	Streetslights	5210915	General	332.00
9914	12/21/2025	DMV Renewal	32.00	water tender registration	Park	5210910	General	32.00
9915	12/21/2025	Got Gophers	275.00	pest control	Park	5211532	General	275.00
9916	12/21/2025	Integrity Construction Mainte	1,755.00	janitorial - December	Rec	5211110	Building	1,755.00
9917	12/21/2025	Jungle James Animal Adven	550.00	preschool enrichment	Rec	5220819	Preschool	550.00
9918	12/21/2025	Landesign	6,720.00	landscape contractor - Nov	Park	5211125	General	3,360.00
				landscape contractor - Dec	Park	5211125	General	3,360.00
9919	12/21/2025	Liebert Cassidy Whitmore	1,175.50	legal services	Fire	5210131	General	1,175.50
9920	12/21/2025	Marin Landscape Materials	469.93	materials	Park	5220310	General	469.93
9921	12/21/2025	Marin Prof Firefighters	1,020.00	Nov dues	Fire	5211330	General	1,020.00
9922	12/21/2025	Marin Sanitary Service	2,551.85	Garbage - Nov	Park	5210815	General	1,786.30
					Rec	5210815	General	510.37
					Fire	5210815	General	255.18
9923	12/21/2025	Mill Valley Refuse	314.98	porta potty - Dec	Park	5211220	General	314.98
9924	12/21/2025	Pest Plus	259.00	pest control	Fire	5211532	General	90.00
					Rec	5211532	General	169.00
9925	12/21/2025	Pet Waste Eliminator	346.40	pet waste bags	Park	5220310	General	346.40
9926	12/21/2025	PG&E	2,932.75	electric - Nov	Rec	5210810	General	1,940.26
					Fire	5210810	General	714.27
					Park	5210810	General	278.22
9927	12/21/2025	PG&E	681.11	gas - Nov	Rec	5210810	General	366.36
					Fire	5210810	General	314.75
9928	12/21/2025	PG&E	1,720.73	Streetslights - Oct	Streetslights	5210825	General	1,720.73

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
9929	12/21/2025	Pitney Bowes	268.16	postage meter lease	Rec	5220110	General	160.90
					Park	5220110	General	53.63
					Fire	5220110	General	53.63
9930	12/21/2025	Project A	40.00	email hosting	Rec	5220110	General	20.00
					Fire	5220110	General	20.00
9931	12/21/2025	SolEd Solar Holdings	699.27	Solar - Nov	Rec	5210810	General	513.65
					Fire	5210810	General	185.62
9932	12/21/2025	SDRMA	172.07	life ins - Jan	Fire	5130120	General	-11.96
					Park	5130120	General	86.52
					Rec	5130120	General	97.51
9933	12/21/2025	Marin Ace	53.34	supplies	Park	5220310	General	53.34
9934	12/21/2025	State Water Resources Conl	563.00	Annual Permit/Monitoring fee	Park	5220310	FEMA	563.00
9935	12/21/2025	Delta Dental	1,903.20	Dental - Dec	Fire	5130120	General	937.67
					Park	5130120	General	550.15
					Rec	5130120	General	415.38
9936	12/21/2025	Francesca Guillen	67.75	preschool supplies	Rec	5220819	Preschool	67.75
9937	12/21/2025	Marinwood CSD	56,252.89	Health - Jan	Fire	5130120	General	13,835.68
					Rec	5130120	General	11,173.29
					Park	5130120	General	31,243.92
9938	12/21/2025	VSP	347.52	Vision - Dec	Fire	5130120	General	182.45
					Park	5130120	General	91.23
					Rec	5130120	General	73.84
9939	12/30/2025	Ryan Brackett	277.27	Q2 FY25/26 AFLAC reimb	Fire	5130120	General	277.27
9940	12/30/2025	Cesar Correa	277.27	Q2 FY25/26 AFLAC reimb	Fire	5130120	General	277.27
9941	12/30/2025	Sean Day	242.41	Q2 FY25/26 AFLAC reimb	Fire	5130120	General	242.41
9942	12/30/2025	John Papanikolaou	184.97	Q2 FY25/26 AFLAC reimb	Fire	5130120	General	184.97
9943	12/30/2025	Brandon Selvitella	253.96	Q2 FY25/26 AFLAC reimb	Fire	5130120	General	253.96
9944	12/30/2025	Jeff Smith	247.24	Q2 FY25/26 AFLAC reimb	Fire	5130120	General	247.24
9945	12/30/2025	Marinwood CSD	91,546.21	Fire Salaries	Fire	5110110	General	27,693.12
				Fire OT	Fire	5120110	General	13,080.24
				Acting Pay	Fire	5110310	General	939.36
				4850 Pay	Fire	5110110	General	5,066.88
				Admin Asst	Fire	5110110	Admin	1,167.04
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,167.04
				Admin Asst	Park	5110110	Admin	583.52
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	3,155.04
				Rec Dir	Park	5110110	General	1,352.16
				Rec salary	Rec	5110110	General	9,686.40
				Rec hourly	Rec	5110210	General	636.00
				Park salary	Park	5110110	General	8,634.40
				Park hourly	Park	5110210	General	80.00
				Building attendants	Rec	5110210	Building	226.88
				Pool staff	Rec	5110210	Pool	87.75
				Preschool	Rec	5110210	Preschool	4,457.00
				Community	Rec	5110210	Community	1,656.30
				PR fees	Fire	5210230	General	81.00
				PR fees	Rec	5210230	General	305.14
				PR fees	Park	5210230	General	112.86
				SS + Medicare	Fire	5140140	General	1,799.87
				SS + Medicare	Rec	5140140	General	2,157.30
				SS + Medicare	Park	5140140	General	797.90
				FUTA - to be reversed	Park	5140140	General	11,643.99
				EDU + SUI	Fire	5140145	General	0.00
				EDU + SUI	Rec	5140145	General	229.59
				EDU + SUI	Park	5140145	General	84.92
				FUTA - to be reversed	Park	5140145	General	15.36
				Benefits withholding	Park	2120066	General	-1,512.88
				Benefits withholding	Rec	2120066	General	-2,259.76
				Benefits withholding	Fire	2120066	General	-7,347.81
9946	12/30/2025	Marinwood CSD	16,025.37	Retire 12/26/25	Park	5130510	General	2,203.52
					Rec	5130510	General	2,479.27
					Fire	5130510	General	11,342.58
9947	12/30/2025	Master Sim	800.00	TKD - Dec	Rec	5210146	Youth	800.00
TOTAL:			447,556.06					447,556.06

