

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

Tuesday – October 10, 2023 – 7:30 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	
B.	AGENDA	Adopt
C.	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of September 12, 2023 b. Bills Paid Nos. 7712 – 7796	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. District Manager Report	Review
F.	FIRE DEPARTMENT MATTERS 1. Draft Minutes of Fire Commission Meeting of October 3, 2023 2. Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13 3. Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site 4. Chief Officer Report and Activity Summary	Review Approve Approve Review
G.	PARK AND RECREATION MATTERS 1. Draft Minutes of Park & Recreation Commission Meeting of September 26, 2023 2. Miller Creek Trail Initiative: Request from Developer of Senior Living Center for an Amendment to Oakview Subdivision Agreement Regarding Financial Contribution to be Received by District from Developer 3. Request for Placement of Memorial Recognition in Marinwood Park in Memory of Brian DiSanto 4. Recreation and Park Maintenance Activity Reports	Review Approve Approve Review
H.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
I.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – November 14, 2023	

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 – September 12, 2023

Time and Place: 7:30PM 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 Sivan Oyserman, Chris Case, Kathleen Kilkenny, Lisa Ruggeri and Bill Shea.

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

A. Call to Order

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

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

- a. Draft Minutes of Regular Meeting of August 8, 2023
- b. Bills Paid Nos. 7591 – 7711
Ruggeri 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

Board of Directors received public comment regarding

- a. District’s plan for park amenities

E. District Matters

1. *Emergency Creek Bank Slide Repair with Retaining Wall project: Accept Bid from Lowest Qualified Bidder in Response to Notice Inviting Bids and Authorize Staff to Enter into Contract with Lowest Qualified Bidder*
Shea to approve/Kilkenny to second “Emergency Creek Bank Slide Repair with Retaining Wall Project: Accept Bid from Lowest Qualified Bidder in Response to Notice Inviting Bids and Authorize Staff to Enter into Contract with Lowest Qualified Bidder.”
All in favor. Motion carried unanimously.
2. *Update on Pension Liability Analysis with August 2023 Release of CalPERS Annual Valuation Reports for Measurement Date of June 30, 2022*
Board received Update on Pension Liability Analysis
3. *District Manager Report*
Board received District Manager Report

F. Fire Department Matters

1. *Chief Officer Report and Activity Summary*
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 – Requests for Future Agenda Items

- Board President Oyserman would like update on creek bank repair project status
- District Manager Dreikosen will provide annual fire protection agreements for CSA 13 and County Facilities

I. Adjourn

Meeting adjourned at 8:44PM

Tiffany Combrink, Secretary

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

Treasury Fund 8067

Classes:
Street lights
Fire
Recreation
Park

Ratified by the Board of Directors on October 10, 2023

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7712	9/1/2023	Chrissy Costello	566.40	Zumba	Rec	5210146	Adult	566.40
7713	9/1/2023	Ann McBride	710.50	Irish Dance	Rec	5210146	Youth	710.50
7714	9/1/2023	Jerry Mehcz	2,560.00	Tennis	Rec	5210146	Tennis	2,560.00
7715	9/1/2023	Silbermann's Ice Cream	360.00	vending supplies	Rec	5220826	Pool	360.00
7716	9/1/2023	Staples	394.17	office supplies	Rec	5220110	General	394.17
7717	9/1/2023	State of CA - Dept of Justice	32.00	fingerprinting	Rec	5210128	General	32.00
7718	9/1/2023	Got Gophers	275.00	pest control	Park	5211532	General	275.00
7719	9/1/2023	Grainger	1,430.90	supplies	Fire	5220310	General	495.03
					Rec	5220310	Building	935.87
7720	9/1/2023	Hagel	2,061.82	janitorial supplies	Rec	5220827	Building	2,061.82
7721	9/1/2023	Jackson's Hardware	419.87	supplies	Park	5220310	General	419.87
7722	9/1/2023	Pace Supply	41.53	Irrigation maintenance	Park	5220310	General	41.53
7723	9/1/2023	Marin Ace	623.22	supplies	Park	5220310	General	623.22
7724	9/8/2023	Folger Graphic	-	VOID - replaced check	Rec	5210122	General	0.00
7725	9/8/2023	GeoMorph Design	9,215.48	Creek repair design/permitti	Capital	5210120	FEMA	9,215.48
7726	9/8/2023	Intercare Holdings Insurance	473.76	4850 overpayment	Fire	5140116	General	473.76
7727	9/8/2023	Marinwood CSD	88,333.05	Fire salaries	Fire	5110110	General	29,090.53
				Fire OT	Fire	5120110	General	12,984.12
				Acting Pay	Fire	5110310	General	96.24
				Admin Asst	Fire	5110110	Admin	1,063.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,063.36
				Admin Asst	Park	5110110	Admin	531.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,848.72
				Rec Dir	Park	5110110	General	1,220.88
				Rec salary	Rec	5110110	General	8,540.80
				Rec hourly	Rec	5110210	General	2,020.13
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	261.00
				Building attendants	Rec	5110210	Building	248.00
				Pool staff	Rec	5110210	Pool	10,249.42
				Aquatics	Rec	5110210	Aquatics	387.50
				Summer	Rec	5110210	Summer	152.00
				Preschool	Rec	5110210	Preschool	3,076.00
				Afterschool	Rec	5110210	Afterschool	1,609.50
				PR fees	Fire	5210230	General	170.85
				PR fees	Rec	5210230	General	139.31
				PR fees	Park	5210230	General	28.84
				SS + Medicare	Fire	5140140	General	3,507.38
				SS + Medicare	Rec	5140140	General	2,660.74
				SS + Medicare	Park	5140140	General	610.58
				EDU + SUI	Rec	5140145	General	193.82
				Benefits withholding	Park	2120066	General	-1,149.80
				Benefits withholding	Rec	2120066	General	-1,487.79
				Benefits withholding	Fire	2120066	General	-5,286.52
7728	9/8/2023	Marinwood CSD	14,336.82	Retire 09/08	Park	5130510	General	1,778.36
					Rec	5130510	General	2,412.85
					Fire	5130510	General	10,145.61
7729	9/8/2023	Ongaro & Sons	540.00	backflow testing	Park	5210835	General	420.00
					Rec	5210835	General	60.00
					Fire	5210835	General	60.00
7730	9/11/2023	A&S Landscape Materials	201.01	landscaping materials	Park	5220310	General	201.01
7731	9/11/2023	Airgas	609.21	pool chems	Rec	5220710	Pool	609.21
7732	9/11/2023	AFLAC	26.50	disability ins Aug	Park	5130120	General	26.50
7733	9/11/2023	AT&T	344.25	phones - Aug	Fire	5210725	General	158.60
					Park	5210725	General	28.59
					Rec	5210725	General	157.06
7734	9/11/2023	AT&T	80.25	park internet Sept	Park	5210725	General	80.25
7735	9/11/2023	Buck's Saw Service	114.65	equipment maintenance	Park	5220210	General	114.65
7736	9/11/2023	Cal West	118.20	sod cutter	Park	5211220	General	118.20
7737	9/11/2023	City of San Rafael	4,388.14	E58 maintenance	Fire	5210910	General	4,388.14
7738	9/11/2023	Coverall	1,176.00	janitorial services	Rec	5211110	Building	1,176.00
7739	9/11/2023	DC Electric Group	315.40	SL maintenance July	Streetlights	5210915	General	315.40
7740	9/11/2023	Ewing Irrigation	1,059.50	Irrigation maintenance	Park	5220310	General	1,059.50
7741	9/11/2023	Home Depot	300.34	supplies	Park	5220310	General	300.34
7742	9/11/2023	Landesign	3,168.00	landscape contractor	Park	5211125	General	3,168.00
7743	9/11/2023	Marin Landscape Material	2,926.41	soil and grass	Park	5220310	General	2,926.41
7744	9/11/2023	Marin Sanitary Service	3,396.19	Garbage Aug	Park	5210815	General	2,377.36
					Rec	5210815	General	679.24
					Fire	5210815	General	339.59
7745	9/11/2023	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7746	9/12/2023	PG&E	474.54	Gas - Aug	Rec	5210810	General	444.70
					Fire	5210810	General	29.84
7747	9/12/2023	PG&E	1,993.62	Streetlights - Aug	Streetlights	5210825	General	1,993.62
7748	9/12/2023	Pitney Bowes	268.16	postage meter lease Q1	Rec	5220110	General	268.16
7749	9/12/2023	Rafael Lumber	176.17	park maintenance	Park	5220310	General	176.17
7750	9/12/2023	SiteOne Landscape Supply	1,986.29	Irrigation maintenance	Park	5220310	General	1,986.29
7751	9/12/2023	SolEd Solar Holdings	1,701.33	Solar - Aug	Rec	5210810	General	1,330.33
					Fire	5210810	General	371.00
7752	9/12/2023	TIAA	638.90	copier lease	Rec	5220130	General	415.29
					Fire	5220130	General	159.73
					Park	5220130	General	63.88
7753	9/12/2023	VSP	387.94	Vision - Sept	Fire	5130120	General	214.51
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
7754	9/12/2023	West End Nursery	69.04	grounds maintenance	Park	5220310	General	69.04
7755	9/14/2023	Folger Graphic	9,654.64	Fall/Winter catalog	Rec	5210122	General	9,654.64
7756	9/14/2023	Marinwood CSD	2,104.80	PR billing fees 12/16/22	Fire	5210230	General	1,157.64
					Rec	5210230	General	736.68
					Park	5210230	General	210.48
7757	9/14/2023	Westamerica Bank	42,752.99	E58 loan payment	Fire	5211710	General	40,305.03
					Fire	5211715	General	2,447.96
7758	9/21/2023	CalPERS	8,333.00	CERBT Sept	Park	5130130	General	2,000.00
					Rec	5130130	General	750.00
					Fire	5130130	General	5,583.00
7759	9/21/2023	Delta Dental	2,105.84	Dental - Oct	Fire	5130120	General	1,194.20
					Park	5130120	General	483.38
					Rec	5130120	General	428.26
7760	9/21/2023	Marinwood CSD	99,684.32	Fire salaries	Fire	5110110	General	30,030.13
				Fire OT	Fire	5120110	General	16,460.91
				FLSA	Fire	5110319	General	1,254.01
				Holiday	Fire	5110313	General	3,453.60
				Admin Asst	Fire	5110110	Admin	1,063.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,063.36
				Admin Asst	Park	5110110	Admin	531.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,848.72
				Rec Dir	Park	5110110	General	1,220.88
				Rec salary	Rec	5110110	General	8,540.80
				Rec hourly	Rec	5110210	General	457.88
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	270.00
				Building attendants	Rec	5110210	Building	217.00
				Pool staff	Rec	5110210	Pool	11,038.16
				Aquatics	Rec	5110210	Aquatics	335.00
				Preschool	Rec	5110210	Preschool	5,152.51
				Afterschool	Rec	5110210	Afterschool	2,056.13
				PR fees	Fire	5210230	General	185.32
				PR fees	Rec	5210230	General	129.38
				PR fees	Park	5210230	General	25.65
				SS + Medicare	Fire	5140140	General	4,197.97
				SS + Medicare	Rec	5140140	General	2,776.59
				SS + Medicare	Park	5140140	General	611.28
				EDU + SUI	Rec	5140145	General	185.71
				Benefits withholding	Park	2120066	General	-1,149.80
				Benefits withholding	Rec	2120066	General	-1,487.79
				Benefits withholding	Fire	2120066	General	-5,286.52
7761	9/21/2023	Marinwood CSD	15,734.28	Retire 09/22	Park	5130510	General	1,778.36
					Rec	5130510	General	2,412.85
					Fire	5130510	General	11,543.07
7762	9/21/2023	Marinwood CSD	45,877.40	Health - Oct	Park	5130120	General	9,807.22
					Rec	5130120	General	8,361.41
					Fire	5130120	General	27,708.77
7763	9/21/2023	Jerry Mehcz	5,597.60	Tennis	Rec	5210146	Tennis	5,597.60
7764	9/21/2023	Pitney Bowes	500.00	postage	Rec	5220110	General	250.00
					Park	5220110	General	125.00
					Fire	5220110	General	125.00
7765	9/21/2023	SDRMA	297.60	Life ins - Oct	Fire	5130120	General	92.81
					Park	5130120	General	99.45
					Rec	5130120	General	105.34
7766	9/21/2023	US Bank Corporate Pmt Svc	19,910.85	CEQA NOE filing - slide repr	Capital	5220910	FEMA	52.50
				online meeting subscription	Fire	5211325	General	27.99
				shipping, MS office subscrip	Fire	5220110	General	89.36
				engine detailing, iphone/tablet	Fire	5220210	General	180.48
				firehouse supplies	Fire	5220827	General	59.78
				vehicle maintenance	Park	5210910	General	61.17
				online meeting subscription	Park	5211325	General	14.25
				meeting supplies	Park	5220110	General	154.07
				small tools	Park	5220220	General	162.38

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				bee traps	Park	5220310	General	179.68
				coffee maker/supplies	Park	5220819	General	113.57
				janitorial	Park	5220827	General	43.29
				CPR certs	Rec	5220819	Adult	540.00
				supplies	Rec	5220819	After school	650.36
				supplies	Rec	5220819	Community	524.96
				fingerprinting	Rec	5210128	General	35.00
				lifeguard instructor cert	Rec	5211315	General	-80.00
				online meeting subscription	Rec	5211325	General	45.73
				office supplies / subscription	Rec	5220110	General	541.20
				supplies	Rec	5220819	General	190.96
				lifeguard class supplies	Rec	5211315	Pool	885.48
				pool chems	Rec	5220710	Pool	436.54
				supplies	Rec	5220819	Pool	801.57
				vending supplies	Rec	5220826	Pool	5,120.78
				job posting	Rec	5210122	Preschool	75.00
				supplies	Rec	5220819	Preschool	369.48
				supplies	Rec	5220819	Summer	8,635.27
7767	9/21/2023	VSP	387.94	vision - Oct	Fire	5130120	General	214.51
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
7768	9/26/2023	Ryan Brackett	237.66	Q1 FY23-24 AFLAC reimb	Fire	5130120	General	237.66
7769	9/26/2023	Cesar Correa	237.66	Q1 FY23-24 AFLAC reimb	Fire	5130120	General	237.66
7770	9/26/2023	Sean Day	207.78	Q1 FY23-24 AFLAC reimb	Fire	5130120	General	207.78
7771	9/26/2023	William Kelly	237.66	Q1 FY23-24 AFLAC reimb	Fire	5130120	General	237.66
7772	9/26/2023	John Papanikolaou	222.06	Q1 FY23-24 AFLAC reimb	Fire	5130120	General	222.06
7773	9/26/2023	Brandon Selvitella	217.68	Q1 FY23-24 AFLAC reimb	Fire	5130120	General	217.68
7774	9/26/2023	Brian Smith	126.90	Q1 FY23-24 AFLAC reimb	Fire	5130120	General	126.90
7775	9/26/2023	Jeff Smith	211.92	Q1 FY23-24 AFLAC reimb	Fire	5130120	General	211.92
7776	9/26/2023	AFLAC	26.50	disability ins Sept	Park	5130120	General	26.50
7777	9/26/2023	C.A.P.F.	236.00	LTD sept	Fire	5130120	General	236.00
7778	9/26/2023	Comcast	157.14	Cable - Sept	Fire	5210725	General	157.14
7779	9/26/2023	Comcast	146.55	internet - Sept	Fire	5210725	General	73.27
					Rec	5210725	General	73.28
7780	9/26/2023	DC Electric	315.40	SL maintenance Aug	Streetlights	5210915	General	315.40
7781	9/26/2023	Hagel	1,189.97	janitorial supplies	Rec	5220827	Building	1,189.97
7782	9/26/2023	Marin Prof Firefighters	840.00	Sept dues	Fire	5211330	General	840.00
7783	9/26/2023	PG&E	1,391.44	Streetlights - Sept	Streetlights	5210825	General	1,391.44
7784	9/26/2023	PG&E	3,682.65	electric - Aug	Rec	5210810	General	2,414.22
					Fire	5210810	General	1,038.89
					Park	5210810	General	229.54
7785	9/26/2023	Pitney Bowes	268.16	postage meter lease Q2	Rec	5220110	General	268.16
7786	9/26/2023	Postal Palace	33.78	shipping	Fire	5220110	General	33.78
7787	9/26/2023	Quill	177.66	cleaning supplies	Fire	5220827	General	177.66
7788	9/26/2023	SDRMA	13,725.22	22-23 WC reconciliation	Park	5140115	General	3,975.67
					Rec	5140115	General	7,219.94
					Fire	5140115	General	2,529.61
7789	9/26/2023	State of CA - Dept of Justice	32.00	fingerprinting	Rec	5210128	General	32.00
7790	9/26/2023	Studio Weeren	180.00	web maint Q2	Park	5210122	General	36.00
					Rec	5210122	General	108.00
					Fire	5210122	General	36.00
7791	9/28/2023	Marinwood CSD	169.00	PR billing fees	Fire	5210230	General	92.95
					Rec	5210230	General	64.22
					Park	5210230	General	11.83
7792	9/28/2023	Adrienne Giotta	630.00	refund youth camps	Rec	4631922	Youth	630.00
7793	9/28/2023	Chrissy Costello	1,132.80	Zumba	Rec	5210146	Adult	1,132.80
7794	9/28/2023	Alaina Fuetsch	98.06	preschool supplies	Rec	5220819	Preschool	98.06
7795	9/28/2023	AT&T	80.25	park internet Oct	Park	5210725	General	80.25
7796	9/28/2023	Beetlelady	200.00	preschool enrichment	Rec	5210146	Preschool	200.00
TOTAL:			427,687.72					427,687.72

Total by Department:

Streetlights	4,015.86
Fire Department	213,254.37
Recreation Department	143,748.26
Park Department	57,401.25
Measure A	0.00
MWPA	0.00
Capital	9,267.98
Unclassified	0.00

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.

Creek Bank Slide Repair Project:

Last month the District formally entered into contract with Westward Builders, LLC, who provided the low-bid in response to an RFP issued by the District for this project. Staff has been in consistent communication with the Westward Builders project manager since that time. This includes a pre-construction meeting attended by District staff, our contracted project engineers, and multiple representatives from the contractor. Beyond the pre-construction meeting, communication and project coordination from Westward Builders has been excellent all the way around, providing a very encouraging start to a very complex project.

Westward Builders were able to quickly acquire the needed encroachment permits from the County for use of County property along Lucas Valley immediately east of Miller Creek as a staging and access area. With that accomplished they were able to begin various environmental and stormwater protection measure tasks such as the installation of silt fencing in the area and initial prep work in the creek channel to perform creek dewatering in the impacted area. Creek dewatering will entail the placement of temporary dams placed in the creek channel at both ends of the work area and the placement of piping to transport creek flow from the upstream dam through to the downstream dam.

During our pre-construction meeting site visit, it was determined by all parties that the large oak tree impacted during the storm event that caused the bank failure and the tree to shift significantly down slope, needed tree maintenance performed prior to the project work. The intention was to lighten the canopy load and remove problematic limbs as we had hoped to be able to save the tree as part of the project. Our tree maintenance contractor came out the next day and quickly advised the tree was compromised beyond repair and recommended complete removal. We were able to bring out an independent arborist the following day who concurred the tree foundation and root system was indeed severely compromised and recommended immediate removal as the tree represented a hazard that would also negatively impact the planned project. Our tree contractor removed the tree immediately thereafter, requiring the use of a crane positioned across the creek channel to safely lift large portions of the tree out of the area and into trucks to be hauled away.

In regards to the project as a whole, on Thursday, October 5th, the District received final permit approval from the County. With that now secured, we are able to proceed on all aspects of the project. Westward Builders remain confident that all work planned in the creek channel will be able to be completed prior to environmental regulatory deadlines typically implemented with the end of October.

In regards to our FEMA disaster funding claim, Staff continues to work with FEMA representatives on the steps needed. Our assigned Project Delivery Grant Manager (PDGM) has been extremely helpful and supportive in this process. With his guidance, we have revised our Damage Descriptions and Dimensions report (DDD) and submitted our expenditures to date reporting as well as our anticipated future expenditures for this project. The project has now been submitted to the division responsible for examining the project, and our submitted projected expenditures. They will analyze the project scope of work with our construction plans to create an anticipated cost on their end. This process will ultimately result in a dollar amount that will be "obligated" to our project. However, our PDGM feels that given the level of detail and supporting documents we have provided thus far funding should be "obligated" for our full projected amount, if not even a little higher to account for contingencies. That said, it could be as long as 2-3 months before that process is completed.

Other Items of Note:

- **Play Structure Replacement Project:** The District still anticipates this project to break ground towards the end of October and are awaiting specific timing confirmation based on the manufacturing and shipment of the chosen components. It is anticipated the playground will be closed to the public for approximately 3 weeks while the project is underway and until completion.
- **Fiscal Year 2022-203 Financial Audit:** Staff have been able to soft-close our internal accounting financials and will begin preparing the needed documents for our annual financial audit. This process is anticipated to take the next couple of months to complete with a goal of presenting the audited financial statements in early 2024.

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
MINUTES OF FIRE COMMISSION MEETING
October 3, 2023

Time and Place: 7:00PM at Marinwood Community Center, 775 Miller Creek Rd, San Rafael

Present:

Commissioners: Chair Steve Farac, Pascal Karsenti, Ron Marinoff, John Seratt (arrived 7:18pm)

Absent: Tom Elsbree, Greg Stilson (CSA 13 Alternate)

Staff: District Manager Eric Dreikosen, Fire Chief Darin White

Board: Kathleen Kilkenny

1. Agenda

No edits were requested by Commissioners. Chair Farac adopted the agenda as presented.

2. Public Comment on Non-Agenda Items

No comments from the public were received.

3. Commissioner Items of Interest

-Commissioner Karsenti provided information regarding homeowners insurance hazard identification models used by the insurance industry.

(Commissioner Seratt arrived at 7:18pm)

-Commissioner Marinoff inquired about potential housing developments in the unimproved area near Rotary Village and Juvenile Hall and if any such development in this area would be annexed into Marinwood CSD.

-Commissioner Seratt inquired as to any update about cost recovery efforts for emergency response calls.

-District Manager Dreikosen shared information regarding tree maintenance work being performed by the County of Marin for the trees located in the roadway median of Miller Creek Rd between Las Gallinas Ave and Marinwood Ave.

4. Draft Minutes of August 1, 2023 Fire Commission Meeting

M/s Marinoff/Seratt to approve Draft Minutes of August 1, 2023 Fire Commission Meeting as presented. Ayes: Farac, Karsenti, Marinoff, Seratt. 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

-Commissioner Farac requested any updates as available regarding MWPA efforts in addressing homeowners' insurance cancellation concerns

-Commissioner Seratt requested updates regarding cost recovery efforts for emergency response calls.

The meeting was adjourned at 8:04 PM.

Eric Dreikosen

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: October 10, 2023
Re: Fire Protection Agreements for CSA 13 and Juvenile Hall Site

Directors,

Please see the included annual Agreements for Fire Protection and Emergency Services between the Marinwood Community Services District and the County of Marin for both CSA 13 and the juvenile hall site and surrounding facilities located on Jeanette Prandi Way in Lucas Valley.

The annual agreement fees for service are calculated using complex and long-standing formulas involving square footage of residences and other structures, current year fire department budgeted expenditures and prior year reconciliation of budgeted versus actual expenditures.

For the CSA 13 agreement, total fees for service have increased by approximately 4.0% from the prior fiscal year, FY 22-23. The total fees for service are \$11,330 above the estimated revenue contained in the approved FY 23-24 budget. The increase from prior year and the resulting budget variance are due in large part to the end of year budget-to-actuals reconciliation which carries over to current year as well as the general cost increase budgeted for fire department operations.

For the juvenile hall site agreement, total fees for service have increased by approximately 6.7% from the prior fiscal year, FY 22-23. The total fees for service are \$4,801 above the estimated revenue contained in the approved FY 23-24 budget.

Both Agreements have been provided to the County Administrator's Office for their review and are anticipated to be presented to the County Board of Supervisors for formal approval at their meeting scheduled for October 24, 2023.

Staff Recommendation: Approve both Agreements for Fire Protection and Emergency Services for CSA 13 and the Juvenile Hall Site and surrounding facilities (separate action for each Agreement).

MARINWOOD COMMUNITY SERVICES DISTRICT

**AGREEMENT BETWEEN THE COUNTY OF MARIN AND MARINWOOD
COMMUNITY SERVICES DISTRICT FOR FIRE PROTECTION AND
EMERGENCY SERVICES TO COUNTY SERVICE AREA 13**

THIS AGREEMENT, made and entered into this ____ day of _____, 2023, by
and between the MARINWOOD COMMUNITY SERVICES DISTRICT, hereinafter referred to as
"District," and the COUNTY OF MARIN, acting on behalf of County Service Area No. 13, hereinafter
referred to as "Service Area:"

WITNESSETH

For and in consideration of the mutual promises and covenants hereinafter contained, the parties hereto do
hereby agree as follows:

1. This agreement shall be for Fiscal Year 2023-2024 (July 1, 2023 through June 30, 2024)
2. District agrees to provide the residents and property owners of Service Area with fire
protection and emergency services in the Service Area for the above-referenced period. Such fire
protection and emergency services will be provided on the same basis as it is provided to the residents and
property owners of the District.
3. In consideration of the provisions of such fire protection and emergency services, Service Area
agrees to pay District the sum of \$734,960.00, as calculated on Exhibit A, payable in installments as
follows:

January 31, 2024	\$ 367,480.00
April 30, 2024	\$ 183,740.00
June 30, 2024	\$ 183,740.00

4. In the event the cost of providing such service by District to Service Area exceeds the aforesaid
sum of \$734,960.00, the amount to be charged Service Area in the following fiscal year shall be increased
by a sum equal to Service Area's pro-rata share of the excess, as said share is calculated in Exhibit A. In
the event the cost of providing service by District to Service Area is less than the aforesaid sum, the amount

to be charged Service Area in the following year shall be decreased by Service Area's pro-rata share of said surplus.

5. The District agrees as part of its ongoing annual contract with Service Area that it will not charge CSA 13 for litigation costs and damages incurred by the District.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year above written.

COUNTY OF MARIN

Stephanie Moulton-Peters
President, Board of Supervisors

ATTEST: _____
Clerk

MARINWOOD COMMUNITY SERVICES DISTRICT

Sivan Oyserman
President, Board of Directors

ATTEST: _____
Eric Dreikosen, District Manager

Approved by the Board of Directors of the Marinwood Community Services District at a regular meeting of the Board held on the 10th day of October, 2023.

EXHIBIT A
COUNTY SERVICE AREA NO. 13 FIRE PROTECTION CONTRACT
CALCULATION FOR FISCAL YEAR 2023-24

CALCULATE ADJUSTED FIRE BUDGET:

Total Marinwood Fire Budget FY 2023-24	3,078,370	
Adjust: 2023/2024 Engine Lease Payment	-43,000	
Adjust: 2023/2024 Fire Department Capital Reserves Allocation	-80,000	
Adjust: 2023/2024 OPEB Trust Contribution Allocation	<u>-67,000</u>	
Adjusted Fire Budget		2,888,370

CALCULATE SQUARE FOOTAGE RATIO:

Square footage Marinwood CSD 2023-24	3,338,906	
Square footage CSA 13 2022-23	<u>1,156,906</u>	
Total square footage	4,495,812	
Ratio of square footage		25.73%

CSA 13 Contract per CSD Budget for Fiscal Year 2023-24:	743,178	
Less: Pro-rata Share of Under Budget Surplus 2022-23	-8,218	
Less: Credit for 2022-23 Out-of-County & reimbursements	-	
Total of Payments due from CSA 13:		<u>734,960</u>

**AGREEMENT BETWEEN THE COUNTY OF MARIN AND
MARINWOOD COMMUNITY SERVICES DISTRICT FOR FIRE PROTECTION
AND EMERGENCY RESPONSE SERVICES FOR THE JUVENILE HALL SITE**

THIS AGREEMENT, made and entered into this ____ day of _____, 2023,
by and between the COUNTY OF MARIN, hereinafter referred to as "County" and the
MARINWOOD COMMUNITY SERVICES DISTRICT, hereinafter referred to as "District":

WITNESSETH

For and in consideration of the mutual promises and covenants hereinafter contained,
the parties hereto do hereby agree as follows:

1. This Agreement shall be for Fiscal Year 2023-2024.
2. District agrees to provide the residents and property owners of the area known as "Juvenile Hall Site", hereinafter "Site", with fire protection and emergency response services for FY 2023-2024. Said services will be provided on the same basis as it is provided for the residents and property owners of District.
3. In consideration of the provisions of said structural fire protection, County agrees to pay District the sum of \$112,027.00, as calculated on Exhibit A. Said payment shall be due and payable on or before January 31, 2024.
4. The basic charge shall be .5214 cents per square foot, plus the fire square footage charge assessed in District for the current fiscal year, .3957 cents per square foot. The total square footage charge is applied to the total square footage of all structures on the Site, formerly called the County Farm, including the Rotary Club Senior Housing, County offices, Juvenile Hall, and County schools. Billing for the structures used by Marin County Schools shall be sent to the Marin County Office of Education; billing for all other County structures and Rotary Club Housing shall be sent to the County Auditor or their designee.

IN WITNESS WHEREOF the parties hereto have executed this Agreement on the day
and year above written.

COUNTY OF MARIN:

Stephanie Moulton-Peters
President, Board of Supervisors

ATTEST: _____
Clerk

MARINWOOD COMMUNITY SERVICES DISTRICT:

Sivan Oyserman
President, Board of Directors

ATTEST: _____
Eric Dreikosen, District Manager

Approved by the Board of Directors of Marinwood Community Services District at a regular
meeting of the Board held the 10th day of October, 2023.

EXHIBIT A

JUVENILE HALL SITE FIRE SERVICE CHARGE CALCULATION

Basic charge	.5214 cents	
Marinwood CSD service charge 2023-2024 (approved by voters November 2011)	.3957 cents	
Total <u>service charge rate</u> , County Farm		.9171 cents
 <u>Square footage</u> County Schools	14,708	
<u>Square footage</u> County Farm facilities:		
Rotary Senior Housing est. 53,732 sq. ft.		
County buildings 53,713 sq. ft.	107,445	
Total square feet, County Farm		122,153 sq. ft.
 Service charge County Schools (sq ft x .service charge rate)	\$13,489	
Service charge other County (sq ft x .service charge rate)	<u>\$98,538</u>	
TOTAL FIRE PROTECTION SERVICES TO JUVENILE HALL SITE, FY 2023-2024		\$ 112,027



To: Marinwood Fire Commission

From Darin White, Fire Chief

Date: October 10, 2023

Re: Fire Department Update

Marin Wildfire Prevention Authority- (MWPA)

Evacuation Study

In an attempt to learn specific details about evacuation routes, their capacity and any recommendations that may prove useful to community members and first responders, I was unable to locate specific reference to multiple areas of the San Rafael/Marinwood CSD. After reviewing more of the draft version of the Marin County Current Conditions Evacuation Risk Assessment, I learned that the expectation of each jurisdiction (according to Assembly Bill 747) is that it will identify evacuation routes and their capacity, safety, and viability under a range of emergency scenarios and include this information in General Plans. This particular study and maps contained in it make no reference to the capacity, safety, and /or viability of the evacuation routes. The evacuation route involving Marinwood is not listed by name, but it can be deciphered when looking at a map showing both major and minor evacuation routes.

Some key findings in the assessment stated the following actions should be explored to improve evacuation outcomes for those leaving in the middle of the day and/or in the early a.m. hours when traffic conditions and emergencies can create confusion and risk. The recommendations include:

- **Enhanced evacuation planning for different weather and fuel conditions.** This is due to the unpredictability of fire behavior in dry onshore wind conditions and winds such as the Diablo Winds
- **Enhanced fuel reduction programs for evacuation routes and neighborhoods in and around fire ignition areas of concern.** This includes canopy clearances in narrow, windy, steep roads/areas surrounded by fuels.
- **Enhanced evacuation preplanning to consider the time of fire ignition and evacuation.** Points emphasized included afternoon school release times, evening rush-hour, elderly care facilities, large animal evacuations and vulnerable populations.
- **Enhanced Planning for temporary safe locations and sheltering-in-place.** The design of alternative fire-resilient shelters and/or temporary staging areas could prove to be a viable alternative to evacuation. Given the schools location and exposure to fire threat, evacuation planning efforts should include transportation assistance plans, shelter-in-place protocols and fuel reduction efforts in these areas.
- **Increased Planning for temporary staging locations.** These areas could provide brief safe parking areas for evacuees.
- **Enhanced evacuation alerts and notifications.** Nighttime alerts

- **Enhanced traffic restrictions during Red Flag Waring days**
- **Enhanced Evacuation Drills**

As more conversations occur, I will broach this subject with the Executive Director of the MWPA, Mark Brown, to request a more in-depth assessment occur on Lucas Valley Road and Miller Creek Road.

Salvation Army



On Thursday September 21, 2023, Mr. Peter Breen, and members of the Salvation Army, based out of San Rafael at 351 Mission Avenue provided a background discussion and demonstration of the revamped, and newly wrapped and sanitized Mobile Canteen Service unit. Although this unit is 55 years old, it is in great shape and can provide canteen service during training exercises, actual emergencies, and other events. While the refrigerator capacity won't store great volumes of food, the cooking appliances can easily provide meals for 100 plus people. Hot dogs, burgers and more can be cooked relatively quickly on the grill and served from the unit. Breakfast is also an option, especially scramble Joes, but the breakfast items will need to be stored nearby and/or cooked offsite to ensure timely distribution.

The Salvation Army staff is looking forward to supporting our personnel when an event occurs, and we hope that the majority if not all of their activities are based in response to training and exercises as opposed to live emergencies. However, if they are needed for the latter, they pledge to help out!

Vegetation Management



Miller Creek Road is undergoing a bit of vegetation removal. Thanks in large part to the efforts of District Manager Dreikosen and his tireless efforts to engage with County representatives repeatedly, the Eucalyptus trees in the median have received some attention. In the images above, the canopy is starting to take on a new and safer appearance in that many of the overhanging branches on the south side of Miller Creek road (and a few trees) have been cut.

Although there is still more to be done, this is a great beginning and future efforts may need to include Pacific Gas and Electric (PG&E) since some of the foliage is reaching upward and into the power lines in the middle and upper pole areas.

Marinwood Fire Department Statistics: September 2023

The Marinwood Fire Department responded to 129 emergency calls in September 2023. A little over half of the calls for service were medical calls. Engine 58 responded to one fire related incident. On September 3rd, E58 responded code 3 to a mobile home fire in Contempo Marin. Upon arrival, they found a double-wide mobile home with heavy fire showing. E58 confirmed that all occupants were safely out of the home and defensive tactics were employed. E56 and E57 assisted with extinguishing the fire and protecting nearby property. Extensive damage was limited to the home and two adjacent

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	12	6	7	0	0	N/A	0	25
CSA 13	3	3	0	0	0	N/A	0	6
Old JPA (Mont Marin)	7	4	0	0	1	N/A	0	12
New JPA (East of 101)	32	9	3	1	0	N/A	0	45
SR Mutual Aid	5	11	0	0	1	1	0	18
MC JPA	3	3	0	0	0	N/A	0	6
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	5	5	0	0	0	7	0	17
Total number	67	41	10	1	2	8	0	129
<i>Percentage of total</i>	<i>51.9%</i>	<i>31.8%</i>	<i>7.8%</i>	<i>0.8%</i>	<i>1.6%</i>	<i>6.2%</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, 49 seconds

Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting

Tuesday – September 26, 2023

Time and Place: 7:00PM at Marinwood Community Center, 775 Miller Creek Rd, San Rafael

Present:

Commissioners: Chair Michael Benesch, Angela Bliss-Steiner, Jon Campo, Ian Fein, Ryan Madden

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Directors: Kathleen Kilkenny

1. Agenda

No changes were requested by Commissioners. The agenda was adopted as presented.

2. Public Comment on Non-Agenda Items

No comments from the public were received.

3. Draft Minutes of March 28, 2023 P&R Commission Meeting

M/s Campo/Fein to approve Draft Minutes of March 28, 2023 P&R Commission Meeting. All in favor.

Motion carried unanimously

4. Draft Minutes of June 6, 2023 P&R Commission Special Meeting

M/s Campo/Fein to approve Draft Minutes of June 6, 2023 P&R Commission Special Meeting. All in favor.

Motion carried unanimously

5. Minutes of September 12, 2023 Board Meeting

Commission reviewed minutes.

6. Request for Placement of Memorial Recognition in Marinwood Park in Memory of Brian DiSanto

Commission discussed request and reached consensus of appropriate placement location to be in the northern section of the park along planned pathway affronting tennis courts. Commission reached further consensus of appropriate memorial type to be a plaque fastened to a decorative landscaping boulder.

M/s Fein/Campo to approve placement of memorial in memory of Brian DiSanto in northern section of Marinwood Park as plaque fastened to decorative boulder along planned pathway. All in favor. Motion carried unanimously.

7. Update on Current and Potential Park & Recreation Capital Projects: Play Structure Replacement; Emergency Creek Bank Slide Repair; Miller Creek Trail (verbal report)

Commission received verbal updates

8. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report.

9. Commissioner Items of Interest – Requests for Future Agenda Items

-Commissioner Madden requested discussion on potential ways to make street crosswalks safer, notably the crosswalk on Miller Creek Road connecting the pedestrian pathways to/from Pinewood Drive and Peachstone Terrace. District Manager Dreikosen stated he would contact County Department of Public Works and invite a representative to a future commission meeting.

-Commissioner Fein requested discussion of potential “volunteer work days” for items such as roadway median beautification & pedestrian pathway projects. Suggested discussion happens as a follow-up to potential meeting with County DPW representative.

10. Adjourn

Meeting adjourned at 8:19 PM

Eric Dreikosen, District Manager

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: October 10, 2023
Re: Developer Request for Amendment to Oakview Subdivision Agreement

Directors,

Please see the included correspondence from Robert Eves of The Oaks Senior Living, LLC, developer of the THE OAKS senior living community planned for construction in the area south of Marinwood Drive adjacent to Marinwood CSD Open Space property. Mr. Eves is requesting a 2nd Amendment to the Oakview Subdivision Agreement currently formed between our two parties.

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).

As indicated in Mr. Eves’ correspondence, they were not able to obtain the required permitting in time to be able to complete the Road and Bridge Obligation by December 31, 2023 as stated in the Amendment language above. Mr. Eves is proposing a 2nd Amendment establishing a new date of December 31, 2024 by which for the developer to complete the Road and Bridge Obligation.

Mr. Eves is further proposing in recognition of extending the above deadline by 12-months, The Oaks Senior Living, LLC, shall increase the total amount of their financial contribution to the trail project from \$150,000 to \$165,000, should the District feel that is necessary. No other provisions of the current Agreement would be changed.

Such an adjustment represents a 10% increase to the original agreed upon financial contribution amount. Given that the Agreement deadline would be extended by one year only, a 10% annual

increase to their financial contribution requirement seems to be both a fair and reasonable offer as proposed by the developer.

Furthermore, should the Board accept this offer, it will reduce the level of ambiguity currently associated with the Agreement in regards to the December 31, 2023 date for satisfaction of the Road and Bridge Obligation and the need for further action should this obligation not be met.

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, 2023 to December 31, 2024, increasing the developer's financial contribution to the trail project from \$150,000 to \$165,000 and direct staff to work with District's legal counsel to perform a 2nd Amendment to the Oakview Subdivision Agreement, accordingly.

September 14, 2023

From: The Oaks Senior Living, LLC

To: Marinwood Community Services District

Dear Eric and Marinwood CSD Board members:

As you will recall, an agreement was reached back in February between The Oaks Senior Living, LLC, developer of THE OAKS senior living community, and Marinwood Community Services District. The agreement addressed land issues, grading a new access roadway and a new hiking trail to be constructed by the CSD with funds contributed by my group.

To build THE OAKS, we need to build a small bridge crossing Miller Creek and a roadway from the bridge to our building site. Because you and we are adjacent property owners, a variety of issues were addressed, and agreement was reached whereby the CSD can construct a terrific new hiking trail for Marinwood residents. It would be built at your discretion while our construction is underway.

It was expected that all the plan check development details and a Building Permit would be approved and issued by the County of Marin sometime this year. Timing was important because various entitlement agencies require that bridges such as ours must be built during the non-rainy season in the late Spring, Summer and early Fall months. The bridge cannot be constructed in the winter season.

We have been impatiently waiting for the Marin County Planning Department, Public Works Department and other government agencies to issue our final approvals and Building Permits. They are now about a year behind schedule. This creates a big problem for us because the bridge can't go in between October and the following May. Since we have not received our Building Permits, we cannot begin construction of the bridge or roadway until at least next May.

The approval delays have created a new problem for us. Our agreement with you provides that we are to pay the CSD \$150,000 for hiking trail work when our construction begins. But there is a deadline in our agreement. The agreement comes to a halt if not launched by December 31 of this year. Well, since we've not been issued any Building Permits yet, and since we cannot construct the bridge in the winter, we are going to run out of time through no fault of our own. When you and we reached our agreement, we were all confident that the County would finish its work in time to allow the bridge and roadway construction to be done before the current winter season.

We need your help by amending our subdivision agreement in two simple ways. First, we need to change the payment deadline from December 31, 2023 to December 31, 2024. This will give the County plenty of time to finish their entitlement work. Second, the current agreement provides that we owe you \$150,000 when our construction begins. If we don't meet the December 31, 2023 deadline, we will owe you an undetermined amount of money when our construction begins. Our construction lenders are requiring that all project costs be documented with bids or binding commitments. We cannot live with the provision that leaves undetermined the amount of money that we owe to the CSD.

Our current arrangement with you is that we owe you \$150,000 when our construction begins. Given the circumstances described in this letter, I ask that you leave that number in place for another 12 months. But if you feel that it's absolutely necessary, we would be willing to increase the payment amount by 10% to The Oaks Senior Living, LLC to a revised total of \$165,000. There would be no other changes.

This matter needs your quick attention. We ask for a 12-month extension and, only if necessary, the payment increase to \$165,000. If you are on board, either your attorney or ours can prepare a simple amendment in the coming days.

We are all in this together, and we ask for your cooperation in a time of need. I thank you for your consideration and eagerly await your response.

With our appreciation,

Rob

The Oaks Senior Living, LLC
Robert J. Eves
35 Miller Avenue
No. 232
Mill Valley CA 94941
(415) 608-6100

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: October 10, 2023
Re: Request for Placement of Memorial Recognition in Memory of Brian DiSanto

Directors,

Please see the included correspondence received from a group of community members requesting a memorial recognition be placed in Marinwood Park in memory of Marinwood resident Brian DiSanto.

This request was first considered by the Park & Recreation Commission at their meeting conducted on September 26, 2023. While the original memorial request does not specify a single preferred type of memorial, it does reference a memorial plaque as a potential option and the preferred placement to be in the northern section of Marinwood Park.

In consultation with staff during the meeting, it was determined by the P&R Commission that the appropriate placement location to be the northern section of Marinwood Park along a planned pathway affronting the tennis courts and the memorial type to be a plaque fastened to a decorative landscaping boulder.

Upon determining the appropriate placement and type of memorial as detailed above, this request received unanimous approval by the P&R Commission recommending final approval by the Board of Directors in accordance with the District's "Memorial & Recognition Policy." Specifically, the policy states:

Policy and Procedure:

1. Public requests for preferred type of recognition shall be made in writing to the respective District Commission c/o the District Manager. Requests can be made at any time after the contribution was made or service completed.
 - a. Requests related to parks, open space or recreation facilities, including the Community Center, shall be submitted to the Park & Recreation Commission c/o the District Manager.
 - b. Requests related to the Marinwood Fire Department shall be submitted to the Fire Commission c/o the District Manager.
2. At its regular meeting, the Commission will consider the request for recommendation to the Board of Directors. Final decision will be determined by the majority vote of the Board of Directors.
3. The cost of all materials, installation, maintenance and replacement will be borne by the requesting party.
4. The Recreation Director, Fire Chief, or their designee will advise on the optimum location for memorials and dedications within their respective District area.

The complete Memorial & Recognition Policy has been included for your reference and can also be found on the District's website at: <https://www.marinwood.org/policies>.

Staff Recommendation: Approve a memorial plaque in memory of Brian DiSanto to be placed in the northern section of Marinwood Park and direct staff to work with the requesting party to determine the final specific location, timing for placement and procedures for cost reimbursement to the District.

July 19, 2023

Dear Park and Recreation Commissioners,

We are writing this letter to request a memorial recognition for Brian DiSanto who recently passed from complications of ALS. Brian represented all things that are good about Marinwood and therefore meets the definition of "other enhancement to the District at large". He was an active participant in many local organizations that are connected to our Parks and Recreation including the Marinwood Waterdevils Swim Team, Las Gallinas Lions Club, Kelly's Wishes Foundation, local sports leagues, the Marin YMCA, and more. Brian could be counted on to support whatever the community needed financially and through his own labor and volunteer hours. We can personally attest to the number of hours Brian put into beautifying the neighborhood with the Lions, fundraising for the Waterdevils, helping the youth of Marinwood through coaching, his directorship at the Marin YMCA, and actively participating in/supporting many neighborhood events. Simply put, Brian made Marinwood a better place for everyone. Most noticeably, Brian was the lead organizer for the neighborhood 4th of July Party in the northern part of the park. It was Brian who helped grow that event into a tremendous and inclusive "All Marinwood" type of event. It brought him so much joy to know that the members of his community could come down to the park to meet each other, grow lasting friendships, and to celebrate the magic that is Marinwood.

With that in mind, we would like to ask that Brian's life and contributions to Marinwood be memorialized in the new landscaping in the northern part of the park. Whatever makes sense (ie a bench, park table, plaque on a rock or next to a tree) with the existing plan would be amazing. Brian was the kind of guy who never sought out the spotlight, but he reveled in making sure Marinwood was a place that could make everyone shine and live a life of happiness. That is exactly the kind of community member who should be memorialized in our beautiful park...a place he loved and made better through his involvement in all of our lives.

Sincerely,
Ryan Madden
Sean Juarez
Gedge Knopf
Dave Brody
Tony Lucchesi
Kevin Kraus
Chris Case

MARINWOOD COMMUNITY SERVICES DISTRICT MEMORIAL & RECOGNITION POLICY

Adopted by Board of Directors: October 10, 2017

Purpose:

The purpose of this policy is to provide direction to the Marinwood Community Services District (MSCD) Board of Directors, the Commissions, and the District Manager for consistency of formal recognitions, memorials and dedication of District property when recognizing individuals, organizations, or businesses who contributed significantly to the District or recognizing events that shaped this community.

Definitions:

- A significant contribution is herein defined as:
 - more than 5 years of volunteer service on District Commissions, Board of Directors or Volunteer Fire Department
 - more than 10 years of employment with the District
 - creation of a new program
 - improvement to District property
 - donation of fixed assets for the District
 - other enhancement to the District at large
- A formal recognition is a letter from the President of the Board of Directors to the recipient or their family, and/or a proclamation drafted by the President of the Board of Directors and posted on the Marinwood website on the “Recognitions and Memorials” page. The digital option provides high visibility and opportunity to elaborate on the contribution made; history, impact, visuals, etc. Donations of plant material and landscape improvements are examples of recognitions best highlighted as outlined above. Formal recognitions shall be completed within a month of the approval by the Board of Directors.
- A memorial is a plaque, marker or other item that can be affixed to a fixed asset on District property. The size of the memorial shall be scaled to the fixture and appropriate to the environment of the facility or area in which it is placed. Appropriate materials shall be bronze, stone, or other durable material.
 - Bench plaques shall be no larger than 6”x 8”.
 - Markers shall be no larger than 11”x 14”.
 - Other memorials shall be no larger than 18”x 20”A memorial includes a formal letter from the President of the Board of Directors and/or proclamation on District website.
- A dedication is naming of District property to mark an extraordinary event in District history or honor an individual, organization or business whose significant contribution to

the District secured a renovation or addition of fixed assets or creation of new programs benefiting the Marinwood community.

A dedication includes a formal letter from the President of the Board of Directors and/or proclamation on District website, as well as a placement of a plaque on District property, if feasible. Memorial guidelines listed above apply.

Policy and Procedure:

1. Public requests for preferred type of recognition shall be made in writing to the respective District Commission c/o the District Manager. Requests can be made at any time after the contribution was made or service completed.
 - a. Requests related to parks, open space or recreation facilities, including the Community Center, shall be submitted to the Park & Recreation Commission c/o the District Manager.
 - b. Requests related to the Marinwood Fire Department shall be submitted to the Fire Commission c/o the District Manager.
2. At its regular meeting, the Commission will consider the request for recommendation to the Board of Directors. Final decision will be determined by the majority vote of the Board of Directors.
3. The cost of all materials, installation, maintenance and replacement will be borne by the requesting party.
4. The Recreation Director, Fire Chief, or their designee will advise on the optimum location for memorials and dedications within their respective District area.
5. District staff, Commissioners and Directors may initiate requests for recognitions, memorials, or dedications on behalf and at the expense of the District following the approval process set forth in this policy.
6. Bequests and other substantial donations to the District memorializing a resident, volunteer or employee are always welcomed and appreciated, and can be discussed with the District Manager at any time. The final decision will rest with the Board of Directors.

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

RECREATION ACTIVITY REPORT

Halloween Harvest Festival

Our annual Halloween event takes place Friday, October 13th from 5-6:30pm in the Marinwood Park. This year's event will feature over a dozen carnival games, a pumpkin patch, multiple bounce houses, a food truck, and lots of treats. The weather forecast is great and we are expecting a large turnout. Staff are currently finalizing details and spreading the word.

Fall Art Show

Our annual Fall Art Show will take place on Saturday, October 21st from 3-7:00pm at the community center. This year's show, directed by Susan Press, will feature works from 30-40 of Marin's finest artists, centered around the theme "Shades of Blue." This year's show will be adjudicated by famed artist, writer, and art juror Vince Montague. Prizes will be awarded for 1st, 2nd, and 3rd, as well as a handful of "honorable mentions." Admission is free. Refreshments will be available for purchase.

Pool Season Conclusion

The pool will close for the season on Friday, October 6th. The fall season saw steady lap swim attendance and several new swimmers discovering us when their local pools were shut down due to maintenance and staffing issues. I want to thank John Paul and his stellar lifeguard staff for always keeping the pool staffed and safe this season, especially as other neighboring pools struggled to find enough lifeguards. This fall we were able to offer lap swim, recreation swim, tot pool hours, private swim lessons, pool party rentals, and water polo.

American Red Cross Lifeguard Instructor Re-Certification

Last month Recreation Supervisor John Paul Kessler and I participated in an all-day Red Cross Lifeguard Instructor (LGI) and Lifeguard Instructor Trainer (LGIT) Re-Certification course. As Lifeguard Instructors we are able to teach lifeguard certification courses to the public, as well as train and re-certify our lifeguard staff members. As a Lifeguard Instructor Trainer (LGIT) I am able to teach the Lifeguard Instructor courses and train up new instructors to teach Lifeguarding, CPR, First Aid, Water Safety, and other lifesaving courses offered through the American Red Cross. Keeping up these certifications requires regular online materials updates as well as rigorous bi-annual in-person trainings.

Senior Stroll

On Thursday, September 14th we offered our first Senior Stroll of the season, a new program spearheaded by John Paul. We had 15 seniors participate and it was a great success. The group met at Marinwood Community Center and walked the panhandle trail and back. The next Senior Stroll will take place on Thursday, October 12th where the group will walk from the community center to Big Rock Deli for lunch and then walk back.

Art Classes at Mary Silveira & Lucas Valley Elementary

We are excited to announce the start of two new after school art classes taking place at Mary Silveira and Lucas Valley Elementary Schools later in October. We are hammering out the final details and will be starting to market the programs in the next week.

Fall Recreation Programs & Classes

Other programs being offered this fall include Tae Kwon Do, White Crane Silat, Feldenkrais, Mahjong, Yoga, 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

Irrigation Updates and Repairs

This past month the Parks staff completed two main line repairs in the main park and one minor sprinkler line repair in the big field. The staff also made several adjustments to the sprinkler configuration in the main park and on some of the small lawns and berms. Compaction from foot traffic and lawn mowing, plus movement due to settling over time as well as gopher and mole activity contribute to the irrigation systems needing consistent monitoring and frequent adjustments.

Turf Maintenance

In the past week the Parks staff aerated, reseeded, and fertilized most of the turf in the main park. Further work will be completed on the small lawns and at the pool when the weather cools down. Our new Ventrac multi-tool turf machine is working out wonderfully. Besides using it weekly for mowing the lawns, we have done two widespread aerating treatments this fall as well as used the trenching arm for some of our recent irrigation repairs. Besides already saving the District money on equipment rentals, the new machine is also saving our staff members' backs.

New Gagaball Pit

Last week the staff constructed a new gagaball pit behind the community center. This new, smaller gagaball pit fits the area better and will allow us to return the older, larger pit to the north end of the park where it originally lived before construction started on the new maintenance facility. The staff are currently sanding and staining the boards from the old gagaball pit and will reassemble it in the coming days.

Tree Work

This last month tree work was performed on several trees in the park just north of the community center. Dead limbs were removed and canopies were lightened ahead of the winter storms. Further work is planned for trees along the community center and firehouse roof lines.

Ongoing Roof and Gutter Repairs

In addition to tree trimming, the staff have begun performing repairs and maintenance on the community center, firehouse, and maintenance facility gutters and downspouts in preparation for the rainy season. Rusty out downspouts and gutters are being replaced, all drain lines are being flushed out and checked for leaks, and new gutter guards are being installed.

Tennis Court Resurfacing

Repair work on Tennis Courts 3 & 4 (the ones closest to the school) was completed on Friday, September 29th. This work involved thoroughly digging out, filling, and patching all cracks and divots on the court surface, then adding new coats of surface material and repainting. This work is expected, though not guaranteed, to keep the courts playable for another 4-5 years. However, the longevity of the repairs is heavily dependent on weather.

Upcoming projects include a seasonal creek walk to check for flood and erosion hazards, winterizing the pool facility for the off-season, and new plantings throughout the 3 parks.

Daily/Weekly Tasks:

- Clean and restock Community Center and 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 playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry