

Agenda for the Regular Meeting of the Marinwood CSD Board of Directors Tuesday – January 14, 2025 – 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
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	AGENDA	Adopt
C.	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of December 10, 2024 b. Draft Minutes of Special Meeting of December 19, 2024 c. Bills Paid Nos. 8934 – 9004	Approve
D.	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <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>	
E.	DISTRICT MATTERS	
	1. Proposed Amendments to the Marinwood CSD Fiscal Year 2024-2025 Operating Budget	Approve
	2. Appointment of Board Liaisons to Fire Commission and Park & Recreation Commission for Calendar Year 2025	Appointments
	3. Potential Nomination of Marinwood CSD Board Director to Serve as Special District Representative on Marin County LAFCo	Nominate
	4. District Manager Report	Review
F.	FIRE DEPARTMENT MATTERS	
	1. Chief Officer Report and Activity Summary	Review
G.	PARK AND RECREATION MATTERS	
	1. Miller Creek Trail Initiative: Request from Owner/Developer of The OAKS Senior Living Center for 2 nd Addendum to Amended Oakview Subdivision Agreement Regarding Financial Contribution to be Received by District from Developer and Related Deadline for Completion of Road and Bridge Obligation.	Approve
	2. 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 11, 2025	

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 10, 2024 – 6:00pm

Time and Place: 6:00PM 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 Kathleen Kilkenny (arrived 6:23pm), Board Vice President Chris Case, Sivan Oyserman, Lisa Ruggeri and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

A. Call to Order & Pledge of Allegiance

Board Vice President Case called the meeting to order at 6:00pm

B. Agenda

Agenda adopted as presented.

C. Public Comment on Closed Session Items

No public comments were received.

D. Closed Session

*Conference with Labor Negotiators Section 54957.6. Agency designated representative: Eric Dreikosen.
Represented Employees: Marinwood Professional Firefighters*

Convened at 6:07pm and adjourned at 6:45pm with no reportable action taken.
Board President Kilkenny arrived during closed session at 6:23pm

E. Open Session

Board President Kilkenny called the open session to order at 7:00PM

F. Consent Calendar

a. *Draft Minutes of Regular Meeting of November 12, 2024*

b. *Bills Paid Nos. 8870 - 8933*

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

All in favor. Motion carried unanimously.

G. Public Comment Open Time for Items Not on Agenda

No public comments were received.

H. District Matters

1. *Election of Board Officers for Calendar Year 2025: Board President and Vice President*

Shea to approve/Ruggeri to second Chris Case as 2025 Board President and Kathleen Kilkenny as 2025 Board Vice President

All in favor. Motion carried unanimously.

2. *District Manager Report*

Board received District Manager Report

I. Fire Department Matters:

1. *Draft Minutes of Fire Commission Meeting December 3, 2024*

Board reviewed Fire Commission meeting minutes of December 3, 2024

2. *Chief Officer Report and Activity Summary*

Board received Chief Officer Report and Activity Summary

J. Park and Recreation Matters:

1. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

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

- District Manager noted Board liaison appointments to Fire and Park & Rec commissions for calendar year 2025 will be made in January Board meeting

L. Adjourn

Meeting adjourned at 7:43pm

Tiffany Combrink, Secretary

Marinwood Community Services District

Minutes of Board of Directors Special Meeting
Tuesday December 19, 2024

Time and Place: 5:30PM 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: President Kathleen Kilkenny, Chris Case, Sivan Oyserman, Lisa Ruggeri and Bill Shea

Staff: District Manager Eric Dreikosen

1. Call to Order and Pledge of Allegiance

Board President Kilkenny called the meeting to order at 5:33PM

2. Public Comment on Agenda Item(s)

The Board received the following public comment(s):

- Non-inclusion of retroactivity in MOU, circumstances causing Acting Pay, status of current staffing.

3. Closed Session

*Conference with Labor Negotiators Section 54957.6. Agency designated representative: Eric Dreikosen.
Represented Employees: Marinwood Professional Firefighters*

The Board did not convene in closed session.

4. Reconvene in Open Session

5. Resolution No. 2024-07: Approving a Memorandum of Understanding Between Marinwood Community Services District and Marinwood Professional Firefighters Pertaining to Compensation and Other Terms and Conditions of Employment

Shea to approve/Oyserman to Second “Resolution No. 2024-07: Approving a Memorandum of Understanding Between Marinwood Community Services District and Marinwood Professional Firefighters Pertaining to Compensation and Other Terms and Conditions of Employment”: All in Favor. Motion carried unanimously.

6. Adjourn

Meeting adjourned at 5:42pm

Eric Dreikosen, District Manager

**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 14, 2025

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8934	12/4/2024	Marinwood CSD	79,752.95	Fire Salaries	Fire	5110110	General	24,750.88
				Fire OT	Fire	5120110	General	15,209.54
				FLSA	Fire	5110319	General	927.15
				Acting Pay	Fire	5110310	General	484.56
				4850 Pay	Fire	5110110	General	3,757.60
				Holiday Pay	Fire	5110110	General	3,054.48
				Admin Asst	Fire	5110110	Admin	1,111.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,111.36
				Admin Asst	Park	5110110	Admin	555.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,976.40
				Rec Dir	Park	5110110	General	1,275.60
				Rec salary	Rec	5110110	General	9,225.60
				Park salary	Park	5110110	General	5,842.40
				Park hourly	Park	5110210	General	250.00
				Building attendants	Rec	5110210	Building	160.00
				Preschool	Rec	5110210	Preschool	5,629.00
				Afterschool	Rec	5110210	afterschool	1,841.00
				PR fees	Fire	5210230	General	110.30
				PR fees	Rec	5210230	General	56.82
				PR fees	Park	5210230	General	12.28
				SS + Medicare	Fire	5140140	General	2,963.28
				SS + Medicare	Rec	5140140	General	2,268.62
				SS + Medicare	Park	5140140	General	463.84
				EDU + SUJ	Rec	5140145	General	26.08
				Benefits withholding	Park	2120066	General	-1,129.97
				Benefits withholding	Rec	2120066	General	-2,174.63
				Benefits withholding	Fire	2120066	General	-6,775.88
8935	12/4/2024	Marinwood CSD	15,394.50	Retire 11/29/24	Park	5130510	General	1,733.14
					Rec	5130510	General	2,356.14
					Fire	5130510	General	11,305.22
8936	12/4/2024	AT&T	357.18	phones - oct	Fire	5210725	General	165.87
					Park	5210725	General	30.82
					Rec	5210725	General	160.49
8937	12/4/2024	County of Marin	288.68	park fuel - Oct	Park	5220610	General	288.68
8938	12/5/2024	Paula Ockner	1,155.00	Holiday arts & crafts class	Rec	5210146	Youth	1,155.00
8939	12/5/2024	CalPERS	8,333.00	CERBT - Nov	Park	5130130	General	1,833.00
					Rec	5130130	General	833.00
					Fire	5130130	General	5,667.00
8940	12/5/2024	Nationwide	1,645.00	Deferred comp - 11/10/24	Rec	5130120	General	700.00
					Fire	5130120	General	945.00
8941	12/5/2024	Pet Waste Eliminator	320.42	pet waste bag	Park	5220310	General	320.42
8942	12/5/2024	State of CA - Dept of Justice	64.00	fingerprinting	Rec	5210128	General	64.00
8943	12/5/2024	T-Mobile	153.26	cell phones	Fire	5210725	General	153.26
8944	12/12/2024	Christopher Hanson	500.00	Winterfest band	Rec	5220819	Community	500.00
8945	12/12/2024	Ramon Lazo	500.00	Winterfest band	Rec	5220819	Community	500.00
8946	12/12/2024	Chrissy Costello	1,040.00	Zumba	Rec	5210146	Adult	1,040.00
8947	12/12/2024	Master Sim	640.00	TKD - november	Rec	5210146	Youth	640.00
8948	12/12/2024	National Academy of Athletic	2,650.40	T-giving break sports camp	Rec	5210146	Youth	2,650.40
8949	12/12/2024	Play-Well TEKologies	1,354.50	STEM lego camp	Rec	5210146	Youth	1,354.50
8950	12/12/2024	PG&E	684.48	Gas - Oct	Rec	5210810	General	366.38
					Fire	5210810	General	318.10
8951	12/12/2024	SolEd Solar	844.81	solar - Nov	Rec	5210810	General	624.75
					Fire	5210810	General	220.06
8952	12/17/2024	Marinwood CSD	78,572.11	Fire Salaries	Fire	5110110	General	24,750.88
				Fire OT	Fire	5120110	General	17,755.93
				FLSA	Fire	5110319	General	597.35
				Acting Pay	Fire	5110310	General	191.04
				4850 Pay	Fire	5110110	General	3,757.60
				Holiday	Fire	5110313	General	3,054.48
				Admin Asst	Fire	5110110	Admin	1,111.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,111.36
				Admin Asst	Park	5110110	Admin	555.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,976.40
				Rec Dir	Park	5110110	General	1,275.60
				Rec salary	Rec	5110110	General	9,225.60
				Rec hourly	Rec	5110210	General	349.38
				Park salary	Park	5110110	General	5,842.40
				Park hourly	Park	5110210	General	535.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Building attendants	Rec	5110210	Building	192.00
				Preschool	Rec	5110210	Preschool	3,283.00
				Afterschool	Rec	5110210	afterschool	842.50
				PR fees	Fire	5210230	General	112.95
				PR fees	Rec	5210230	General	48.76
				PR fees	Park	5210230	General	12.74
				SS + Medicare	Fire	5140140	General	2,757.28
				SS + Medicare	Rec	5140140	General	2,041.99
				SS + Medicare	Park	5140140	General	485.61
				EDU + SUJ	Rec	5140145	General	16.10
				Benefits withholding	Park	2120066	General	-1,129.97
				Benefits withholding	Rec	2120066	General	-2,174.63
				Benefits withholding	Fire	2120066	General	-6,775.88
8953	12/17/2024	Marinwood CSD	15,274.49	Retire 12/13	Park	5130510	General	1,733.14
					Rec	5130510	General	2,356.14
					Fire	5130510	General	11,185.21
8954	12/17/2024	Marinwood CSD	50,424.88	Health - January	Park	5130120	General	9,847.10
					Rec	5130120	General	10,264.67
					Fire	5130120	General	30,313.11
8955	12/17/2024	AFLAC	58.92	disability - dec	Park	5130120	General	58.92
8956	12/17/2024	AFLAC	805.26	life/disability - dec	Fire	5130120	General	805.26
8957	12/17/2024	Delta Dental	1,787.28	Dental - Dec	Fire	5130120	General	1,018.99
					Park	5130120	General	352.91
					Rec	5130120	General	415.38
8958	12/17/2024	Nationwide	1,645.00	Deferred comp - 11/27/24	Rec	5130120	General	700.00
					Fire	5130120	General	945.00
8959	12/17/2024	SDRMA	528.84	life ins - Dec	Fire	5130120	General	78.23
					Park	5130120	General	88.69
					Rec	5130120	General	97.51
				life ins - Jan	Fire	5130120	General	78.23
					Park	5130120	General	88.69
					Rec	5130120	General	97.49
8960	12/17/2024	VSP	296.66	Vision - Dec	Fire	5130120	General	191.69
					Park	5130120	General	27.40
					Rec	5130120	General	77.57
8961	12/20/2024	Chrissy Costello	408.00	Zumba	Rec	5210146	Adult	408.00
8962	12/20/2024	Master Sim	960.00	TKD - December	Rec	5210146	Youth	960.00
8963	12/20/2024	Janet Carter	314.25	Pilates	Rec	5210146	Adult	314.25
8964	12/20/2024	Maggie Schink	739.90	White Crane Silat	Rec	5210146	Youth	739.90
8965	12/20/2024	Alisa Belew	322.00	Irish Dance	Rec	5210146	Youth	322.00
8966	12/20/2024	Patricia Ranum	322.00	Irish Dance	Rec	5210146	Youth	322.00
8967	12/20/2024	Robyn Bruton	200.00	preschool toys	Rec	5220819	Preschool	200.00
8968	12/20/2024	Alaina Fuetsch	122.15	preschool supplies	Rec	5220819	Preschool	122.15
8969	12/20/2024	CalPERS	8,333.00	CERBT - Dec	Park	5130130	General	1,833.00
					Rec	5130130	General	833.00
					Fire	5130130	General	5,667.00
8970	12/20/2024	Nationwide	1,645.00	Deferred comp - 11/29/24	Rec	5130120	General	700.00
					Fire	5130120	General	945.00
8971	12/24/2024	US Bank Corp Pmt Svcs	7,841.59	zoom subscription	Fire	5211325	General	31.99
				holiday wreaths	Fire	5220810	General	65.90
				zoom subscription	Park	5211325	General	15.99
				park clock	Park	5220110	General	43.29
				supplies/ park bench	Park	5220310	General	1,592.84
				radio holders	Park	5220810	General	64.92
				first aid gloves/ AED	Rec	5220819	Adult	135.56
				supplies	Rec	5220819	afterschool	1,845.89
				supplies	Rec	5220819	Community	124.95
				supplies	Rec	5220110	General	104.53
				new hire live scan	Rec	5210128	General	40.00
				zoom subscription / meeting	Rec	5211325	General	64.22
				AED pads/ membership	Rec	5211330	General	159.00
				office supplies	Rec	5220110	General	1,121.24
				first aid gloves/ CPR class	Rec	5220819	General	170.55
				batteries/ pool equip	Rec	5220215	Pool	293.71
				pool chems	Rec	5220710	Pool	54.00
				class reimb/ ice cream divid	Rec	5220819	Pool	-467.09
				storage cabinets	Rec	5220819	Pool	346.38
				supplies	Rec	5220819	Preschool	1,412.30
				supplies	Rec	5220819	Youth	621.42
8972	12/24/2024	Play-Well TEKologies	451.50	Winter LEGO	Rec	5210146	Youth	451.50
8973	12/24/2024	AT&T	90.24	park internet - Dec	Park	5210725	General	90.24
8974	12/24/2024	AT&T	356.66	phones - nov	Fire	5210725	General	164.99
					Park	5210725	General	30.68
					Rec	5210725	General	160.99
8975	12/24/2024	Cal West Rentals	114.65	aerator	Park	5211220	General	114.65
8976	12/24/2024	C.A.P.F.	206.50	LTD - Dec	Fire	5130120	General	206.50
8977	12/24/2024	Comcast	206.17	Cable - Dec	Fire	5210725	General	206.17
8978	12/24/2024	Comcast	309.60	Internet - Dec	Rec	5210725	General	74.90
					Fire	5210725	General	74.90
				Internet - Jan	Rec	5210725	General	79.90

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8979	12/24/2024	County of Marin	77.73	Park Fuel - Nov	Fire	5210725	General	79.90
8980	12/24/2024	Coverall	2,352.00	Janitorial - Nov	Park	5220610	General	77.73
				Janitorial - Dec	Rec	5211110	Building	1,176.00
					Rec	5211110	Building	1,176.00
8981	12/24/2024	DC Electric	911.22	CC exterior light repair	Rec	5220310	General	911.22
8982	12/24/2024	Ewing Irrigation	1,841.25	irrigation maintenance	Park	5220310	General	1,841.25
8983	12/24/2024	Hagel Services	524.84	janitorial supplies	Rec	5220827	Building	524.84
8984	12/24/2024	Leslie's Pool Service	1,244.22	pool chems	Rec	5220710	Pool	1,244.22
8985	12/24/2024	Home Depot	42.33	supplies	Park	5220310	General	42.33
8986	12/24/2024	Landesign	3,263.00	landscape contractor	Park	5211125	General	3,263.00
8987	12/24/2024	Liberty Cassidy Whitmore	1,624.00	legal services - oct	Fire	5210131	General	1,058.50
				legal services - nov	Fire	5210131	General	565.50
8988	12/24/2024	Marin Landscape Materials	744.61	sand	Park	5220310	General	744.61
8989	12/24/2024	Marin Prof Firefighters	1,120.00	Dec dues	Fire	5211330	General	1,120.00
8990	12/24/2024	Marin Resource Recovery	190.00	debris dump	Park	5210815	General	190.00
8991	12/24/2024	Marin Sanitary Service	2,462.46	garbage - Nov	Park	5210815	General	1,723.72
					Rec	5210815	General	492.49
					Fire	5210815	General	246.25
8992	12/24/2024	Mill Valley Refuse	316.07	porta potty	Park	5211220	General	316.07
8993	12/24/2024	Nationwide	1,645.00	Deferred comp - 12/13	Rec	5130120	General	700.00
					Fire	5130120	General	945.00
8994	12/24/2024	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
8995	12/24/2024	PG&E	1,596.85	Electric - Nov	Rec	5210810	General	544.99
					Fire	5210810	General	716.18
					Park	5210810	General	335.68
8996	12/24/2024	Project A	40.00	email hosting	Rec	5220110	General	20.00
					Fire	5220110	General	20.00
8997	12/24/2024	Quill	53.67	cleaning supplies	Fire	5220827	General	53.67
8998	12/24/2024	SiteOne Landscape Supply	1,998.17	irrigation maintenance	Park	5220310	General	1,998.17
8999	12/24/2024	Marin Ace	43.84	supplies	Park	5220310	General	43.84
9000	12/24/2024	State of CA - Dept of Justice	128.00	fingerprinting	Rec	5210128	General	128.00
9001	12/24/2024	State Water Resources Conl	496.00	Water Board annual permit f	Park	5220310	General	496.00
9002	12/24/2024	T-Mobile	153.26	cell phones	Fire	5210725	General	153.26
9003	12/24/2024	VSP	342.30	Vision - Jan	Fire	5130120	General	191.69
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
9004	12/24/2024	Wells Fargo	644.08	copier lease	Rec	5220130	General	418.65
					Fire	5220130	General	161.02
					Park	5220130	General	64.41
TOTAL:			312,128.73					312,128.73

Total by Department:

Streetlights	0.00
Fire Department	174,829.51
Recreation Department	88,169.16
Park Department	49,130.06
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 14, 2025
Re: FY 24/25 Proposed Budget Amendments

Directors,

Please see the included proposed amendments to the FY 24/25 operating budget. For reference, the current District-wide budget as approved by the Board of Directors on May 14, 2024 can be viewed on the District's website (<https://www.marinwood.org/finance>).

With the recently completed negotiations and approval of a successor MOU with Marinwood Professional Firefighters, the proposed fire department amendments are primarily intended to update budgeted expenditure projections to better align with expected financial outcomes in this regard. However, the proposed fire department budget amendments also include a projected revenue increase to the regular fire protection service contracts formed between the District and the County of Marin (Juvenile Hall/Rotary Village Site & CSA 13) finalized in October 2024 after being reconciled with prior year actuals. In total, these items amount to:

- Fire Service Contract Revenues: +\$19,866 in projected revenues
- Firefighter Compensation Expenditures: +\$86,820 in projected expenditures

In addition to the amendments impacted with the aforementioned MOU, staff has also included other select expenditure items based on current need or information that was not available to the District at the time the budget was originally approved in May 2024. These items include:

- **Workers' Compensation Insurance Rates (All Departments)**

While staff did anticipate some level of WC rate increases above prior year, the scope of the actual rate increases received in late-June were significantly higher than budgeted for. These rate increases impact each departmental expenditures budget as detailed below:

- Park Department: +\$4649
- Rec Department: +\$5311
- Fire Department: +\$13,250*

**Note: The amount above does not reflect the additional impact caused by the successor MOU and related firefighter compensation increases.*

- **Capital Outlay Project Additions & Deletions (Park and Recreation Departments)**

- Park Department
 - Addition of Tennis Courts 1&2 Repairs (+\$21,150):
As discussed at a prior board meeting, this item was mistakenly omitted from the final approved budget. The work has since forth been completed.
- Recreation Department
 - Removal of Pool Pump Replacement Project (-\$16,500):
As also discussed at a prior board meeting, the recreation budget had originally planned for the completion of a pool pump replacement project to occur this fiscal year. However, the District was actually able to have this work completed towards the end of the prior fiscal year. As such, this expenditure can be removed from the current budget.

- Addition of Community Center Patio(s) Repair Project (+\$39,000):
Staff are proposing the addition of a project to repair all three paver stone patios surrounding the community center due to tree root intrusion causing uneven surfaces. The sheer scope of work involved with this needed project causes it to be a more efficient and appropriate project for outsourcing as opposed to being performed in-house by our park maintenance staff.

In total, the above proposed amendments will have a cumulative impact to the budget in the amount of -\$133,814. This will cause the projected net gain of \$538,048 stated in the original budget to decrease to a projected net gain of \$404,234 in the amended budget. For reference, the amended projected net gain is consistent with approved budgets from the past several fiscal years.

The above amendments will also cause a needed adjustment to the allocations of projected ad valorem property tax revenues for each department in an effort to maintain balanced departmental budgets. These adjustments are detailed on Page 2 of the included proposed budget amendments. However, as illustrated on Page 2 these specific amendments have no overall impact on the District-wide budget or the projected net gain. They merely represent a reallocation of property tax funds between departments.

Staff Recommendation: Approve Proposed Amendments to the Fiscal Year 2024-2025 Operating Budget as presented.

Marinwood Community Services District Budget Amendments

Fiscal Year 2024-2025

Proposed to Board of Directors January 14, 2025

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REVENUE & EXPENDITURE AMENDMENTS (NON-PROPERTY TAX & INTEREST ALLOCATIONS)

Department	GL Account	Account Name	Current Budget	Increase	Decrease	Amended Budget
Revenues						
Fire	4631145	Service Contract Revenue	113,284	2,700		115,984
Fire	4640321	CSA 13 Contract Rev	735,930	17,166		753,096
Expenditures						
Park	5140115	Workers Comp Ins.	28,579	4,649		33,228
Park	5220910	Capital Outlay - Improvements	0	21,150		21,150
Recreation	5140115	Workers Comp Ins.	40,316	5,311		45,627
Recreation	5220910	Capital Outlay - Improvements	23,500	39,000		62,500
Recreation	5220916	Capital Outlay - New Equipment	38,000		16,500	21,500
Fire	5110110	Salaries Regular Staff	1,024,984	62,945		1,087,929
Fire	5110313	Holiday Pay	41,835	1,960		43,795
Fire	5110319	FLSA Pay	24,847	945		25,792
Fire	5130510	PERS - Pension	606,694	9,335		616,029
Fire	5140115	Workers Comp Ins.	91,115	19,845		110,960
Fire	5140140	Social Security & Medicare	95,750	5,040		100,790

Cumulative Impact to Original Budget Projected Net Gain

Park Dept:	(25,799)
Rec Dept:	(27,811)
Fire Dept:	(80,204)
Total Impact:	<u>(133,814)</u>

Marinwood Community Services District Budget Amendments

Fiscal Year 2024-2025

Proposed to Board of Directors January 14, 2025

Page 2 of 2

PROPERTY TAX & INTEREST AMENDMENTS (DEPARTMENTAL ALLOCATIONS ONLY - NO NET IMPACT)

Department	GL Account	Account Name	Current Budget	Increase	Decrease	Amended Budget
Park	4110110	PropTax - Current Secured	924,780		93,114	831,666
Park	4110111	PropTax - Admin Fee (Contra)	(10,925)		(1,100)	(9,825)
Park	4110115	PropTax - Unitary	5,025		506	4,519
Park	4110120	PropTax - Current Unsecured	13,984		1,408	12,576
Park	4110140	ERAF - Excess	87,400		8,800	78,600
Park	4110145	ERAF - PY/Reverse	6,555		660	5,895
Park	4110210	PropTax - Supplemental Current	15,732		1,584	14,148
Park	4110215	PropTax - Supplemental Unsecure	218		22	196
Park	4110225	PropTax - Supplemental Redemp	437		44	393
Park	4110510	PropTax - Prior Unsecured	437		44	393
Park	4410125	Interest- Co. Pooled Investment	2,185		220	1,965
Park	4511210	HOPTR	3,277		330	2,947
Recreation	4110110	PropTax - Current Secured	448,634	23,279		471,913
Recreation	4110111	PropTax - Admin Fee (Contra)	(5,300)	(275)		(5,575)
Recreation	4110115	PropTax - Unitary	2,438	127		2,565
Recreation	4110120	PropTax - Current Unsecured	6,784	352		7,136
Recreation	4110140	ERAF - Excess	42,400	2,200		44,600
Recreation	4110145	ERAF - PY/Reverse	3,180	165		3,345
Recreation	4110210	PropTax - Supplemental Current	7,632	396		8,028
Recreation	4110215	PropTax - Supplemental Unsecure	106	6		112
Recreation	4110225	PropTax - Supplemental Redemp	212	11		223
Recreation	4110510	PropTax - Prior Unsecured	212	11		223
Recreation	4410125	Interest- Co. Pooled Investment	1,060	55		1,115
Recreation	4511210	HOPTR	1,590	83		1,673
Fire	4110110	PropTax - Current Secured	742,786	69,835		812,621
Fire	4110111	PropTax - Admin Fee (Contra)	(8,775)	(825)		(9,600)
Fire	4110115	PropTax - Unitary	4,037	379		4,416
Fire	4110120	PropTax - Current Unsecured	11,232	1,056		12,288
Fire	4110140	ERAF - Excess	70,200	6,600		76,800
Fire	4110145	ERAF - PY/Reverse	5,265	495		5,760
Fire	4110210	PropTax - Supplemental Current	12,636	1,188		13,824
Fire	4110215	PropTax - Supplemental Unsecure	176	16		192
Fire	4110225	PropTax - Supplemental Redemp	351	33		384
Fire	4110510	PropTax - Prior Unsecured	351	33		384
Fire	4410125	Interest- Co. Pooled Investment	1,755	165		1,920
Fire	4511210	HOPTR	2,633	247		2,880
			2,400,700	105,632	105,632	2,400,700



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: January 15, 2025
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 2025.



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: January 14, 2025
Re: Potential Nomination as 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, a brief fact sheet regarding the position available for nomination has been included as well as the nomination form.

Once the nomination period has closed on February 11, 2025, 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 21, 2025. The special district nomination and election process is facilitated through the 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). Examples 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. CKH expanded LAFCo's regulatory powers to oversee outside service extensions as well as the authority to directly initiate certain government reorganizations, such as forming, consolidating, or dissolving special districts. CKH also reaffirmed and expanded LAFCo's underlying directive to balance orderly development with efficient governmental services with the sometimes competing interests of discouraging urban sprawl and preserving open space and prime agricultural lands. (Government Code Section 56000 et seq.)

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. All terms are four years and there are no term limits. LAFCo conducts regular meeting on the 2nd Thursday of each even-numbered month at 6:30pm.

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).



Marin County Special Districts Association

An organization to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Marin, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the citizens of Marin County that will result in benefit to the public.

LAFCo Marin County Election Facts

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 is responsible for evaluating and recommending potential consolidations of local government jurisdictions within the County.

Regular vs alternate seats: Regular special district members serve on the Commission and are 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 interest.

Special District Election- One Regular Seat up for Nomination

A vote by mail ballot election must be held to select a member for the regular seat position, to serve a four-year term ending in May 2029. There are no term limits for this seat. This seat is currently held by Craig Murray. His term expires in May 2025.

Nominations

Please be aware that if your district wishes to nominate a person for the position, the attached forms for nominations and for statements of candidate qualifications must be completed.

Supportive materials will also be accepted **Nomination forms are due February 11, 2025, by 5 PM.**

Selection Schedule

MCSDA will receive nominations through **February 11, 2025, by 5 PM.**

Ballots will be distributed by **February 18, 2025.** The candidate qualifications forms and any supportive materials will be distributed with the ballots.

The final date MCSDA will receive ballots is Monday, **April 21, 2025, by 3:00 PM.**

Ballot Counting shall occur on Monday, **April 21, 2025 at 3:00pm.** Any candidate or general member of the public is welcome to witness the process at the TCSD office at 305 Bell Lane.

The newly selected or re-appointed candidate will be seated in time for the **June 12, 2025** regular commission meeting.



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NOMINATION FORM FOR LAFCo SPECIAL DISTRICT SEATS

Due Tuesday, February 11, 2025, 5:00PM

District Name: _____

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

Name of Nominee: _____

District of Nominee: _____

Applying for (check one):

_____ **Regular Member**

_____ **Alternate Member**

_____ **Both Seats (Regular and Alternate)**

(NOTE: if your Board approved the nomination by resolution you may attach that in-lieu of filling out the bottom portion of this form.)

Ayes: _____

Noes: _____

Absent: _____

Abstain: _____

Attest:

General Manager or Secretary

Board President



Marin County Special Districts Association

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LAFCo SPECIAL DISTRICT REPRESENTATIVE NOMINEE STATEMENT OF QUALIFICATIONS

Due Tuesday, February 11, 2024, 5:00PM

Name: _____

District: _____

Applying for (check one):

_____ **Regular Member**

_____ **Alternate Member**

_____ **Both Seats (Regular and Alternate)**

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

Email: _____

Home Address: _____

Work Address: _____

Present Occupation: _____

Summary of Qualifications (Please do not state refer to resume):

Reason for Applying:

Please list organizations in which you are an officer or employee:

Additional information may be attached:

District Manager Report
January 14, 2025
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.

Fiscal Year 23/24 Financial Audit

The vast majority of Audit work has been completed at this point and we should receive initial drafts in the coming week or two. We appear to remain on track for the final audit to be presented to the Board at the February meeting.

FEMA - Creek Bank Repair Claim

Even though the project was formally declared as "CEQA Exempt" and has long been completed, the Federated Indians of Graton Rancheria have requested to further investigate the potential archaeological resources in the project area. FEMA is in process of requesting information from the California Historical Resources Information System. They would also like to conduct a Pedestrian Survey with a certified archaeologist in the project area and invite the tribe to participate in this survey.

They are hoping to coordinate this for as soon as possible so they can issue a final determination and obligation of funding.

Fire Station Bunk Room Conversion Project:

During the early stages of this initiative, staff engaged two construction estimators to establish a ballpark cost for the scope of work. Both of whom estimated a construction cost lower than the \$60,000 initially budgeted. These estimates formed the basis for establishing our budgeted total.

We recently received a final bid from one of our approved contractors. Unfortunately, not only did their bid amount exceed what was budgeted for this project, it also exceeded the allowable cost threshold of \$75,000 as set by statute to allow for "direct dealing" between a public agency and qualified contractor.

Next steps, staff will create an informal Request For Proposals (RFP) to be distributed amongst the local area builders' associations in the hopes we can draw additional bids while remaining within the "direct dealing" cost thresholds.

If we do not receive bids within that threshold, the District would be required to engage in "informal bidding" for this project. While informal bidding is indeed less formal than the "sealed bidding" process, it is certainly not as "informal" as the title would suggest and involves a greater level of regulation be complied with in the notice, bidding and selection process.

Fire Department Staffing and Operations

We continue to actively recruit and interview for two vacant firefighter-paramedic positions. Additionally, the department has one firefighter who remains on industrial injury leave.

Needless to say, the requirement to staff vacant shifts has placed a significant burden on active personnel. While San Rafael Fire Department personnel have staffed some of the Marinwood shifts via voluntary assignment through our shared services agreement, Marinwood firefighters have filled the majority through mandatory overtime assignments. This has resulted in our firefighters working an extraordinary number of hours, creating a burden on them professionally and notably, a personal hardship on their families.

In an effort to provide relief to our firefighters, both parties, firefighters and the District, have agreed to temporarily suspend assigning mandatory overtime to fill the 3rd position on each shift thus potentially reducing operations to a 2-person engine company on some shifts.

Both parties still strive to provide a 3-person engine company for all shifts, but this allows active firefighters the option to avoid mandatory overtime assignments as needed.

In instances where the department is covered with a 2-person shift, Fire Chief Roman has drafted operational procedures involving the assignment of a 2nd engine company to select calls as needed amongst other adjustments to ensure not only adequate response but also the safety of our firefighters.

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 Board Meeting – Fire Chief’s Report -

STAFFING UPDATES

Continue to pursue the hiring. We conducted 2 interviews, however, offers were declined. Pursuing an additional candidate.

OPERATIONS DIVISION UPDATES

Marinwood Fire Department Statistics: December 2024

The Marinwood Fire Department responded to 103 emergency calls in December 2024. A little over half of the calls were for medical assistance and Engine 58 responded to two fires.

On December 14, Engine 58 responded to a call of a tree that had fallen on a residence on Appleberry Drive. Upon arrival, E58 found a large tree had compromised the roof and water was entering the residence. They advised the resident to evacuate and helped move furniture and belongings to areas of the house that were still dry. E58 also noted another tree that was in danger of falling over and closed the street until a tree crew could safely remove the tree.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	9	2	2	0	1	N/A	0	14
CSA 13	6	1	0	0	1	N/A	0	8
Old JPA (Mont Marin)	13	2	0	0	0	N/A	0	15
New JPA (East of 101)	24	12	4	0	3	N/A	0	43
SR Mutual Aid	4	5	1	2	0	1	0	13
MC JPA	1	0	4	0	0	N/A	0	5
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	0	2	0	0	0	3	0	5
Total number	57	24	11	2	5	4	0	103
<i>Percentage of total</i>	<i>55.3%</i>	<i>23.3%</i>	<i>10.7%</i>	<i>1.9%</i>	<i>4.9%</i>	<i>3.9%</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): n/a

Average response time for Engine 58: 5 minutes, 29 seconds

TRAINING DIVISION UPDATES

No Report

PREVENTION DIVISION UPDATES

No Report

WILDFIRE MITIGATION DIVISION UPDATES

No Report



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: January 14, 2025
Re: Developer Request for 2nd Addendum to Oakview Subdivision Agreement

Directors,

In December 2022 the Board of Directors approved an Amendment to the Oakview Subdivision Agreement originally formed in 2006. The Amendment updated and clarified the terms regarding a financial contribution to be made by The Oaks Senior Living, LLC, and provided to the District for the construction of a multi-use trail located on District Open Space property adjacent to the senior living community property. In this regard specifically, the Amendment stated:

1. Funding Contribution for Alternative Trail Project. Instead of complying with the Original Trail Obligation, Oaks shall pay District a monetary amount that is equivalent to the cost of satisfying the Original Trail Obligation at the time the work necessary to complete the Road and Bridge Obligation is completed (the “Original Trail Cost”), in full, no later than 30 days after completing such work. If Oaks completes the work necessary to satisfy the Road and Bridge Obligation by December 31, 2023, the Original Trail Cost shall be \$150,000. If Oaks does not complete such work by December 31, 2023, then the Original Trail Cost shall be an amount jointly agreed to by the parties, or if the parties are not able to agree on such amount, then the Original Trail Cost shall be determined by Timothy Best, CEG (or if Mr. Best is unavailable, then by a construction engineer of equivalent expertise jointly selected by the parties).

In October 2023 the Board of Directors approved an Addendum to the aforementioned Agreement establishing a new date of December 31, 2024 by which for the developer to complete the Road and Bridge Obligation while also increasing the total amount of their financial contribution to the trail project from \$150,000 to \$165,000. No other provisions of the Agreement were changed.

Representatives of The Oaks Senior Living, LLC, recently contacted the District to provide an update on this project acknowledging they were unable to meet the December 31, 2024 deadline. They further requested another extension of two (2) additional years, thus establishing new date of December 31, 2026 to complete the Road and Bridge Obligation. In exchange for the District’s consideration and approval of this request, The Oaks Senior Living, LLC, proposed to once again increase the total amount of their financial contribution to the trail project by another 10% from \$165,000 to \$181,500.

Staff Recommendation: Accept the proposal from The Oaks Senior Living, LLC, to extend the date for satisfying the Road and Bridge Obligation from December 31, 2024 to December 31, 2026, increasing the developer’s financial contribution to the trail project from \$165,000 to \$181,500 and direct staff to work with District’s legal counsel to perform a 2nd Addendum to the Oakview Subdivision Agreement, accordingly.

Parks and Recreation Report
January 2025
Submitted by: Luke Fretwell, Recreation Director

RECREATION ACTIVITY REPORT

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 5th year running the program which brought in 176 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 2nd 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 Art Show

Our Spring Art Show will take place on Saturday, April 27th in the community center. The theme of this year’s show is “Finding the Familiar” and will feature artwork from 40-50 of Marin’s finest artists. More details will be announced in the coming months.

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, plus a lot of other resources and useful information.

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, Preschool, and the After School Program.

PARKS MAINTENANCE ACTIVITY REPORT

Creek Maintenance - Erosion Control

In December the Parks Staff installed a French drain in the main park to divert water away from the top of the creekbank—a low spot where water had been regularly pooling and creating channels in a vulnerable section of the bank. The work was completed just before the next set of heavy rains and we were able to observe a dramatic improvement in the drainage of the area.

Willow Plantings

Over the past month, the staff have continued to plant willow shoots along vulnerable areas of creekbank to hopefully stabilize the soil and prevent erosion. Similar efforts will continue throughout the month.

Les Mize Bench

On Thursday, January 2, the staff installed the Les Mize memorial bench at the north end of the main park. The bench and plaque came out really nicely. The new bench replaces a dilapidated concrete bench that was cracked and falling apart. The area is looking much improved and the Mize family has expressed their approval and gratitude.

Landscaping around Community Center

Over the past few weeks, staff have added fresh woodchips to the plantings around the community center and pruned the plants and shrubs surrounding the 3 patios.

Tree Work

This past week tree maintenance was performed to several areas along the Creekside path. Large branches that had come down during the recent storms were removed, two dead trees were taken out that were leaning over the path, and dead branches were removed from some of the tall Bay trees growing near houses.

Storm Monitoring

During the recent storms, staff have made regular visits to the drains and culverts around the community to address issues and ensure everything is flowing properly, as well as actively monitoring the creek for damming and erosion concerns. In addition to that staff have been regularly monitoring the roofs of the community center and parks facility and maintaining a supply of sand and sandbags at the community center for flood control needs.

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