Total by Department:

Streetlights	2,322.66
Fire Department	220,358.26
Recreation Department	117,543.85
Park Department	107,331.29
Measure A	0.00
MWPA	0.00
Capital	0.00
Unclassified	0.00



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** January 13, 2026  
**Re:** Appointment of Board Liaisons to District Commissions

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Directors,

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

## **Article XIII Commissions**

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

### **A. Board Liaisons**

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

**Board Action:** Appoint or re-appoint one Board Director each to serve as Board Liaisons to the District's Fire Commission and Park & Recreation Commission for calendar year 2026.

District Manager Report  
January 13, 2026  
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.

**Payroll Provider Transition (Part Deux):**

Given the many problems and challenges experienced with ADP over the past 14+ months since transitioning to them as our payroll provider, the District formally terminated our service agreement with ADP last month, for cause.

Effective with the December 26, 2025 pay date, the District has once again transitioned to a new payroll provider, Salt Payroll. Salt is located in Marin County and thus far has been extremely great to work with not only throughout the transition process but also in helping to clean-up and resolve challenges caused by ADP. We are optimistic that Salt will prove to be a solid partner in achieving our payroll needs.

In regards to ADP, a large problem encountered was their inability to properly file our State payroll taxes in accordance with our service agreement. While this has since forth been corrected and resolved with the State thanks to the work of Salt Payroll, the District did incur significant penalties and interest imposed by the State. The District has submitted a formal Demand for Payment to ADP for the amount incurred in penalties and interest as well as the costs associated with preparing and submitting the delinquent filings not properly submitted by ADP.

**Talus Reserve Housing Development**

On January 8<sup>th</sup> accompanied by Deputy Fire Chief Sinnott, we met with a County official at the Talus Reserve Housing Development located at the new extension to Erin Drive (off Las Gallinas). The purpose was to review plans for the parcel intended to be used for open space access and to also discuss final steps in transferring and activating three new streetlights that were also incorporated into the development.

Thanks to Chief Sinnott, we were able to provide critical feedback regarding the open space access parcel design to which Marinwood CSD will have an easement recorded against the parcel. As there are no established trails and the terrain is extremely steep sloped, the access is not intended for the general public. It will be utilized primarily in the event of fire and will also allow for any needed fire prevention vegetation management work to occur in the surrounding open space area.

**Financial Audit**

Accounting & Payroll Manager Tiffany Combrink and I have been working with our auditors in effort to provide all needed documents in order for them to complete the FY 24-25 financial audit. We remain optimistic the audit will be completed in time to be presented to the Board during the February 10 board meeting.

*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** Abraham Roman, Fire Chief

**Date:** January 13, 2026

**Re:** Fire Department Update

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### **Personnel Update**

We are pleased to report that we have made a tentative offer to a firefighter/paramedic applicant. The applicant is presently in the background and medical evaluation process. We look forward to the candidate beginning work with Marinwood Fire Department in the very near future!

### **Fireground Training**

This month, Engine 58 crews participated along with San Rafael fire companies on “first-due structural firefighting operations” at the drill tower at Station 52.

### **Update on The Oaks Senior Living Community**



This project is currently in the *Pre-Screen* building permit review phase. The project, located at 200 Marinwood Avenue, consists of two 3-story buildings with 162 senior apartments and 7 affordable apartments. It will be a new licensed (24-hr) residential care facility for the elderly, including 77 independent living units, 61 assisted living units, and 24 memory care units. The project also includes an extension of Marinwood Avenue to access the site, including a new bridge across Miller Creek.

Fire staff have been actively engaged in the review of this project to ensure Fire Code provisions including emergency vehicle access, water supply for firefighting, and built-in fire protection systems are in accordance with Fire Agency needs & requirements.



## Enhancing Emergency Response Through a New BLS Medical Unit



The Department's new Emergency Medical Technicians (EMTs)

The Fire Department is proud to introduce a new Basic Life Support (BLS) medical response unit designed to strengthen our emergency services and better meet the needs of the community in both San Rafael and Marinwood. This initiative brings several important benefits to both residents and first responders.

First, the addition of a dedicated BLS unit improves the overall efficiency of the 9-1-1 system by providing rapid response to lower-acuity medical calls. This ensures that paramedic engines and ambulances remain available for the most critical emergencies, where advanced life support truly makes a difference.

The new unit also increases departmental capacity during peak call periods. By having additional resources ready to respond, firefighters and paramedics can remain available for fires, rescues, and large-scale incidents that demand immediate attention.

For patients, this model enhances care by ensuring that each medical call receives the appropriate level of response. Proper triage and resource allocation lead to faster service and better outcomes, especially when higher-level units are preserved for life-threatening emergencies.

The program further supports the development of the next generation of fire service professionals. It offers aspiring Firefighter/Paramedics valuable real-world experience within a professional fire department environment—strengthening both recruitment and workforce readiness.

Above all, this initiative reflects the department's commitment to serving the community. It tailors the medical response model to the growing demand for EMS services, ensuring residents receive timely, high-quality care.

By embracing innovative approaches and modernizing our service delivery, the department continues to advance public safety and meet the evolving needs of the community.

## **Marinwood Plaza Housing Proposal**



Fire staff have worked closely with County Planning and Public Works staff to ensure that emergency vehicle access, water supplies for firefighting, and built-in fire protection systems are properly addressed for this proposed project at the Marinwood Plaza site. This project consists of three-story buildings with a total of 125 living units. Staff will continue to work closely with County officials and the developer to ensure all applicable fire requirements are met.

### **Talus Reserve Project Update**

Fire Department staff were recently on site at this single-family dwelling housing project consisting of 28 homes on the new extension of Erin Drive. The purpose of the site visit was to review the roadway, hydrants, and emergency vehicle access lane that connects to Lucas Valley Road. An additional site visit is planned for January 8 with Fire and CSD staff to review the easement (Parcel B) at the top of Erin Drive that will provide access into the bordering open space as well as access for future fire prevention-vegetation management efforts. Additionally, fire inspectors are routinely on site for inspections to the home's residential fire sprinkler systems.

**End of report.**

## **RECREATION ACTIVITY REPORT**

### Jingle Bell Jazz Concert – December 12th

Marinwood's annual "Jingle Bell Jazz" winter concert took place Friday, December 12<sup>th</sup> in the community center and featured live music, photos with Santa, holiday arts & crafts, hot cocoa, a food truck, and other refreshments. Santa Rick was warm and welcoming but kept the line moving quickly, ensuring no one missed out. Our band, the Merry Gentlemen, performed another incredible set of jazz standards and holiday favorites, capped off by a spirited singalong of "Feliz Navidad." The event was well-attended and everyone seemed to have a great time.

### Santa Letters Recap

In the weeks leading up to Christmas the Recreation staff once again hosted our annual "Letters to Santa" program. For the month of December, a special red "north pole mailbox" was stationed outside the community center along with Santa Letter stationery and pencils. Letters placed in the mailbox were "delivered to the north pole" and custom replies from Santa were mailed to each child. This was our 6<sup>th</sup> year running the program which brought in around 75 letters. I want to acknowledge Senior Administrator Carolyn Sullivan for facilitating the program and painstakingly making sure every correspondent received a customized, handwritten response from Santa.

### Winter Break Camp

This year we ran our annual Winter Break Camp for kids on break from school. Campers got to play games, do arts & crafts, have music and dancing time, and play in the park throughout the week. Camp was staffed with several of our part-time summer camp counselors and directors on break from school and it was nice getting to reconnect with them. Thankfully, the weather allowed for plenty of outside time.

### Summer Camp Staffing

This past month we took advantage of having so many of our summer staff members home on winter break by having them come in to interview for summer positions and having some of them help with planning sessions. It's still early and not all positions have been assigned, but we are looking to have a stellar crew working again this summer.

### Raise a Glass – Wine Tasting

Staff have begun preparing for our upcoming "Raise a Glass" wine tasting, which takes place Saturday, March 7<sup>th</sup> from 2-5pm at the community center. Invitations to wineries are currently being sent out and we are expecting a great lineup for next year's installment. We have several wineries return each year, but we always strive to add at least a few new names to the roster. More details will be announced as the event approaches.

### Spring/Summer Marinwood Review

Staff are currently finalizing programs and schedules for the spring and summer for inclusion in our spring/summer issue of the Marinwood Review. The next issue is scheduled to come out in mid-February and will feature information about our spring break and summer classes, camps, pool programs, and events.

Recreation programs currently taking place this winter include Tae Kwon Do, White Crane Silat, Feldenkrais, Mahjong, Pilates, LEGO engineering, Irish Dance, Babysitter's Training, Little Explorers Art, Zumba, Watercolor Workshops, CPR/First Aid, All Sorts of Sport Camps, and the Preschool Program.

## **PARKS MAINTENANCE ACTIVITY REPORT**

### Storm Monitoring

During the recent heavy storms, staff have been frequently monitoring the drains and v-ditches throughout the District, as well as the creek. Thankfully everything has been flowing well and the crew has only occasionally needed to clear minor debris from a few spots. We are hoping the rest of the rainy season remains uneventful.

We are currently providing sand and sandbags for the public and will continue to keep supplies stocked throughout the rainy season.

### Creek Maintenance - Erosion Control

In December the Parks Staff spent time working on a handful of vulnerable areas of the creekbank, removing invasive and destabilizing plants and adding new plantings to fortify the banks and help prevent further erosion. Despite the recent heavy rains and high creek flow, all our recent plantings seem to be holding up and doing their job.

### Irrigation Update

This past week staff began installing a couple new components in our irrigation system, including a master valve, pressure regulator, and new shutoff valves. The new equipment will help better regulate system pressure, reducing wear and tear, and will shut off flow through the system when the sprinklers aren't running, which will limit water loss from leaks and breaks.

### Tree Work

This past month we had trees trimmed in one of the walking paths between Miller Creek Road and Pinewood Drive. We also had trees in the main park trimmed back, including the large, leaning sycamore tree. Further tree work is planned for some precarious branches that came down in recent storms behind Unionstone Lane and a dead alder tree outside the pool fence.

### Sump Pump Replacement

Staff recently discovered that our sump pump that keeps ground water from pooling under the community center during heavy rains had failed. The unit was over 10 years old. They were able to procure a new pump and should have it installed in the next week.

### Pool Complex Preparation

Over the next month staff will be spending time at the pool inspecting all the equipment, balancing the pool water, and readying the facility for 2026 pool season. Arrangements are being made to have minor repairs performed to the pool deck and a couple patches to the pool shell. The swim team season will start at the end of February and we open the public at the end of March.

### Daily/Weekly Tasks:

- Clean and restock Community Center
- Clean and restock park bathroom
- Empty garbage in all 3 parks and at trailheads
- Restock dog waste bags at dog stations
- Mow, edge, and blow in all 3 parks
- Check drains and culverts
- Check playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry