

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

**Tuesday – October 8, 2019 – 7:30 PM**

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

Item Description:	Board Action
<b>A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b>	
<b>B. AGENDA</b>	Adopt
<b>C. CONSENT CALENDAR</b> a. Draft Minutes of Regular Meeting of September 10, 2019 b. Bills Paid Nos. 3702 – 3788	Approve
<b>D. PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
<b>E. DISTRICT MATTERS</b>	
1. Resolution 2019-07: Authorizing the Marinwood Community Services District's Participation in the Joint Exercise of Powers Agreement to Participate In and Form the Marin Wildfire Prevention Authority	Approve
2. Potential Creation of District-wide Strategic Plan	Discuss
3. Capital Expenditures Forecast and Financial Reserve Planning Needs	Review
4. District Manager Report	Review
<b>F. FIRE DEPARTMENT MATTERS</b>	
1. Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13	Approve
2. Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site	Approve
3. Draft Minutes of Fire Commission Meeting of October 1, 2019	Review
4. Chief Officer Report and Activity Summary	Review
5. Date of Next Fire Commission Meeting – November 5, 2019	
<b>G. PARK AND RECREATION MATTERS</b>	
1. Draft Minutes of Park & Recreation Commission Meeting of September 24, 2019	Review
2. Recreation and Park Maintenance Activity Reports	Review
3. Date of Next Park & Recreation Commission Meeting – October 22, 2019	
<b>H. BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>I. ADJOURN</b>	
<b>DATE OF NEXT REGULAR BOARD MEETING – November 12, 2019</b>	

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

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – September 10, 2019

**Time and Place:** 7:30PM Marinwood Community Center classroom.

**Present:**

Board Members: President Leah Green, Izabela Perry, Sivan Oyserman and Jeff Naylor.

Staff: Recreation Director Luke Fretwell, San Rafael Fire Chief Chris Gray, and Administrative Assistant Tiffany Combrink.

Guest: Marin County Fire Battalion Chief Christie Neill

**Absent:** Board Member Bill Shea

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

President Green called the meeting to order at 7:30PM

**B. Agenda**

Perry to approve/Oyserman to second the “adoption of the agenda as presented.”

Aye: Green, Perry, Oyserman, Naylor. Absent: Shea. Motion carried.

**C. Consent Calendar**

a. *Draft Minutes of Regular Meeting of August 13, 2019*

b. *Bills Paid Nos. 3613-3701*

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

Aye: Green, Perry, Oyserman, Naylor. Absent: Shea. Motion carried.

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

Board of Directors received public comment regarding:

a. Being neighborly

b. Las Gallinas mini-park

**E. District Matters:**

1. *Regional Wildfire Prevention: Marin Wildfire Prevention Authority Informational Report*

Board of Directors received a PowerPoint presentation from Marin County Fire Battalion Chief Christie Neill.

2. *Update on Pension Liability Analysis with August 2019 Release of CalPERS Annual Valuation Reports for Measurement Date of June 30, 2018*

Board of Directors received update of 2018 CalPERS Pension Valuations.

8:59pm – Recess called by President Green.

9:00pm – Meeting resumed.

3. *Marinwood CSD Board of Directors Administrative Calendar (Draft)*

Board of Directors reviewed draft Administrative Calendar.

4. *District Manager Report.*

Board received the District Manager’s report.

9:09pm – President Green left the meeting. Director Perry resumes meeting in President Green’s absence.

**F. Fire Department Matters:**

1. *Minutes of Joint Marinwood – San Rafael Fire Commission Meeting of August 14, 2019*

Board of Directors reviewed minutes of joint Fire Commission meeting of August 14, 2019

2. *Draft Minutes of Fire Commission Meeting of September 3, 2019*

Board of Directors reviewed minutes of Fire Commission meeting of September 3, 2019

3. *Chief Officer Report and Activity Summary*  
Board of Directors received Chief Officer Report
4. *Date of Next Fire Commission Meeting – October 1, 2019*

**G. Park and Recreation Matters:**

1. *Draft Minutes of Park & Recreation Commission Meeting of August 27, 2019*  
Board reviewed Draft Minutes of Park & Recreation Commission Meeting
2. *Recreation and Park Maintenance Activity Reports*  
Board received Recreation and Park Maintenance Activity Report
3. *Date of Next Park & Recreation Commission Meeting – September 24, 2019*

**H. New and Other Business:**

1. *Resolution 2019-06: Approving the Form of and Authorizing the Execution of a Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program*  
Naylor to approve/Oyserman to second Resolution 2019-06  
Aye: Perry, Oyserman, Naylor. Absent: Shea and Green. Motion carried.

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

- Naylor again recognized students Georgia Lee and Mitchell Tanaka for their film “A Silent Legacy” and the ongoing attention to the project to restore the Marin County Poor Farm Graveyard in Lucas Valley.
- Oyserman would like an update from Chief Gray on the progress of the Marin Wildfire Prevention Authority.
- Perry requests revenue vs. expenditure reports for each program offered and a checklist of tasks performed by the Park staff.

Meeting adjourned at 9:49PM

Tiffany Combrink, Secretary

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

Treasury Fund 8067

**Classes:**  
Street lights  
Fire  
Recreation  
Park

Approved by the Board of Directors on October 8, 2019

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
3702	9/3/19	Marinwood CSD	12,048.28	Retire 08/30/19	Park	5130510	General	1,393.49
					Rec	5130510	General	1,700.42
					Fire	5130510	General	8,954.37
3703	9/3/19	Sonic.net	19.95	website hosting	Fire	5210122	General	9.98
					Rec	5210122	General	9.97
3704	9/3/19	Dairy Delivery	211.61	Vending	Rec	5220826	Pool	211.61
3705	9/3/19	PG&E	1,501.01	Streetlight electric	Streetlights	5210825	General	1,501.01
3706	9/3/19	County of Marin	352.83	Gas - June	Park	5220610	General	352.83
3707	9/3/19	Allstar Fire Equip	52.11	Supplies	Fire	5220810	General	52.11
3708	9/3/19	Christine Costello	402.75	Zumba	Rec	5210146	Adult	402.75
3709	9/3/19	Ann McBride	409.50	Irish Dance	Rec	5210146	Youth	409.50
3710	9/3/19	Airgas	260.71	Pool chems	Rec	5220710	Pool	260.71
3711	9/3/19	Comcast	138.30	Internet - Sept	Fire	5210725	General	69.15
					Rec	5210725	General	69.15
3712	9/3/19	Hansell Design	3,437.50	Measure A	Measure A	5220910	General	3,437.50
3713	9/3/19	Project A	40.00	Email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
3714	9/3/19	Smith's Gopher Trapping	240.00	Pest control - Aug	Park	5211532	General	240.00
3715	9/3/19	Marinwood Market	6,249.00	Market lunches - Aug	Rec	5220819	Summer	6,249.00
3716	9/3/19	Comcast	383.32	Cable - July/Aug/Sept	Fire	5210725	General	383.32
3717	9/6/19	Prem Etikala	150.00	Refund preschool	Rec	4631922	Preschool	150.00
3718	9/6/19	Verizon	83.96	Data - Aug/Sept	Fire	5210725	General	83.96
3719	9/6/19	Sprint	257.15	Cell phones	Fire	5210725	General	257.15
3720	9/9/19	County of Marin	383.54	NOE fees - Storm drain	Park	5220910	General	383.54
3721	9/10/19	American Family Life Assur	191.10	Disability Ins - Aug	Park	5130120	General	191.10
3722	9/10/19	Hagel Services	1,891.99	Janitorial supplies	Rec	5220827	General	1,891.99
3723	9/10/19	Inland	982.47	Copier usage - Aug	Park	5220130	General	98.25
					Rec	5220130	General	638.61
					Fire	5220130	General	245.61
3724	9/10/19	Dairy Delivery	419.52	Vending	Rec	5220826	Pool	419.52
3725	9/11/19	Marinwood CSD	87,318.98	Fire Salaries	Fire	5110110	General	30,511.04
				Fire OT	Fire	5120110	General	4,206.75
				FLSA	Fire	5110319	General	548.45
				Shift Diff.	Fire	5110310	General	168.24
				Holiday Pay	Fire	5110313	General	3,269.04
				Admin Asst	Fire	5110110	General	807.68
				Admin Mngr	Fire	5110110	General	2,221.60
				Admin Asst	Rec	5110110	Admin	807.68
				Admin Asst	Park	5110110	Admin	403.84
				Admin Mngr	Rec	5110110	Admin	1,110.80
				Admin Mngr	Park	5110110	Admin	1,110.80
				Rec Director	Rec	5110110	General	2,332.40
				Rec Director	Park	5110110	General	999.60
				Rec Salary	Rec	5110110	General	6,885.60
				Rec Hourly	Rec	5110210	General	712.00
				Park Salary	Park	5110110	General	12,424.63
				Park Hourly	Park	5110210	General	682.80
				Bldg Attendant	Rec	5110210	Building	96.00
				Pool Staff	Rec	5110210	Pool	9,301.42
				Aquatics	Rec	5110210	Aquatics	1,222.50
				Summer	Rec	5110210	Summer	41.00
				Preschool	Rec	5110210	Preschool	3,930.25
				Afterschool	Rec	5110210	Afterschool	2,937.75
				Youth	Rec	5110210	Youth	794.50
				PR fees	Fire	5210230	General	144.04
				PR fees	Rec	5210230	General	124.27
				PR fees	Park	5210230	General	47.39
				SS + Medicare	Fire	5140140	General	3,148.86
				SS + Medicare	Rec	5140140	General	2,522.04
				SS + Medicare	Park	5140140	General	998.22
				EDU + SUI	Fire	5140145	General	17.83
				EDU + SUI	Rec	5140145	General	267.43
				EDU + SUI	Park	5140145	General	14.34
				Benefits clearing	Park	2120066	General	-1,134.19
				Benefits clearing	Rec	2120066	General	-1,139.96
				Benefits clearing	Fire	2120066	General	-5,217.66
3726	9/11/19	Robyn Bruton	181.39	Preschool supplies	Rec	5220819	Preschool	82.57
				Afterschool supplies	Rec	5220819	Afterschool	14.47
				Art show postcards	Rec	5210122	Community	84.35
3727	9/11/19	Stephanie Moret	110.05	GIT programming	Rec	5220819	Aquatics	110.05
3728	9/12/19	Northbay Reprographics	473.65	Design Review Printing	Measure A	5220910	General	473.65
3729	9/12/19	Great America Financial	249.32	Copier lease	Park	5220130	General	24.93

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
					Rec	5220130	General	162.06
					Fire	5220130	General	62.33
3730	9/12/19	ILS Associates	1,200.00	Design review	Measure A	5220910	General	1,200.00
3731	9/12/19	PG&E	1,592.37	Electric - Aug	Rec	5210810	General	1,295.69
					Fire	5210810	General	94.70
					Park	5210810	General	201.98
3732	9/12/19	Marin Resource Recovery	120.00	Debris dump	Park	5210815	General	120.00
3733	9/12/19	Jackson's Hardware	61.02	Park maint	Park	5220310	General	61.02
3734	9/12/19	SiteOne	398.35	Irrigation supplies	Park	5220310	General	398.35
3735	9/12/19	Marin Ace	573.61	Park maint	Park	5220210	General	573.61
3736	9/12/19	Westamerica Bank	42,752.99	Engine lease payment	Fire	5211710	General	35,807.78
					Fire	5211715	General	6,945.21
3737	9/12/19	State of CA - Dept of Justice	96.00	Fingerprinting	Rec	5210128	Tennis	32.00
					Rec	5210128	Preschool	64.00
3738	9/13/19	AT&T	241.83	Phones - Aug	Fire	5210725	General	130.31
					Park	5210725	General	20.22
					Rec	5210725	General	91.30
3739	9/13/19	Geomorph	1,837.50	JARPA consultant	Park	5210120	General	1,837.50
3740	9/13/19	PG&E	317.55	Gas - Aug	Rec	5210810	General	271.81
					Fire	5210810	General	45.74
3741	9/16/19	Leslie's Pool Supply	915.11	Pool Chems	Rec	5220710	Pool	915.11
3742	9/16/19	Marinwood CSD	13,130.67	Retire 09/13/19	Park	5130510	General	1,412.83
					Rec	5130510	General	1,719.76
					Fire	5130510	General	9,998.08
3743	9/16/19	John Mattie	10,235.00	Refinish CC floors	Rec	5220910	Building	10,235.00
3744	9/17/19	Marinwood CSD	45,069.84	Health Ins - Oct	Park	5130120	General	10,977.43
					Rec	5130120	General	7,572.39
					Fire	5130120	General	26,520.02
3745	9/17/19	State of CA - Industrial Relat	195.00	Pool slide inspections	Rec	5211610	Pool	195.00
3746	9/17/19	Hook-Fast Specialties	207.02	Badges	Fire	5220825	General	207.02
3747	9/17/19	Marin Municipal Water Dist	7,186.40	Water July-Aug	Fire	5210835	General	266.52
					Rec	5210835	General	2,240.32
					Park	5210835	General	4,679.56
3748	9/17/19	Kussmaul Electronics	159.24	Repair	Fire	5210910	General	159.24
3749	9/17/19	Ewing Irrigation	2,218.85	Irrigation maint	Park	5220310	General	2,218.85
3750	9/17/19	SolEd Solar	2,094.55	Solar - Aug	Rec	5210810	General	1,510.23
					Fire	5210810	General	584.32
3751	9/17/19	Mack Wall Bed Systems	5,438.01	FH mattresses & bunk repai	Fire	5220910	General	5,438.01
3752	9/17/19	Landesign	2,985.00	Landscape contractor	Park	5211125	General	2,985.00
3753	9/17/19	Studio Weeren	180.00	Website maint Oct-Dec	Rec	5210122	General	180.00
3754	9/18/19	Rafael Lumber	1,095.33	Park maint	Park	5220310	General	1,095.33
3755	9/18/19	Grainger	350.22	Trash bags, gloves	Park	5220827	General	350.22
3756	9/18/19	Buck's Saw Service	347.94	Weed trimmer services	Park	5220210	General	347.94
3757	9/18/19	Honey Bucket	498.14	Porta Potty	Park	5211220	General	184.92
					Rec	5211220	Summer	313.22
3758	9/18/19	Pitney Bowes	317.22	Postage meter lease	Park	5220110	General	63.44
					Rec	5220110	General	190.34
					Fire	5220110	General	63.44
3759	9/20/19	VSP	410.76	Vision - Oct	Fire	5130120	General	237.33
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
3760	9/20/19	Bay Area Janitorial Force	1,205.00	Deep clean	Rec	5211110	Building	1,205.00
3761	9/20/19	Allstar Fire Equip	678.72	Fire Gloves	Fire	5220810	General	678.72
3762	9/20/19	CPS HR Consulting	364.20	Engineer exams	Fire	5211315	General	364.20
3763	9/20/19	Delta Dental	2,464.08	Dental - Oct	Fire	5130120	General	1,438.90
					Park	5130120	General	469.58
					Rec	5130120	General	555.60
3764	9/20/19	Marin County Sheriff's Office	20.00	Fingerprinting	Rec	5210128	Pool	20.00
3765	9/20/19	Marin Sanitary Service	2,921.24	Garbage - Aug	Park	5210815	General	2,044.87
					Rec	5210815	General	584.25
					Fire	5210815	General	292.12
3766	9/20/19	AT&T	90.00	Internet - Sept	Park	5210725	General	90.00
3767	9/25/19	US Bankcard	19,527.16	Data	Fire	5210725	General	30.00
				Supplies	Fire	5220810	General	109.38
				Supplies	Fire	5220810	General	698.39
				Supplies	Park	5220310	General	522.12
				First aid	Rec	5220819	Adult	240.00
				website hosting	Rec	5210122	Aquatics	21.99
				GIT programming	Rec	5220819	Aquatics	1,151.58
				Email services/job posting	Rec	5210122	General	211.95
				Agency membership	Rec	5211325	General	50.00
				Website hosting/membershi	Rec	5220110	General	99.95
				Vacuum	Rec	5220310	General	129.89
				Supplies	Rec	5220819	General	1,022.85

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Fingerprinting	Rec	5210128	Pool	242.00
				Pool staff training	Rec	5211315	Pool	520.52
				Pool test kits	Rec	5220215	Pool	26.55
				Pool chems	Rec	5220710	Pool	125.73
				Pool supplies	Rec	5220819	Pool	910.19
				Vending	Rec	5220826	Pool	1,485.63
				Camp supplies	Rec	5220819	Summer	10,197.11
				Disputed charges	Rec	5220810	General	1,797.92
				Supplies	Rec	5220819	Youth	21.95
				Previous credit applied	Rec	5220819	General	-88.54
3768	9/25/19	Kate Kelly	739.79	Cooking for kids	Rec	5210146	Youth	739.79
3769	9/25/19	SDRMA	209.42	Life Ins - Oct	Fire	5130120	General	65.32
					Park	5130120	General	64.96
					Rec	5130120	General	79.14
3770	9/25/19	Rich's Auto Paint & Body Re	700.33	Utility truck maint	Fire	5210910	General	700.33
3771	9/25/19	West-Mark	530.76	Vehicle maint	Fire	5210910	General	530.76
3772	9/25/19	First Signs of Fire	55.50	Supplies	Fire	5220810	General	55.50
3773	9/25/19	Comcast	138.30	Internet - Oct	Fire	5210725	General	69.15
					Rec	5210725	General	69.15
3774	9/26/19	Marinwood CSD	71,703.80	Fire Salaries	Fire	5110110	General	30,511.04
				Fire OT	Fire	5120110	General	3,458.88
				Shift Diff.	Fire	5110310	General	102.00
				Admin Asst	Fire	5110110	General	807.68
				Admin Mngr	Fire	5110110	General	2,221.60
				Admin Asst	Rec	5110110	Admin	807.68
				Admin Asst	Park	5110110	Admin	403.84
				Admin Mngr	Rec	5110110	Admin	1,110.80
				Admin Mngr	Park	5110110	Admin	1,110.80
				Rec Director	Rec	5110110	General	2,332.40
				Rec Director	Park	5110110	General	999.60
				Rec Salary	Rec	5110110	General	6,885.60
				Rec Hourly	Rec	5110210	General	164.00
				Park Salary	Park	5110110	General	4,293.60
				Park Hourly	Park	5110210	General	768.15
				Bldg Attendant	Rec	5110210	Building	96.00
				Pool Staff	Rec	5110210	Pool	7,584.02
				Aquatics	Rec	5110210	Aquatics	172.50
				Preschool	Rec	5110210	Preschool	6,106.63
				Afterschool	Rec	5110210	Afterschool	2,736.00
				Youth	Rec	5110210	Youth	30.00
				PR fees	Fire	5210230	General	137.62
				PR fees	Rec	5210230	General	126.73
				PR fees	Park	5210230	General	18.90
				SS + Medicare	Fire	5140140	General	2,816.07
				SS + Medicare	Rec	5140140	General	2,336.32
				SS + Medicare	Park	5140140	General	386.30
				EDU + SUI	Fire	5140145	General	244.69
				EDU + SUI	Rec	5140145	General	16.13
				Benefits clearing	Park	2120066	General	-724.16
				Benefits clearing	Rec	2120066	General	-1,139.96
				Benefits clearing	Fire	2120066	General	-5,217.66
3775	9/26/19	Master Sim	1,200.00	TKD - Sept	Rec	5210146	Youth	1,200.00
3776	9/26/19	RCTL Foundation	545.00	Refund - building rental	Rec	4410225	Building	545.00
3777	9/26/19	Christine Costello	1,098.00	Zumba	Rec	5210146	Adult	1,098.00
3778	9/26/19	Ann McBride	141.40	Irish Dance	Rec	5210146	Youth	141.40
3779	9/26/19	Jerry Mehciz	6,305.40	Tennis - Sept	Rec	5210146	Tennis	6,305.40
3780	9/27/19	Marinwood CSD	11,690.09	Retire 09/27/19	Park	5130510	General	1,036.74
					Rec	5130510	General	1,719.76
					Fire	5130510	General	8,933.59
3781	9/27/19	Ryan Brackett	277.27	AFLAC reimb Q1	Fire	5130120	General	277.27
3782	9/27/19	Cesar Correa	277.27	AFLAC reimb Q1	Fire	5130120	General	277.27
3783	9/27/19	Sean Day	242.41	AFLAC reimb Q1	Fire	5130120	General	242.41
3784	9/27/19	John Papanikolaou	259.07	AFLAC reimb Q1	Fire	5130120	General	259.07
3785	9/27/19	Brandon Selvitella	253.96	AFLAC reimb Q1	Fire	5130120	General	253.96
3786	9/27/19	Brian Smith	148.05	AFLAC reimb Q1	Fire	5130120	General	148.05
3787	9/27/19	Jeff Smith	247.24	AFLAC reimb Q1	Fire	5130120	General	247.24
3788	9/27/19	CalPERS	8,333.00	OPEB - Sept	Park	5130130	General	2,667.00
					Rec	5130130	General	750.00
					Fire	5130130	General	4,916.00
<b>TOTAL:</b>			<b>393,031.97</b>					<b>393,031.97</b>

Total by Department:

Streetlights

1,501.01

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
					Fire Department			192,131.12
					Recreation Department			134,280.76
					Park Department			60,007.93

# Memo



**Date:** October 8, 2019

**To:** Marinwood Board of Directors

**From:** Christopher Gray, Fire Chief

**Topic:** REGIONAL WILDFIRE PREVENTION

**Subject:** Marin Wildfire Prevention Authority and Parcel Tax Initiative

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## **ACTION REQUESTED**

Approve the attached resolution to join the Marin Wildfire Prevention Authority and request that the County of Marin place a parcel tax measure on the March 3, 2020, ballot.

## **SUMMARY**

Following the devastating Sonoma and Napa wildfires of 2017, Marin officials set about developing a lessons learned assessment and other reports with recommendations to prevent such a tragedy from besetting our community. For much of 2019, staff members from Marin's fire agencies, cities and towns, and the County of Marin have been working on a proposal for a joint powers authority dedicated to wildfire protection. Presented for the Council's consideration is a resolution to join this new authority as a member agency. The resolution also asks the County Board of Supervisors to place a parcel tax measure on the March 3, 2020 ballot.

## **BACKGROUND**

The deadliest and most destructive wildfires in our state's history have occurred in recent years, and Marin's wildlands and lush vegetation leave us particularly vulnerable. We know that fire does not respect jurisdictional boundaries and that we need immediate action and sustained commitment to better protect our community. Given the changing climate and increased risk of wildfires, we have been partnering with FIREsafe Marin, fire agencies, the county, and cities and towns in Marin to develop a countywide Wildfire Prevention program and authority to coordinate and oversee the ongoing programs to make our community safer and better prepared.

### Marin Wildfire Prevention Authority – New Marin Joint Powers Authority

Consistent with the "Community Wildfire Protection Plan," the "Lessons Learned from North Bay Fire Siege" report, and this year's "Marin Civil Grand Jury Report on Wildfire Preparedness," we recognize the importance of a countywide, multi-agency approach to better protect our residents.

A countywide coalition that includes the cooperation of all Marin fire and city/town agencies and the county has proposed a new joint powers agreement (JPA) and funding measure that would raise approximately \$21 million per year dedicated to local wildfire prevention. The JPA agreement would consist of these local fire agencies, our cities and towns, and the County. The mission of the Marin Wildfire Prevention Authority would be to fund and oversee the following efforts:

- Wildfire detection and evacuation system improvements
- Vegetation management and fire hazard reduction
- Defensible space and home hardening evaluations
- Public education and neighborhood wildfire preparedness
- Local specific wildfire prevention efforts

After extensive effort among fire officials, law enforcement, land management agencies and city and town governments regarding the creation of a countywide multijurisdictional effort to prepare for wildfires, including informational briefings of Marin fire-responsible agencies, the JPA has been revised from what was discussed with the Marinwood Board of Directors on September 10, 2019 meeting to reflect input and concerns. Significant amendments are outlined in the table below:

Feedback	Proposed Response
Lack of representation from all member agencies on governing board	Expand the governing board to all 19 members with approval requirement of <u>both</u> majority of members and over 50 percent of represented population.
Length of measure and ability to adjust program spending categories	Every 5 years the JPA will review the programs and consider changes in the proportion of core programs and defensible space efforts. To allow member agencies to adapt to change, there will be a 2-year notice before the changes are implemented. In addition, parcel tax language will be “up to” the tax rates specified.
Citizen oversight	There will be a nine (9) member citizen oversight committee that will include representation from all 5 zones, as well as taxpayer, environmental, fire prevention and non-partisan civic organizations.
Operations committee	Expand the Operations Committee to 19 members (same as the Governing Board).
Funding	To accelerate services being provided to the community, during the first year of operations any core program funds not allocated to Authority start-up costs will be returned to Members in proportion to the tax revenue raised that fiscal year in each Member’s respective tax rate area for uses that are consistent with the tax measure funding the Authority. This provision shall not be construed to prevent the Board of Directors from allocating funds for multi-year projects or programs.

Funding	Vegetation management funds will be allocated with consideration towards equitable spending over the five operational zones. As part of the five-year review of funding levels described in Section 9.f., at least 80% of the revenue generated for vegetation management by each operational zone should be allocated within the respective zone. If this requirement is not met, it must be remedied within the next five-year period
Amendments	Every ten years, the County Board of Supervisors shall hold a public hearing for the purpose of considering the effectiveness of the tax measure and whether any changes in the tax measure should be placed before the voters

**March 2020 Revenue Measure**

The coalition is proposing a new revenue measure to be considered by countywide voters in March of 2020 to support vegetation management, evacuation plans and perform thousands of wildfire defensible space evaluations per year to educate property owners across Marin to keep all residents safe. Overall, an estimated \$21 million annual funding plan would include:

- 60 percent to core functions such as vegetation management, wildfire detection, evacuation system improvements, grants, and public education
- 20 percent for annual defensible space and home hardening evaluations
- 20 percent for local-specific wildfire prevention efforts

A revenue measure approved by Marin voters will provide improvements to alert and warning systems, evacuation planning, and protect critical infrastructure - including emergency communications, schools, police and fire facilities - to remain functioning in a disaster. With longer and hotter fire seasons, Marin needs to be proactive to reduce vulnerability to wildfires.

Based on a parcel tax study, we are recommending a rate of up to 10 cents per building square feet for improved commercial and residential parcels; \$75 per unit for multi-family residential (3+ units); and \$25/\$100/\$150 per parcel for unimproved parcels based on acreage. We estimate that this tax structure will result in approximately \$21 million annually after accounting for exemptions for low-income seniors. We are also recommending an annual inflator equal to the San Francisco Area Consumer Price Index (CPI) with an annual cap of 3 percent.

The proposed ballot measure language is as follows:

***Marin Wildfire Prevention Measure.*** *To support coordinated wildfire prevention including improving early wildfire detection, warning and alerts; reducing brush and vegetation; ensuring defensible space around homes, neighborhoods and critical infrastructure; and improving disaster evacuation routes/procedures; shall the Marin Wildfire Prevention Measure, levying up to 10¢ per building square foot tax (described in the ballot pamphlet) until repealed by voters, providing \$21,000,0000 annually, with annual inflation adjustments, independent citizen oversight/audits, and low-income senior exemptions, be adopted?*

Importantly, all funds would stay local and would be protected from any taking by the State. Funds must be used for wildfire prevention and cannot be diverted. Independent oversight and annual audits would be required. Finally, the new revenue source would help Marin qualify for state and federal grants that otherwise will go to other communities around the state.

**Next Steps**

By the end of October, all Marin agencies with fire suppression responsibilities will formally consider a resolution to join the new JPA, and to request the County put a Marin Wildfire Prevention Initiative Parcel Tax Measure on the March 2020 ballot.

**Agencies that have approved the JPA to date**

- County of Marin
- Sleepy Hollow Fire District
- Muir Beach CSD
- Stinson Beach Fire District
- Inverness Public Utility District
- Novato Fire District
- Town of Fairfax
- City of Larkspur

**FISCAL IMPACT**

There is no fiscal impact to the District by adopting the attached resolution.

**STAFF RECOMMENDATION**

Adopt attached resolution

**RESOLUTION NO. 2019-07**

**RESOLUTION OF THE MARINWOOD COMMUNITY SERVICES DISTRICT AUTHORIZING THE PRESIDENT OF THE BOARD OF DIRECTORS TO AUTHORIZE THE MARINWOOD COMMUNITY SERVICES DISTRICT'S PARTICIPATION IN THE JOINT EXERCISE OF POWERS AGREEMENT TO PARTICIPATE IN AND FORM THE MARIN WILDFIRE PREVENTION AUTHORITY**

**WHEREAS**, Marin County residents, including those in Marinwood Community Services District, are faced with significant and increasing risk of wildfires that do not respect jurisdictional boundaries, with immediate action and sustained commitment needed to protect Marin residents, homes and businesses; and

**WHEREAS**, intensifying climate change and extensive fuel build-up are contributing to the increased threat of wildfire throughout Marin County and, to the extent possible, should be addressed through ecologically sound practices that minimize release of greenhouse gases and protect the biodiversity and resilience of Marin's landscapes; and

**WHEREAS**, our county's nearly 260,000 residents receive fire protection and emergency response services from 19 separate cities, towns fire districts and county, where no single agency currently exists for coordinating wildfire prevention; and

**WHEREAS**, local fire agencies and emergency service providers must work together in close coordination to develop and implement a comprehensive wildfire prevention and mitigation plan; and

**WHEREAS**, the most effective way to protect all of our community from the risk of wildfire is to come together in a joint powers authority to implement a countywide program of priority wildfire prevention, education and suppression actions; and

**WHEREAS**, in 2018 Marin County published *Lessons Learned from North Bay Fire Siege*, summarizing key findings and conclusions from the 2017 wildfires that devastated Sonoma, Napa, Lake, Solano and Butte counties, burned nearly 250,000 acres, destroyed nearly 9,000 structures, forced 90,000 evacuations, caused \$14.5 billion in property damage and killed 44 people; and

**WHEREAS**, the proposed Marin Wildfire Prevention Authority will be a collective effort by all residents and property owners to build a resilient community and reduce the threat of wildfire, including improving emergency alert and warning systems to enhance early alert for organized evacuations, expanding coordinated efforts to reduce combustible vegetation; improving evacuation routes and infrastructure to enhance traffic flow and promote safe evacuations; enhancing defensible space and structure evaluations and educating owners about how to reduce the vulnerability of buildings to wildfire; creating and sustaining a coordinated local wildfire public safety and disaster preparedness program; and

**WHEREAS**, efforts are needed to assist seniors, persons with disabilities, and low income households to maintain defensible space, make homes fire resistant, and prepare for emergencies to mitigate wildfire threats to structures and defensible space; and

**WHEREAS**, each of Marin's communities has unique local needs, the Marin Wildfire Prevention Authority will seek to address these specific local needs with a local wildfire mitigation program that assists local fire agencies in meeting unique community needs while sustaining a core countywide program for consistency; and

**WHEREAS**, this Board of Directors is presented for its consideration and acceptance a Joint Exercise of Powers Agreement authorizing the Marinwood Community Services District's participation in the Marin Wildfire Prevention Authority to jointly develop and fund protection of all Marin communities from the risk of wildfire on a regional basis; and

**NOW, THEREFORE BE IT RESOLVED**, that the Marinwood Community Services District shall do as follows:

1. Join the Joint Exercise of Powers Agreement to create the Marin Wildfire Prevention Authority;
2. Authorize the President of the Board of the Directors to sign the Joint Exercise of Powers Agreement; and
3. Request that the County of Marin place a Parcel Tax Measure on the March 3, 2020 ballot.

PASSED AND ADOPTED at a regular meeting of the Marinwood Community Services District held on this 8<sup>th</sup> day of October 2019, by the following vote:

AYES:

NOES:

ABSENT:

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President, Board of Directors

ATTEST:

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Secretary to the Board of Directors

**JOINT EXERCISE OF POWERS AGREEMENT  
FOR  
MARIN WILDFIRE PREVENTION AUTHORITY**

This Joint Exercise of Powers Agreement for Marin Wildfire Prevention Authority (“Agreement”) is entered into pursuant to Sections 6500 *et seq.* of the California Government Code, by and between the following local agencies: the cities of San Rafael, Mill Valley, Larkspur and Belvedere (“Cities”); the towns of San Anselmo, Corte Madera, Fairfax, and Ross (“Towns”); the County of Marin (including Service Areas 13, 19 and 31 collectively referred to as “County”); the Fire Protection Districts of Southern Marin, Novato, Tiburon, Kentfield, Stinson Beach, Bolinas, and Sleepy Hollow, the Marinwood Community Services District, the Inverness Public Utility District, and Muir Beach Community Services District (“Districts”); “Cities,” “Towns,” “County,” and “Districts” are referred to in their individual capacities outside of this Agreement as “Local Agencies,” and are referred to for the purposes of participation in this Agreement as “Member” or “Members”.

**RECITALS**

**WHEREAS**, the growing wildfire risk in Marin County does not respect jurisdictional boundaries and needs immediate action and sustained commitment to better protect Marin residents, homes and businesses; and

**WHEREAS**, intensifying climate change and extensive fuel build-up are contributing to the increasing threat of wildfire throughout Marin County and, to the extent possible, should be addressed through ecologically sound practices that minimize release of greenhouse gases and protect the biodiversity and resilience of Marin’s landscapes; and

**WHEREAS**, individual homes and properties are only as fire resilient as the surrounding homes and properties within each neighborhood or area; and

**WHEREAS**, the more than 260,000 people living in Marin County receive fire protection and emergency response services provided by 19 separate cities, towns, fire districts and the County of Marin and no single agency currently exists for coordinating wildfire prevention; and

**WHEREAS**, local fire agencies, communities, emergency service providers, city and towns governments and the County of Marin must coordinate wildfire prevention and disaster preparedness and mitigation, including maintaining defensible space, reducing combustible vegetation, making homes fire resistant and planning for organized evacuation in an emergency; and

**WHEREAS**, in 2016 the Marin County Fire Department published a *Community Wildfire Protection Plan*, identifying specific steps needed to reduce the risk of wildfire and related loss of life and property in Marin; and

**WHEREAS**, in 2018 Marin County published *Lessons Learned from North Bay Fire Siege*, summarizing key findings and conclusions from the 2017 wildfires that devastated

Sonoma, Napa, Lake, Solano and Butte counties, burned nearly 250,000 acres, destroyed nearly 9,000 structures, forced 90,000 evacuations, caused \$14.5 billion in property damage and killed 44 people; and

**WHEREAS**, in 2019 the Marin County Civil Grand Jury issued *Wildfire Preparedness: A New Approach*, a report identifying an urgent need for a coordinated wildfire prevention program in Marin and providing detailed recommendations for reducing wildfire risk and securing dedicated funding for wildfire prevention programs; and

**WHEREAS**, efforts are needed to assist seniors, persons with disabilities, and low-income households to maintain defensible space, make homes fire resistant, and prepare for emergencies to mitigate wildfire threats to structures and defensible space; and

**WHEREAS**, each of Marin’s communities has unique local needs such as wildfire risk from homeless encampments or road widening for safe evacuations and the Marin Wildfire Prevention Authority will seek to address these specific local needs with a local wildfire mitigation program that assists local fire agencies in meeting unique community needs while sustaining a core countywide program for consistency; and

**WHEREAS**, the most effective way to protect all of our communities from the risk of wildfire is to come together in a joint powers authority to implement a countywide program of priority fire prevention, education and vegetation management; and

**NOW, THEREFORE**, for and in consideration of the mutual benefits, covenants, and agreements set forth herein, the Members agree as follows:

**SECTION 1. Authority and Purpose**

- a. This Agreement is made under the authority of Sections 6500 through 6515, inclusive, of the California Government Code, among the Members.
- b. The purpose of this Agreement is to establish a Joint Powers Authority separate from the Local Agencies. This Joint Powers Authority is to be known as the Marin Wildfire Prevention Authority (“Authority”). The Authority will plan, finance, implement, manage, own and operate a multi-jurisdictional and county-wide agency to prevent and mitigate wildfires in Marin County. Each member individually has the statutory ability to provide fire suppression, protection, prevention and related incidental services. The purpose and intent of this Agreement is to jointly exercise the foregoing common powers in the manner set forth herein.

**SECTION 2. Term of Agreement**

This Agreement becomes effective upon the first date that at least half of the 19 Local Agencies listed above (i.e. 10 Local Agencies) have approved this Agreement at a public meeting. It shall remain in effect until it is terminated pursuant to Section 16.

### **SECTION 3. Membership**

- a. **Initial Membership.** To become an initial Member, a Local Agency must execute this Agreement and approve the County of Marin placing the tax measure on the ballot by October 31, 2019. A Local Agency geographically located in Marin County that possesses fire management responsibilities must adopt a resolution of their governing board to become a participating signatory to this Agreement and Member of the Authority. Should an entity defined in this Agreement as a Member of the Authority fail to meet the October 31, 2019 deadline for approval of the Agreement and tax measure, this Agreement shall be interpreted to remove that Local Agency from the definition of Member, and any rights or responsibilities of that entity shall not apply.
- b. **Successor Membership.** If, due to changes in circumstances (including, but not limited to changes in fire suppression responsibility approved by LAFCO) a Member's fire suppression responsibility is transferred to a new or different public agency, that new or different public agency shall be admitted as a Member upon approval of such membership and this Agreement by such public agency's governing body.
- c. Should the tax measure to fund the Authority fail to pass in an election in March 2020, this Agreement is terminated and shall be of no further effect upon certification of the election results.

### **SECTION 4. Board of Directors**

- a. The Authority will be governed by a Board of Directors comprising elected leaders from each Member to ensure that wildfire programs and resources are directed to areas of greatest need and opportunity for community benefit.
- b. The Authority shall be governed by the Board of Directors which is hereby established. The Authority shall not have responsibility for any services or duties set forth in this Agreement unless and until the tax measure is passed by the voters in a certified election. The Board of Directors shall be comprised of Directors who are elected officials of the Members, and each Member shall have one Director on the Board of Directors.
- c. The Board of Directors shall hold at least two meetings each year as determined by its bylaws. Special Meetings of the Board may be called in accordance with the provisions of the Brown Act and Government Code Section 54956.
- d. Minutes of the adjourned, regular and special meetings of the Board shall be kept and said minutes shall be forwarded to each member of the Board within thirty days after each meeting. A majority of the Directors of the Board will constitute a quorum; however, if the number of Members is an even number, then 50% of the Directors of the Board will constitute a quorum. In the event of a meeting of the Board with less than a quorum, the present Directors will only have the power to dismiss a meeting. For purposes of conducting business, a majority of the

quorum will be authorized to act on behalf of the Authority, subject to the voting conditions set forth in Section 4.f.

- e. The Board shall elect, at its first meeting of each fiscal year, a President and Vice President. The President and Vice President shall serve one-year terms, but can be re-elected. The President shall represent the Authority and execute any contracts and other documents when required by the bylaws. The Vice President shall serve in the absence of the President.
- f. **Voting.** For all votes conducted by the Board, a proposed motion subject to vote passes when both following conditions are satisfied: (1) a majority of the Directors present vote in favor of a motion, and (2) the Directors present and voting in favor of a motion represent, in the aggregate, according to the then latest general census, over 50% of the population represented by the Member agencies present in the quorum.
- g. The Board may adopt from time to time such policies, procedures, bylaws, rules and regulations for the conduct of its affairs as deemed necessary by the Board.

#### **SECTION 5. Powers of the Authority**

- a. The Authority shall have all of the necessary powers and authorities granted by law to exercise the common powers of its members in providing wildfire suppression, protection, prevention and related and incidental services, with members retaining all powers.
- b. The Authority shall have all of the necessary powers to evaluate structures and defensible space and provide structural fire protection advice to enhance compliance of parcels of land and buildings meeting local fire and building codes, as well the power to create neighborhood and public education programs to reduce wildfire vulnerability and improve neighborhood preparedness.
- c. The Authority may contract with private companies and public agencies to create, implement and operate the Authority to provide wildfire protection and prevention, as well as to ensure buildings meet fire and building codes.
- d. The Authority may make and enter into contracts; adopt budgets; employ and retain agents and personnel; retain legal counsel; retain consultants and engineers; acquire grants; acquire, hold, lease and dispose of real and personal property; accept donations; sue and be sued; and possess and exercise all other powers common to the Members. The intent of this provision is to allow the Authority flexibility in making fiscally sound staffing decisions.
- e. The Authority may incur debt and issue bonds or any like instruments of no more than 10% of its annual budget in order to efficiently provide the service enumerated herein in compliance with the pertinent sections of the Government Code of the State of California. Specifically, the Authority can incur debt in its own name under any law authorizing a joint power authority to do so, including

Government Code Section 6540 *et seq.*, and the Marks-Roos Local Bond Pooling Act of 1985, and Government Code Section 6584 *et seq.*

- f. The Authority may authorize taxes pursuant to Government Code Sections 50075 *et seq.*, 53978, or any successor statutes as approved by voters in an election held in March 2020. No subsequent taxes or fees may be raised by the Authority without approval of Members.
- g. The Authority may exercise the powers permitted pursuant to Government Code Section 6504 or any successor statute. Pursuant to Government Code Section 6509.5, the Authority is entitled to invest any money in the treasury that is not required for the immediate necessities of the Authority.
- h. The Authority may do all things necessary and lawful to carry out the purpose of this Agreement.
- i. As required by Government Code Section 6509, one Member must be designated such that the power of the Authority is subject to the restrictions upon the manner of exercising power possessed by the Member. The County of Marin is designated as the Government Code Section 6509 public entity.

#### **SECTION 6. Operations Committee**

- a. The Operations Committee shall be responsible for creating a recommended annual budget for the Board and for creating a recommended annual work plan. The Operations Committee shall meet at least twice per year at a reasonable time before the Board must establish its budget. The Operations Committee representatives should strive for a balance of executive/administrative and fire expertise on the committee. The Operations Committee shall be composed of nineteen representatives who are agency staff, one from each of the Members.
- b. **Voting.** For all votes conducted by the Operations Committee, a proposed motion subject to vote passes when both following conditions are satisfied: (1) a majority of the representatives of the Operations Committee present vote in favor of a motion, and (2) the representatives of the Operation Committee present and voting in favor of a motion represent, in the aggregate, according to the then latest general census, over 50% of the population represented by the Member agencies present in the quorum.

#### **SECTION 7. Advisory/Technical Committee**

- a. The Advisory/Technical Committee shall be responsible to the Operation Committee for expert advice and recommendations regarding how the programs of the Authority should be developed and implemented. The Advisory/Technical Committee shall be comprised of one technical staff member from each Member agency and the Board shall adopt bylaws that establish the manner of appointment to the Advisory Technical Committee.

- b. The Advisory/Technical Committee shall hold at least two meetings each year. Special meetings may be called in accordance with the provisions of Government Code Section 54956.
- c. Agencies and entities such as Marin County towns or cities that are not a Member, Marin Municipal Water District (“MMWD”), Marin County Open Space District (“MCOSED”), National Park Service, State Parks, and FIRESafe MARIN may be invited to participate as at-large, non-voting Advisory/Technical Committee members. In addition, relevant Marin County land management agencies, private companies and community organizations may be invited by the Board to participate as at-large, non-voting Advisory/Technical Committee members. Said at-large Advisory/Technical Committee members shall be fully recognized by the Advisory/Technical Committee for the purpose of interaction and discussion. These at-large Advisory/Technical Committee members shall be appointed by their respective organizations.

### **SECTION 8. Citizens’ Oversight Committee**

The Board of Directors will create a Citizens’ Oversight Committee. The Citizens’ Oversight Committee will review Authority spending on an annual basis following the report from the Treasurer. After review of the previous year’s work program and the financial audit, the Citizens’ Oversight Committee will adopt a report describing the extent to which the funds have been spent consistent with the tax measure and provide feedback to the Board of Directors. Citizens’ Oversight Committee participants will be residents who are neither elected officials of any government entity, nor public employees of any Member. Service on the Citizens’ Oversight Committee will be restricted to individuals who reside in Marin County. Participants on the Citizens’ Oversight Committee will be required to submit a statement of financial disclosure and participation will be restricted to individuals without economic interest in any of the Authority’s projects. The Citizens’ Oversight Committee may create subcommittees to monitor the deliberations of the Board of Directors, Operations Committee, and the Advisory/Technical Committee. The Board of Directors shall appoint participants to Citizens’ Oversight Committee from applications received as set forth below:

- Five participants, each residing in one of these five general geographical areas: West Marin, Novato, San Rafael, Central Marin, and Southern Marin.
- One participant from a taxpayer organization of Marin County.
- One participant from environmental organizations of Marin County.
- One participant from FIRESafe MARIN or similar fire prevention organization.
- One participant from a non-partisan civic organization such as League of Women Voters.

### **SECTION 9. Funding**

- a. The Board shall adopt an annual budget for the Authority’s activities within ninety (90) days of the date the Elections Office certifies the successful passage of the tax measure proposed concurrently with this Agreement to fund this Authority, and by June 1 of each succeeding year. In adopting the annual budget,

the Board must consider recommendations from the Operations Committee. The annual budget shall identify the programs of the Authority and allocate funds by program. The budget and accounting system shall account for direct and overhead costs by program. The Board shall allocate these costs for each program with the adoption of the annual budget. To the extent changes to the budget under California law require approval of more than a simple majority of Members, the population representation requirement of Section 4.f. shall not increase. To accelerate services being provided to the community, during the first year of operations any core program funds not allocated to Authority start-up costs will be returned to Members in proportion to the tax revenue raised that fiscal year in each Member's respective tax rate area for uses that are consistent with the tax measure funding the Authority. This provision shall not be construed to prevent the Board of Directors from allocating funds for multi-year projects or programs.

- b. The core program functions of the Authority will be funded by 60% of the tax measure proceeds and will consist of, but not be limited to, vegetation management; wildfire detection; evacuation plans and alerts; grants; and public education. The Authority may allocate core funds to local wildfire prevention efforts, should the Board of Directors determine the core functions of the Authority are being served. Vegetation management funds will be allocated with consideration towards equitable spending over the five operational zones. As part of the five year review of the funding levels described in Section 9f, at least 80% of the revenue generated for vegetation management by each operational zone should be allocated within the respective zone. If this requirement is not met, it must be remedied within the next 5 year period.
- c. Defensible space and fire-resistant structure evaluations, and mitigation of fire threats thereof, will be funded by 20% of the tax measure proceeds and will be done on a shared service basis or by the responsible Member consistent with Section 10. Within the defensible space program, an Abatement program shall be created by the Authority, funded with 2% of the total tax measure proceeds. Funds from this Abatement program are retained by the Authority, notwithstanding a Member selecting to locally administer pursuant to Section 10. The Authority will only enforce a uniform abatement code. Litigation of abatements is the responsibility of the Member.
- d. Local-specific wildfire prevention efforts will be funded by 20% of the tax measure proceeds and allocated to each Member in proportion to revenue raised in each Member's respective tax rate areas. Members must certify that the tax measure proceeds are used consistent with the purpose of the Authority and that the tax measure expenses result in a higher level of service than would otherwise be provided by the Member.
- e. An administrative cost of not more than 10% will be budgeted for each program, i.e. the core program functions and the Authority administered defensible space evaluation program. Should a Member locally administer the defensible space evaluations pursuant to Section 10, an administrative cost will not be withheld by

the Authority for that program. The Board shall determine the methodology for calculating administrative costs.

- f. In Fiscal Year 2025-26, 2030-31, 2035-36 and continuing every five years thereafter, the Board may alter the funding levels of the core program functions of subsection 9.b. and the defensible space evaluations from subsection 9.c. The local-specific wildfire prevention efforts of subsection 9.d. will remain funded by 20% of the tax measure proceeds. A vote to alter the funding levels pursuant to this section shall require two-thirds approval of Directors voting to alter the funding levels, while maintaining the over 50% of the population represented by the Member agencies requirement in accordance with the voting rules set forth in Section 4.f. Should the Board approve changes to the funding levels of the programs, to provide adequate notice to Member agencies, those changes will not go into effect until two fiscal years after the changes were approved. For example, if funding levels of programs are altered during Fiscal Year 2025-26, those changes will not be implemented until the budget of Fiscal Year 2027-28.

**SECTION 10. Option to Locally Administer the Section 5.b. Defensible Space Program**

- a. Should a Member choose to locally administer the Authority power set forth in Section 5.b., that member shall evaluate structures and defensible space so property owners can enhance compliance with fire and building codes through homeowner education and, as necessary, enforcement follow-up. The Member choosing to locally administer the powers in Section 5.b. must certify that the Member shall use the funds provided by the Authority exclusively to evaluate defensible space and to enhance compliance with structures and land meeting fire and building codes, and not for any other purpose. Tax measure proceeds will be allocated to Members choosing to locally administer in an amount approximately equal to each Member's proportion of revenue raised in each Member's respective tax rate areas, as determined by the Board. For those Members remaining in the defensible space program, the Authority will expend the tax measure proceeds in an amount approximately equal to each Member's proportion of revenue raised in each Member's respective tax rate areas. Additionally, the Authority shall be entitled to retain 2% of the overall tax measure proceeds for the Authority's Abatement program, regardless of how many Members choose to exclusively manage their own defensible space program.
- b. Eligibility for a Member to elect to locally administer the defensible space program shall be effective beginning in Fiscal Year 2027-28, 2032-33, 2037-38 and continuing every five years thereafter. A Member must provide notice that it elects to opt-out or rescind its opt-out election by October 31 for the next fiscal year beginning on July 1. A Member may opt-out of the defensible space program before May 30, 2020 by providing notice to the Authority. Members can only subsequently opt out during certain years as set forth above. A Member choosing to exclusively manage its own defensible space program may be responsible for a reasonable exit fee, as determined by the Authority. Members

can opt-back-in at any time by providing notice that it elects to opt-back-in by October 31 for the next fiscal year beginning on July 1.

### **SECTION 11. Exemptions**

The Authority shall be responsible for technical tax adjustments, consistent with the ballot measure. Whenever possible, the Authority must defer to reasonable requests from the Marin County Tax Collector to accommodate exemptions for parcels that are roads or creek beds, as well as split parcels ineligible for an assessor parcel combination solely because the parcels are not in the same tax rate area.

### **SECTION 12. Duties of Treasurer**

- a. The Treasurer of the Authority shall be the Treasurer of one of the Members. The Authority at its first meeting and thereafter at its first meeting of the fiscal year shall elect a Treasurer and establish terms with the Member agency. This person shall also function as the Controller of the Authority.
- b. The Treasurer shall serve as the depository and have custody of all Authority funds and establish and maintain such books, records, funds, and accounts as may be required by generally accepted accounting practice, shall cause an independent annual audit of the accounts and records and comply with all requirements of Government Code Sections 6505, 6505.1, 6505.5 and 6505.6.
- c. The Treasurer, within one hundred and twenty (120) days after the close of each fiscal year ending on June 30, shall give a complete written report of all financial activities for such fiscal year to the Members.

### **SECTION 13. Debts and Liabilities**

As permitted pursuant to Government Code Section 6508.1, no debt, liability, or obligation of the Authority shall constitute a debt, liability, or obligation of any Member and each Member's obligation hereunder is expressly limited only to the appropriation and contribution of such funds as may be levied pursuant to this Agreement or as the Member may agree.

### **SECTION 14. Insurance and Indemnification**

The Authority shall acquire such insurance protection as is needed to protect the interests of the Authority and the Members, and such cost shall not count toward the administrative fee of Section 9.e. The Authority may use self-insurance and may contract with a Member for insurance services. The Authority shall defend and indemnify and hold harmless the Members and each of their respective officers, agents and employees, from all claims, losses, damages, costs, injury and liability of every kind, nature and description directly or indirectly arising from the performance of any of the activities of the Authority or the activities undertaken pursuant to this Agreement.

**SECTION 15. Privileges, Immunities and Other Benefits**

In accordance with California Government Code Section 6513, all of the privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen’s compensation, and other benefits which apply to the activity of the trustees, officers, employees or agents of the Members when performing their functions shall apply to the same degree and extent while engaged in the performance of any of their functions and duties for the Authority.

**SECTION 16. Termination; Disposition of Assets.**

- a. Should the tax measure to be placed on the ballot in March 2020 fail to pass or is subsequently repealed, this Agreement is terminated and shall be of no further effect upon certification of the election results.
- b. In accordance with Government Code Section 6512, upon termination of this Agreement, any surplus money in possession of the Authority or on deposit in any fund or account of the Authority shall be returned in proportion to the contributions made by the tax payers of each Member’s jurisdiction. Any other property of the Authority shall be divided among the Members in such manner as shall be determined by the Authority in accordance with California law.
- c. If the tax measure is rescinded, all decisions of the Board with regard to determination of amounts to be transferred to Members or any successor shall be final.

**SECTION 17. Severability**

If any provision of the Agreement or its application to any person or circumstances is held invalid, the remainder of this Agreement and the application of the provision to other persons or circumstances shall not be affected.

**SECTION 18. No Rights to Third Parties**

All of the terms, conditions, rights and duties provided for in the Agreement are, and shall always be, solely for the benefit of the Members. It is the intent of the Members that no third party shall ever be the intended beneficiary of any performance, duty or right created or required pursuant to the terms and conditions of this Agreement. Nothing in this Section shall be interpreted to preclude the work of the Authority being done on private land.

**SECTION 19. Notices.**

Notices to Members under this Agreement shall be sufficient if delivered to the City Clerk or chief secretarial officer of the Member, or to any other person designated in writing by the Member.

**SECTION 20. Prohibition Against Assignment.**

No Member may assign any right, claim, or interest it may have under this Agreement, and no creditor, assignee or third-party beneficiary of any Member shall have any right, claim or title to any part, share, interest or assets under this Agreement.

**SECTION 21. Amendments**

This Agreement may be amended at any time by one or more supplemental agreements executed by mutual agreement of three-fourths (3/4) of the governing boards of the Members, so long as any amendment comports with the purpose of the voter approved measure, as set forth in Section 1 of this Agreement. Every ten years, the Marin County Board of Supervisors shall hold a public hearing for the purpose of considering the effectiveness of the tax measure and whether any changes in the tax measure should be placed before the voters.

**SECTION 22. Agreement Complete**

The foregoing constitutes the full and complete Agreement of the parties with respect to the subject matter hereof, and supersedes all prior understandings or agreements whether written or verbal. There are no oral understandings or agreement not set forth in writing herein. An such agreements merge into this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officers thereunder duly authorized as of the date of approval by the public agencies that are parties hereto. This Agreement shall be executed in counterparts.

Dated: \_\_\_\_\_

\_\_\_\_\_

By: \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_\_**

**FULL TEXT OF THE MARIN WILDFIRE PREVENTION MEASURE TO FUND  
THE MARIN WILDFIRE PREVENTION AUTHORITY THROUGH AN  
ORDINANCE OF THE COUNTY OF MARIN TO AUTHORIZE THE LEVY OF  
A SPECIAL PARCEL TAX**

**THE BOARD OF SUPERVISORS OF THE COUNTY OF MARIN  
ORDAINS AS FOLLOWS:**

**SECTION 1. AUTHORIZATION, PURPOSE, AND INTENT.** It is the purpose and intent of this Ordinance to authorize the levy of a tax on parcels of real property on the secured property tax roll of Marin County that are within the jurisdiction of the Member Taxing Entities to the Joint Exercise of Powers Agreement for Marin Wildfire Prevention Authority.

Pursuant to the authority of Government Code Section 53978, 50075 et seq., and other applicable law, there is hereby levied and assessed a special parcel tax by the County of Marin, on behalf of itself and Member Taxing Entities, on all parcels of real property in the County for each fiscal year. It is the purpose and intent of this ordinance to impose a special parcel tax for fire protection and prevention services, including but not limited to vegetation management; wildfire detection; evacuation plans and alerts; grants; public education; defensible space and fire-resistant structure evaluations; and local-specific wildfire prevention efforts.

This tax is a special tax within the meaning of Section 4 of Article XIII A of the California Constitution. Because the burden of this tax falls upon property, this tax also is a property tax, but this tax is not determined according to nor in any manner based upon the value of property; this tax is levied on a parcel, class of improvement, and use of property basis. Insofar as not inconsistent with this Ordinance or with legislation authorizing special taxes, and insofar as applicable to a property tax that is not based on value, such provisions of the California Revenue and Taxation Code and of Article XIII of the California Constitution as relate to ad valorem property taxes apply to the collection and administration of this tax (Severability Clause of Section 10).

The revenues raised by this tax are to be used solely to plan, finance, implement, manage, own, and operate a multi-jurisdictional and countywide agency to prevent and mitigate wildfires in Marin County. Such fund shall be spent and administered in each of the five Marin Wildfire Prevention Authority Operational Zones, as set forth in Exhibit A.

**SECTION 2. DEFINITIONS.** The following definitions shall apply throughout this Ordinance.

A. "Member Taxing Entities" means the following local agencies: the cities of San Rafael, Mill Valley, Larkspur and Belvedere; the towns of San Anselmo, Corte Madera, Fairfax, and Ross; the County of Marin (including Service Areas 13, 19 and 31); the Fire Protection Districts of Southern Marin, Novato, Tiburon, Kentfield, Stinson Beach,

Bolinas, and Sleepy Hollow, the Marinwood Community Services District, the Inverness Public Utility District, and Muir Beach Community Services District.

B. “Parcel” means the land and any improvements thereon, designated by an assessor’s parcel map and parcel number and carried on the secured property tax roll of Marin County. For the purposes of this Ordinance, parcel does not include any land or improvements owned by any governmental agency.

C. “Fiscal year” means the period of July 1 through the following June 30.

D. “Marin Wildfire Prevention Authority Operational Zones” means the five operational areas of Marin County, including West Marin, Novato, San Rafael, Central Marin, and Southern Marin. The boundaries of these five areas are set forth in Exhibit A.

E. “Consumer Price Index” means the Consumer Price Index for all Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose Area (1982-84=100) as published by the U.S. Department of Labor, Bureau of Labor Statistics. If the Consumer Price Index is discontinued or revised, such other government index or computation with which it is replaced shall be used in order to obtain substantially the same result as would be obtained if the Consumer Price Index had not been discontinued or revised.

**SECTION 3. SPECIAL PARCEL TAX IMPOSED.** A special parcel tax for the purpose specified in Section 1 of this ordinance shall be imposed on all parcels of real property in the County of Marin for the initial fiscal year commencing July 1, 2020, through June 30, 2021. The maximum amount of the special parcel tax for each fiscal year shall be as follows, as adjusted annually by the Consumer Price Index:

Improvement Status	Property Type	Maximum Rate	Per
Improved	Agricultural Preserve	\$0.1000	Building Square Foot
	Commercial		
	Historical Property		
	Industrial		
	Multifamily Residential, less than 3 units		
	Open Space		
	Rural		
	Single Family Residential		
	Single Family Residential Attached		
	Other Subject to Exemption		
Improved	Multifamily Residential, 3 or more units	\$75.00	Unit
Unimproved	All Non-Exempt, less than or equal to 0.25 acres	\$25.00	Parcel
Unimproved	All Non-Exempt, greater than 0.25 acres up to and including 0.50 acres	\$100.00	Parcel
Unimproved	All Non-Exempt, greater than 0.50 acres	\$150.00	Parcel
Exempt	All	\$0.00	Parcel

The maximum tax per year for each property type shall be adjusted to reflect any increase in the Consumer Price Index beyond the first fiscal year the parcel tax is levied. Change in the Consumer Price Index shall be calculated from February of the immediately preceding year to February of the current year, or 1.03, whichever is less.

Before the beginning of each fiscal year, the Board of Directors for the Marin Wildfire Prevention Authority shall determine the maximum parcel tax to be levied upon the parcels for the upcoming fiscal year. The Board of Directors for the Marin Wildfire Prevention Authority may authorize a parcel tax in an amount lower than the maximum parcel tax, as adjusted by inflation, at its discretion.

The records of the Marin County Assessor as of July 1st of each year shall provide the basis for determining the use and improvement of each parcel for the calculation of the special parcel tax applicable to that parcel in the following fiscal year, with such corrections as deemed necessary to reflect the actual use and improvement of any parcel.

#### **SECTION 4. SPECIAL FUND, USE OF TAX PROCEEDS.**

The proceeds of the special tax imposed by this ordinance shall be placed in a special fund to be used solely for the purpose of providing wildfire protection and prevention services. Specifically, all proceeds from the parcel tax will be provided to Marin Wildfire Prevention Authority solely for the purposes set forth and the expenditures authorized in the Joint Powers Agreement.

#### **SECTION 5. TAXES AS LIENS AGAINST THE PROPERTY.**

The amount of taxes for each parcel each fiscal year shall constitute a lien on such property in accordance with Revenue and Taxation Code Section 2187, and shall have the same effect as an ad valorem real property tax lien until fully paid. Said special parcel tax, together with all penalties and interest thereon, shall constitute until paid, to the extent authorized by law, a personal obligation to the County of Marin by the persons who own the parcel on the date the tax is due.

#### **SECTION 6. COLLECTION.**

The taxes on each parcel shall be billed on the secured roll tax bills for ad valorem property taxes and shall be due to the County of Marin. Insofar as feasible and insofar as not inconsistent with this Ordinance, the taxes are to be collected in the same manner in which the County of Marin collects secured roll ad valorem property taxes. Insofar as feasible and insofar as not inconsistent with the Ordinance, the times and procedures regarding exemptions, due dates, installment payments, correction, cancellations, refunds, late payments, penalties, liens, and collections for secured roll ad valorem property taxes shall be applicable to the collection of this tax. Notwithstanding anything to the contrary in the foregoing, as to this tax: (1) the secured roll tax bills shall be the only notices required for this tax; and (2) the homeowners and veterans exemptions shall not be applicable to this tax because such exemptions are determined by dollar amount of value.

The reasonable costs incurred by the County officers collecting this tax shall be deducted from the collected taxes.

#### **SECTION 7. BALLOT LANGUAGE.**

An election shall be held on March 3, 2020 on the issue of creating the Marin Wildfire Prevention Authority and authorizing a parcel tax to fund the Authority. The Board of Supervisors orders that the following question be placed as a County-wide Measure to create the Marin Wildfire Prevention Authority and authorize a parcel tax to fund the Authority:

*Marin Wildfire Prevention Measure. To support coordinated wildfire prevention including improving early wildfire detection, warning and alerts; reducing brush and vegetation; ensuring defensible space around homes, neighborhoods and critical infrastructure; and improving disaster evacuation routes/procedures; shall the Marin Wildfire Prevention Measure, levying up to 10¢ per building square foot tax (described in the ballot pamphlet) until repealed by voters, providing \$21,000,0000 annually, with annual inflation adjustments, independent citizen oversight/audits, and low-income senior exemptions, be adopted?*

#### **SECTION 8. ADMINISTRATION AND AMENDMENT.**

The Board of Supervisors by resolution may adopt procedures or definitions for the implementation or administration of the special parcel tax, with approval of the Board of Directors of the Marin Wildfire Prevention Authority. The Board of Supervisors shall be empowered to amend this ordinance by an affirmative vote of at least a majority of its members to carry out the general purposes of this ordinance, to conform the provisions of this ordinance to applicable state law, to modify the methods of collection, or to assign the duties of public officials under this ordinance, with approval of the Board of Directors of the Marin Wildfire Prevention Authority.

In no event shall the Board of Supervisors amend this ordinance to increase the maximum amount of the special parcel tax established in Section 2 of this ordinance, unless approved by two-thirds of the voters voting thereon.

#### **SECTION 9. LOW-INCOME SENIOR AND OTHER EXEMPTIONS.**

Qualifications for the exemption applications for low-income persons 65 years of age or older shall be evaluated annually based on the San Francisco, California HUD Metro FMR Area rate for single persons as published annually by the U.S. Department of Housing and Urban Development. The basis for exemptions may be reasonably amended by the Board of Directors annually. The special parcel tax shall not be imposed upon any parcel that is exempt from the special parcel tax pursuant to any provision of the United States Constitution, California Constitution, California State law, or any paramount law, or upon any parcel for which the owner qualifies for an exemption for low-income persons 65 years of age or older.

**SECTION 10. SEVERABILITY.**

If any provision, section, subsection, sentence, phrase or clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of the Ordinance. The voters within Marin County hereby declare that they would have adopted the remainder of this Ordinance, including each provision, section, subsection, sentence, phrase or clause, irrespective of the invalidity of any other provision, section, subsection, sentence, phrase or clause.

**SECTION 11. EFFECTIVE DATE.** This Ordinance shall take effect immediately upon its confirmation by two-thirds of the voters voting within the County Marin in an election to be held on March 3, 2020, so that taxes shall first be collected hereunder for the fiscal year beginning July 1, 2020.

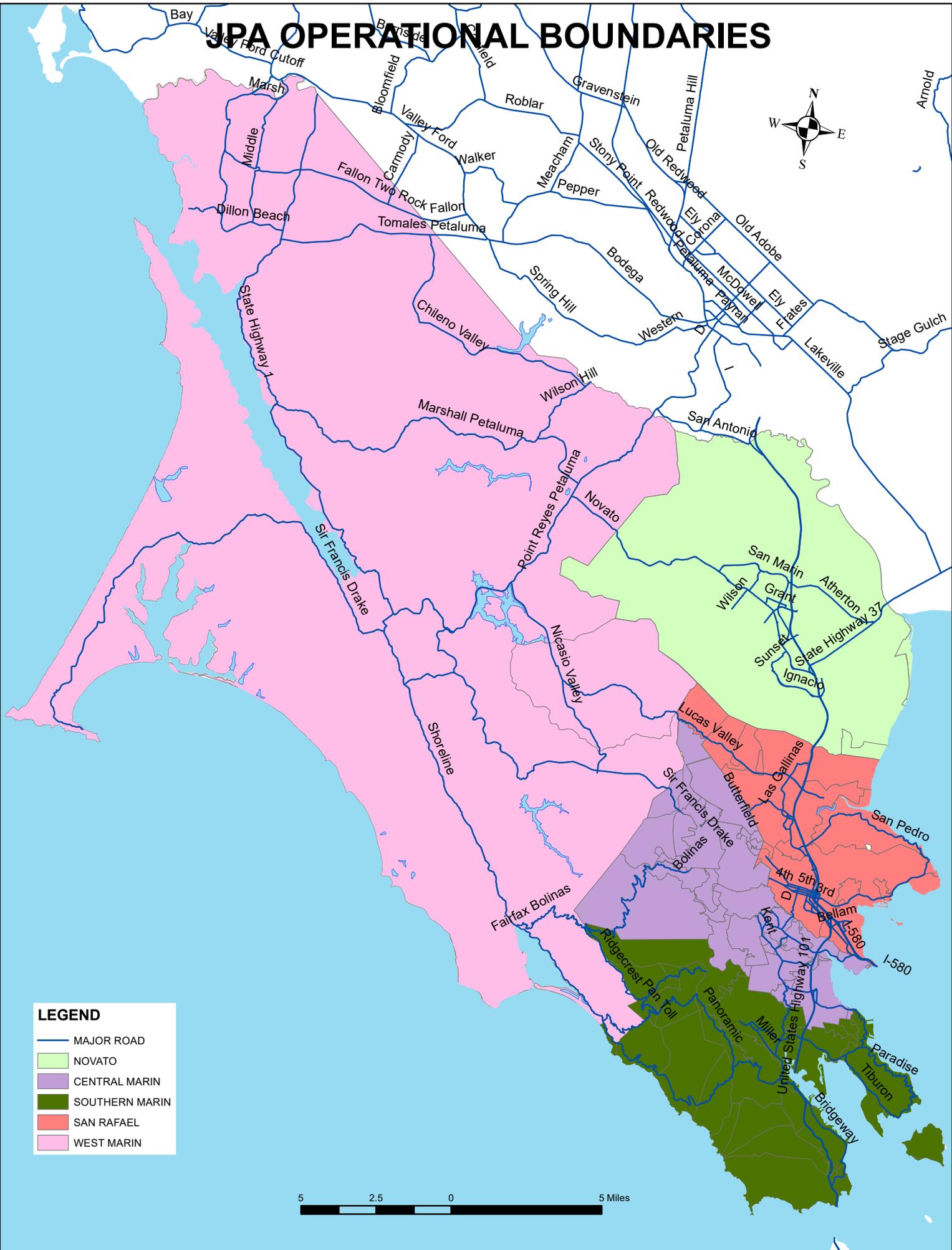
AYES:

NOES:

ABSTAIN:

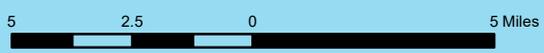
ABSENT:

# JPA OPERATIONAL BOUNDARIES



**LEGEND**

-  MAJOR ROAD
-  NOVATO
-  CENTRAL MARIN
-  SOUTHERN MARIN
-  SAN RAFAEL
-  WEST MARIN



# MEMO

To: Eric Dreikosen, District Manager

From: Izabela Perry

Date: September 30, 2019

Re: Strategic Plan

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Marinwood Community Services District (MCSD) has been operating for over 60 years without a Strategic Plan. The Authorizing Statute of 1960, together with the ensuing Mission Statement, established a solid framework for our small government agency. This static framework and available funding directed the District's operations through the years. To my knowledge there has never been an attempt to formulate a Strategic Plan that would chart the future and focus operations of the District.

## **Why Do We Need a Strategic Plan?**

- To chart MCSD direction for future 10 (?) years as related to District's mission, and to focus MCSD limited resources, as well as Board of Directors and District staff efforts on specific objectives leading to achievement of the goals identified in the Strategic Plan.
- To understand MCSD strengths, weaknesses, opportunities and threats in providing services to the community, as outlined in District's Mission Statement, in future years.

## **Definitions (Wikipedia contributors):**

“Strategic planning is an organization's process of defining its strategy, or direction, and making decisions on allocating its resources to pursue this strategy.”

“A mission statement is a short statement of why an organization exists, what its overall goal is, identifying the goal of its operations: what kind of product or service it provides, its primary customers or market, and its geographical region of operation.”

## **Process**

Whether the Board of Directors decides to engage an outside facilitator to lead the process, or attempt the project by forming an Ad-Hoc Committee, the Strategic Planning process could include the following elements:

- Assessment of the present state of District operations through SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis.
- Feedback from various stakeholder groups including District residents, employees and leadership.
- Evaluation of the current Mission Statement.
- Definition of measurable, reasonably obtainable and time specific objectives that would help in the execution of the strategy.
- Annual review and potential update of the plan.

## **MCSD Mission**

The purpose of the Marinwood Community Services District is:

- to provide fire protection and emergency services to the residents of the District
- to provide street lighting services to the residents of the District
- to develop and promote recreation programs and activities which satisfy the majority demands of the residents of the District
- to develop and maintain park areas and recreational facilities and preserve open spaces for the enjoyment of the residents of the District

**Next Steps:**

1. Discuss and decide whether a Strategic Planning process should be undertaken at this time.
2. If so, discuss and decide whether an external facilitator should be contracted to lead the process.
3. Feedback on the timeline (5 or 10 years) and subject matter areas (examples below) to be considered in the process.

**Strategic Areas**

1. Personnel
2. Infrastructure
3. Park and Open Space
4. Fiscal Management
5. Administrative Management
6. Public Engagement and Communication
7. Sphere of Influence/Scope of Responsibilities
8. Role of the Board of Directors/Role of the Commissions

# Memo



**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** October 8, 2019  
**Re:** Capital Expenditure Forecasting

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Directors,

Please see the included Capital Expenditure Forecast and Reserves Needs documents for both Park & Recreation and Fire. They are being presented to the Board for informational and discussion purposes. There is no board action required on this item at this time.

These documents are regularly reviewed and modified by staff. They serve as a useful tool for anticipating key future capital investment needs and ideal capital reserve allocation planning. This serves as the initial basis for establishing capital expenditures each budget cycle as well as designated capital reserves allocations also included in the budget process.

Of note:

Within the Park & Recreation spreadsheet, included is a section specific to past "Measure A" expenditures.

Highlighted items are those of note to staff. For example, staff recognizes that at some point in the future we will most likely need significant repair to specific tennis courts due to structural concerns. However, we do not have a set timing need as potential structural concerns have yet reached a level causing significant repair needs. This work will also impact the anticipated schedule of routine surface top coat investment needs. Similar circumstances apply to the other highlighted items as well.

Marinwood Community Services District  
Anticipated Park and Recreation Capital Expenditure and Reserve Needs

		Fiscal Year													Questions/Comments
		13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	
	<b>Capital Expenditures</b>	Estimated Cost													
Creekside	Playground replacement	\$75,000										\$75,000			
Creekside	LVE Tennis court resurfacing top coat	\$7,500							\$7,500			\$7,500			
Creekside	LVE Tennis court replacement	\$75,000									\$75,000				
MW Park	Tennis Court Top Coat (#3&4 - School)	\$8,250					\$12,000			\$12,000			\$12,000		
MW Park	School tennis court (#3&4) replacement	\$80,000									\$80,000				
MW Park	Tennis Court Top Coat (#1&2 - Park)	\$12,000							\$12,000				\$12,000		
MW Park	Playground replacement	\$100,000								\$100,000					
CommCtr	Reception hall floor re-sanding (2014 install)	\$6,000						\$6,000							
Pool Cplx	Pool heater #1 replacement	\$5-\$8000								\$6,000				\$6,000	
Pool Cplx	Pool heater #2 replacement	\$6,000					\$6,000				\$6,000				
Pool Cplx	Wading pool heater	\$3,500	\$11,350									\$3,500			
Pool Cplx	Pool Covers	\$15,000							\$15,000						
Pool Cplx	Wading pool zero entry	\$120K-\$150K													
Pool Cplx	Pool UV disinfection system	\$8,000													
Pool Cplx	Hydraulic Chair Lift (ADA)	\$8,000						\$8,000							
Pool Cplx	Pool slide replacement	\$40,000											\$40,000		
Pool Cplx	Pool replastering - 10 yrs	\$110K-\$130K						\$120K							
CommCtr	Stove/Oven	\$4,000						\$4,000							
CommCtr	Kitchen cabinets, counters & flooring	\$50,000						\$50,000							
CommCtr	HVAC Replacement	\$12,000					\$6,000	\$6,000							
CommCtr	Treat & stain wood trim on CC and pool building	\$12,000							\$14,000				\$14,000		
CommCtr	Parking lot slurry seal & striping	\$15,000							\$15,000						
Park V&E	Riding Mower	\$25,000								\$25,000					
Park V&E	Dump Trailer	\$8,000					\$8,000								
Park V&E	Utility Vehicle (less off-road, hydraulic bed)	\$12,000						\$12,000							
	Sidewalk & Pathway Repairs	\$15,000					\$7,500	\$7,500	\$5,000		\$5,000		\$5,000		
<b>Annual Expenditure Totals:</b>			\$0	\$11,350	\$0	\$500	\$7,500	\$41,000	\$86,000	\$68,500	\$143,000	\$166,000	\$86,000	\$69,000	\$21,500

<b>Measure A Funded</b>		Estimated Cost	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Notes
MW Park	Maintenance shed replacement	TBD							TBD							
MW Park	Tennis Court Top Coat (#1&2 - Park)	\$11,300			\$11,300											
MW Park	Tennis Court Top Coat (#3&4 - School)	\$8,250		\$8,250												
Creekside	Tennis Court Top Coat (Creekside)	\$5,750				\$5,750										
CommCtr	Rec Event Storage Shed	\$7,720	\$7,720													
CommCtr	HVAC (Main Hall)	\$18-\$25000		\$20,622												
CommCtr	Wood Trim Treat/Stain - Comm Ctr & Pool Bldg	\$11,900			\$11,900											
CommCtr	Reception Hall Floor Demo & Replacement	\$30,000	\$26,550												10-year cycle	
Pool Cplx	Pool pump, heater, gen'l maintenance	\$25,000		\$24,945												
Pool Cplx	Pool Salt Generator	\$14,370			\$14,370											
Park V&E	Utility Vehicle (Kawasaki Mule)	\$16,000			\$16,000											
Park V&E	Truck - Park Maintenance	\$28,000				\$27,935										
<b>Total - Measure A Funded:</b>			\$34,270	\$53,817	\$53,570	\$33,685	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	

<b>Capital Reserves Allocations</b>		Estimated Cost	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Notes
Creekside	Playground replacement (8-10 Years)	\$75,000					\$9,375	\$9,375	\$9,375	\$9,375	\$9,375	\$9,375	\$9,375	\$9,375	\$7,500	\$75K/10 Years - Continue after replacement
Pool Cplx	Main Pool replastering - 10 yrs	\$80-\$100,000								\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100K/10 Years - Begin reserves after work
MW Park	Playground replacement	\$100,000									\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100K/10 Years - Begin reserves after work
Park V&E	Park Maintenance Truck	\$40,000					\$2,667	\$2,667	\$2,667	\$2,667	\$2,667	\$2,667	\$2,667	\$2,667	\$2,667	\$40K/15 Years
Park V&E	Park Maintenance Dump Trailer	\$8,000							\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$8K/10 years - Begin reserves after purchase
Park V&E	Utility Vehicles (two)	\$25-\$30,000							\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$25K/10 Years - Begin reserves after purchase
Park V&E	Riding Mower	\$25,000					\$6,000	\$6,000		\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500	\$25K/10 Years
CommCtr	HVAC Replacement	\$40,000							\$2,667	\$2,667	\$2,667	\$2,667	\$2,667	\$2,667	\$2,667	\$40K/15 Years
CommCtr	Roof replacement	TBD														Est. 6-10 years useful life on existing
<b>Annual Capital Reserves Allocations:</b>			\$0	\$0	\$0	\$0	\$18,042	\$18,042	\$18,009	\$27,842	\$27,842	\$37,842	\$37,842	\$37,842	\$35,967	

Marinwood Community Services District  
Anticipated Fire Department Capital Expenditure and Reserve Needs

		Estimated Cost	Fiscal Year												Questions/Comments	
			13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25		25/26
<b>Capital Expenditures</b>																
Facility	Storage Shed	\$5,000						\$5,000								
Facility	Turnout Lockers	\$7,500									\$7,500					Estimated Cost. Gathering Quotes
Facility	Firehouse Kitchen Remodel	\$60,000					\$100,000									
Facility	HVAC	\$14,000						\$14,000								Expenditure made FY18/19
Facility	Bunk Mattresses & Box Springs (9)	\$9,000							\$9,000							9 sets * \$1k per set. 10-year life cycle
Facility	Storage Closets (Bunk Room & Storage Room)	\$5,000								\$5,000						Estimated Cost.
Vehicles	Type 1 Fire Engine (Unit 58)	\$600,000			\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	Current lease payments
Vehicles	Type 3 Wildland Engine (Unit 658)	\$350,000														Need estimate on remaining useful life
Vehicles	Utility Truck & Outfitting	\$45,000														Currently provided by San Rafael
Equip	SCBA Compliment	\$150,000				\$150,000										
Equip	Radios															Gathering costs, need and life cycles
Equip	Halmatro Rescue Tool	\$25,000									\$25,000					
Misc	Exercise Equipment					\$6,000										
Misc	Gender Compliance Updates															Gathering costs and priority needs
<b>Annual Expenditure Totals:</b>			\$0	\$0	\$43,000	\$199,000	\$143,000	\$62,000	\$52,000	\$48,000	\$75,500	\$43,000	\$43,000	\$43,000	\$0	

Capital Reserves Allocations		Estimated Cost	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Notes
Facility	Periodic HVAC Replacement	\$20,000							\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$20K/15 years
Vehicles	Type 1 Fire Engine (Unit 58)	\$600,000					\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$600K/20 years
Vehicles	Type 3 Wildland Engine (Unit 658)	\$350,000					\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$350K/10 years (Est replacement need in 2027)
Vehicles	Utility Truck	\$45,000								\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$45K/10 years
Equip	Holmatro Rescue Tool	\$25,000					\$6,250	\$6,250	\$6,250	\$6,250		\$2,500	\$2,500	\$2,500	\$2,500	\$25K/4 years (current replace 2021), 10 year life
Equip	SCBA Compliment	\$150,000					\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$150K/10 years
<b>Annual Capital Reserves Allocations:</b>			\$0	\$0	\$0	\$0	\$86,250	\$86,250	\$87,583	\$92,083	\$85,833	\$88,333	\$88,333	\$88,333	\$88,333	

District Manager Report

October 8, 2019

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.

**Park Panhandle Sinkhole and Storm Drain Repair Project:**

The County has issued and the District has properly filed a formal CEQA Notice of Exemption for this project. With that, the Regional Water Quality Control Board has subsequently provided final approval for this project. We expect the work to be completed this month and are working with the vendor to establish a firm date.

**Park Maintenance Facility Replacement Project:**

The District has submitted further documents for this project to County Planning based on their request for additional documents and information as a function of the Design Review process. At the time of this writing, we are still awaiting final submittal review from Department of Public Works. Once the submittal package is deemed to be complete by the County, the project will be noticed by the County. The County of Marin will be conducting all notice and communications regarding this project as Design Review is a County process, not a District process. However, to be clear, the scope and design of the project has not changed from what was approved by the Board of Directors at a prior public meeting.

**Other Items of Note:**

- Marin County has begun work along Miller Creek Road addressing improvements and ADA requirements to several crosswalks and curb ramps, including those in front of Marinwood Park & Community Center. They have been very communicative and are also working to address safety concerns brought to their attention by the District, specifically with the crosswalk immediately in front of the community center and fire station.
- LAFCo has initiated the process of reviewing fire protection and emergency response service to the San Rafael area, including Marinwood, CSA 13 and CSA 19. As three agencies have technical responsibility for service in the area – City of San Rafael, Marinwood CSD, County of Marin – staff from all three agencies will be meeting, in a setting facilitated by LAFCo, to identify all potential actions/outcomes and the legal/technical steps needed to achieve each.

*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.*

# Memo



**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** October 8, 2019  
**Re:** Fire Protection Agreements for CSA 13 and Juvenile Hall Site

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Directors,

Please see the included 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.

These are annual agreements between the two agencies in which all fees for service are based upon long-standing formulas that did not change in the formulation of the FY 19-20 Agreements.

Of note, the CSA 13 agreement total fees for service have decreased by approximately 1.8% from the prior fiscal year, FY 18-19. However, the total fees for service are within 0.1% of the estimated fees contained in the approved FY 19-20 budget. The year-over-year decrease is due primarily to:

- An overall decrease in the year-over-year fire department budgeted expenditures
- Other reconciliation factors as stated in Exhibit A of the CSA 13 Agreement

Recommended Action: Approve both Agreements for Fire Protection and Emergency Services for CSA 13 and the juvenile hall site and surrounding facilities.

**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 \_\_\_\_\_, 2019, 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 2019-2020 (July 1, 2019 through June 30, 2020)
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 \$590,603.00, as calculated on Exhibit A, payable in installments as follows:

January 31, 2020	\$ 295,301.50
April 30, 2019	\$ 147,650.75
June 30, 2019	\$ 147,650.75

4. In the event the cost of providing such service by District to Service Area exceeds the aforesaid sum of \$590,603.00, 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

\_\_\_\_\_  
Kathrin Sears  
President, Board of Supervisors

ATTEST: \_\_\_\_\_  
Clerk

MARINWOOD COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Izabela Perry  
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 8<sup>th</sup> day of October, 2019.

**EXHIBIT A**

**COUNTY SERVICE AREA NO. 13 FIRE PROTECTION CONTRACT**

**CALCULATION FOR FISCAL YEAR 2019-20**

**CALCULATE ADJUSTED FIRE BUDGET:**

Total Marinwood Fire Budget FY 2019-20	2,587,638	
Adjust: 2019/2020 Engine Lease Payment	-43,000	
Adjust: 2019/2020 Fire Department Capital Reserves Allocation	-82,500	
Adjust: 2019/2020 OPEB Trust Contribution Allocation	<u>-59,000</u>	
 Adjusted Fire Budget		2,403,138

**CALCULATE SQUARE FOOTAGE RATIO:**

Square footage Marinwood CSD 2019-20	3,318,653	
Square footage CSA 13 2019-20	<u>1,156,381</u>	
Total square footage	4,475,034	
Ratio of square footage		25.84%

<b>CSA 13 Contract per CSD Budget for Fiscal Year 2019-20:</b>	<b>620,971</b>	
Less: Pro-rata Share of Budget Surplus 2018-19	<b>-18,329</b>	
Less: Credit for 2018-19 Out-of-County & reimbursements	<b>-12,039</b>	
Total of Payments due from CSA 13:		<b><u>590,603</u></b>

**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 \_\_\_\_\_, 2019, 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 2019-2020.
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 2019-2020. 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 \$93,093, as calculated on Exhibit A. Said payment shall be due and payable on or before January 31, 2020.
4. The basic charge shall be .4159 cents per square foot, plus the fire square footage charge assessed in District for the current fiscal year, .3462 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.

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

COUNTY OF MARIN:

\_\_\_\_\_  
Kathrin Sears  
President, Board of Supervisors

ATTEST: \_\_\_\_\_  
Clerk

MARINWOOD COMMUNITY SERVICES DISTRICT:

\_\_\_\_\_  
Izabela Perry  
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 8<sup>th</sup> day of October, 2019.

**EXHIBIT A**

**JUVENILE HALL SITE FIRE SERVICE CHARGE CALCULATION**

Basic charge	.4159 cents	
Marinwood CSD service charge 2019-2020 (approved by voters November 2011)	.3462 cents	
Total <u>service charge rate</u> , County Farm		.7621 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)	\$11,209	
Service charge other County (sq ft x .service charge rate)	<u>\$81,884</u>	
TOTAL FIRE PROTECTION SERVICES TO JUVENILE HALL SITE, FY 2019-2020		\$ 93,093

**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**DRAFT MINUTES OF FIRE COMMISSION MEETING**  
**October 1, 2019**

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

**Present:**

Commissioners: Chair Russ Albano, Tom Elsbree, Steve Farac, Pascal Karsenti, Ron Marinoff, Greg Stilson

Board Director: Sivan Oyserman

Staff: District Manager Eric Dreikosen, San Rafael Fire Chief Chris Gray, Firefighters John Papanikolaou, Jeff Smith, Wills Kelly

Chair Albano called the meeting to order at 7:03 PM.

**1. Agenda**

M/s Elsbree/Marinoff to approve agenda as presented. All in favor. Motion carried unanimously

**2. Public Comment on Non-Agenda Items**

None.

**3. Commissioner Items of Interest**

Elsbree thanked firefighters for their service on recent challenging calls.

Albano inquired about law enforcement involvement on potential domestic violence medical aid calls.

Marinoff inquired as to timing of Station 57 completion.

Karsenti informed of an upcoming emergency response workshop happening in San Rafael.

**4. Draft Minutes of September 3, 2019 Fire Commission Meeting**

Karsenti clarified his comment regarding commissioner badges was not intended to be a serious request.

M/s Marinoff/Albano to approve Draft Minutes of September 3, 2019 Fire Commission Meeting as presented. All in favor.

Motion carried unanimously

**5. Chief Officer Report and Activity Summary**

Commission received Chief Officer Report and Activity Summary

**6. Requests for Future Agenda Items**

Marinoff requested a member of County Fire be invited to attend a future meeting to discuss vegetation management concerns at the "County Farm" location in Lucas Valley.

The meeting was adjourned at 7:41PM.

The date of the next Fire Commission meeting is November 5, 2019.

Respectfully submitted,  
Eric Dreikosen

# Memo



**To:** Marinwood Board of Directors  
**From:** Christopher Gray, Fire Chief  
**Date:** October 2, 2019  
**Re:** Fire Department Update

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Dear Marinwood Board of Directors,

- Retired [Marinwood Fire Chief Jay Neuhaus](#) who recently passed away, will be honored at a Celebration of Life on October 6, 2019 at 3pm at the Marinwood Community Center. Chief Neuhaus served Marinwood with distinction as Fire Chief from 1980 through 2002. The Chief will be missed and not forgotten.
- October 6<sup>th</sup> is [National Fallen Firefighters Memorial Day](#). The flags will be at half-staff from sunset to sunset as we honor our fallen firefighters.
- Marinwood Firefighters Brian Smith and Sean Day have successfully completed a rigorous promotional examination for Fire Engineer. Both are now on the eligibility list to fill a current vacancy. Great work! The next step in the process involves participation in a Chiefs Orals followed by the announcement of our next Fire Engineer and badge pinning.
- Firehouse Subs Public Safety Foundation Board of Directors awarded the Marinwood Fire Department in (3) FLIR Thermal Imaging Cameras (TIC) and Accessories valued at up to \$17,795.62. The TIC's are extremely effective and will assist our firefighters and community. Congratulations and good work by our members for pursuing and obtaining this grant!
- We received approval to have another NCCC AmeriCorps team here from 11/4/19-12/18/19 and Marinwood is included in the service area. The team will assist us with defensible for residents and open space fuel reduction. The team will help create a more resilient and fire-safe Marinwood and San Rafael. Team members will fulfill assistance requests and remove hazardous fuels from private and public property and conduct community outreach and education. We also have a fuel reduction team from St. Louis coming in (fee for service) during the same time period.
- The Marin Wildfire Prevention Authority (MWPA) JPA was approved by the Marin County Board of Supervisors on September 24, 2019, to do the following:
  - Adopt a resolution authorizing the County's participation in the Joint Exercise of Powers Agreement (JPA) to participate in and form the Marin Wildfire Prevention Authority;
  - Direct staff to seek approval of the JPA from all fire responsible agencies; and
  - In November, consider placing a Parcel Tax on the March 2020 ballot to fund the efforts.

By October 31, 2019, each of the 19 JPA members is requested to join the new JPA by 1) adopting the resolution authorizing participation in the JPA to participate in and form the new Marin Wildfire Prevention Authority, and 2) passing the appropriate action to request the County of Marin to place the tax measure on the March 3, 2020 ballot.

Marinwood will significantly benefit from participation in the JPA and will have representatives on both the Board of Directors and Operations Committee.

The first of its kind, this fire prevention based multi-agency authority will be dedicated to funding, coordinating, and overseeing wildland fire detection, fuel reduction, public education, defensible space evaluations, and local agency wildfire prevention efforts. I am confident that creation and implementation of the MWPA will dramatically increase both community and firefighter wildfire safety in Marinwood and Marin County. More information can be found at <https://www.marinwildfire.org/>

Response Activity

Emergency call activity for September 2019 is provided below and displayed on the attached map.

<b>Marinwood Fire Department Statistics: September 2019</b>								
The Marinwood Fire Department responded to 80 emergency calls from September 1st through 25th, 2019. Another 12 calls were cancelled en route. Nearly two-thirds of the calls were medical incidents. The department also responded to a vegetation fire in Novato and had cover assignments on two more Novato vegetation fires.								
<b>Incidents by Area and Type</b>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER*	TOTAL
Marinwood	11	4	0	0	2	N/A	0	17
CSA 13	3	4	0	0	0	N/A	0	7
Old JPA (Mont Marin)	5	1	0	0	0	N/A	0	6
New JPA (East of 101)	24	3	2	0	0	N/A	0	29
SR Mutual Aid	4	1	3	0	0	0	0	8
MC JPA	4	2	1	0	0	N/A	0	7
Novato JPA	0	0	0	0	0	N/A	0	0
MC Mutual Aid	1	0	0	0	0	N/A	0	1
Novato Matrix	0	1	0	1	0	3	0	5
<b>Total number</b>	<b>52</b>	<b>16</b>	<b>6</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>80</b>
<i>Percentage of total</i>	<i>65.0%</i>	<i>20.0%</i>	<i>7.5%</i>	<i>1.3%</i>	<i>2.5%</i>	<i>3.8%</i>	<i>0.0%</i>	
<b>Call types:</b>								
MA	Medical assist							
PSA	Service call							
FA/NN	Fire alarm							
FIRE	Fire							
HAZMAT	Hazardous material incident (e.g., spill)							
COVER	Coverage for other stations							
OTHER	Other incident(s): NA							
Average response time for Engine 58:		5 minutes, 10 seconds						
Lights & Sirens:		5 minutes, 6 seconds						

# September 2019 Fire Incidents

Marinwood and San Rafael Fire Departments

## Legend

-  Marinwood Fire
-  San Rafael Fire

Google Earth

3 mi



# Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – September 24, 2019

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

**Present:**

Commissioners: Chair John Tune, Jon Campo, and Anne Sjahsam.

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

Board Director: Izabela Perry

**Absent:** Commissioner Shane Valentine

**1. Agenda**

Sjahsam to approve / Campo to second agenda as presented. Aye: Tune, Campo, Sjahsam. Absent: Valentine. Motion carried.

**2. Public Comment on Non-Agenda Items**

None.

**3. Draft Minutes of August 27, 2019 P&R Commission Meeting**

Sjahsam to approve / Campo to second Draft Minutes of August 27, 2019 P&R Commission Meeting. Aye: Tune, Campo, Sjahsam. Absent: Valentine. Motion carried.

**4. Draft Minutes of September 10, 2019 Board Meeting**

Commission reviewed minutes.

**5. Potential Revisions of Community Center Rental Policies**

Commission discussed potential revisions of Community Center Rental Policies.

**6. Upcoming Commissioner Term Expirations and Appointment Opportunities**

All letters of interest for appointment and reappointment should be received by Nov. 1, 2019 to be included in the November Board Meeting packet.

**7. Recreation and Park Maintenance Activity Report**

Recreation Director presented Recreation and Park Maintenance Activity Report

**8. Commissioner Items of Interest - Requests for Future Agenda Items**

None.

Meeting adjourned at 8:42PM

Tiffany Combrink, Secretary

## **Recreation**

### Overview

The recreation staff has been busy this past month planning and preparing for our 2 upcoming community events taking place this month; sharing lifeguard duties during hard-to-staff hours; marketing and overseeing our many fall programs and enrichment classes; and conducting an ongoing and in-depth post-summer debriefing as we get ready to start planning for summer 2020.

### Pool & Aquatics

The pool season will end on October 11<sup>th</sup>. We have seen a plethora of new faces in the final weeks of the season as some of our neighboring pools' seasons end before ours. We are continuing to offer lap swim, recreation swim, tot pool hours, water polo, swim lessons, and weekend pool party rentals right up to the very end.

### Special Events

Marinwood's **Halloween Harvest Festival** takes place on Friday, October 11<sup>th</sup> from 5-7pm. This year's event will feature a pumpkin patch where kids can pick out their own pumpkins before carving/decorating them, carnival-style games with prizes, cookie decorating, 2 bounce houses, face painting, and a Halloween craft project. We will be selling food and drinks as well. The Halloween Harvest Festival is historically our most popular children's event and we are planning for a large turnout.

The **Fall Art Show** will take place on October 26<sup>th</sup> from 3-7pm in the community center. This year's show was organized by Susan Press and will feature around 50 works from some of Marin's best artists. The show's theme is "Home." The Art Show is a free open house. The Art Show has been an exciting event this past several years as it brings in a somewhat different demographic from some of our other special events and allows us to expose our residents to the local Marin art scene.

### Classes and Programs

Recreation offerings this fall include Yoga classes for both adults and kids, Tae Kwon Do, Ballroom Dancing, Irish Dancing, Piano, Hip-Hop Dance, Babysitter Training, CPR & First Aid, Zumba, Jazzercise, Tennis for adults and kids, Capoeira, Architecture, and Photography.

## **Parks/Maintenance**

### Projects

In September staff aerated, fertilized, patched, top-dressed, and reseeded the turf in the 3 parks. We also performed an in-depth analysis of the irrigation system, making several adjustments and repairs. Other projects included cleanup along Home Trail and landscape refreshing around the community center.

In the coming weeks and months staff will be performing our annual creek inspection and addressing blockage issues, new plantings in the Mini Park, winterization of the pool and equipment room, turf restoration in the pool complex, refinishing woodwork in the reception hall, and inspecting/cleaning the culverts, drains, and v-ditches throughout Marinwood ahead of the rainy season.

We are accepting applications for our vacant Maintenance Worker II position and will be conducting interviews before the end of the month.

### Weekly Maintenance

- |  |  |
|--|--|
| -Clean community center building daily                           | -Restock pet waste bags (2-3 times/week)                               |
| -Mow, edge, rake, and blow weekly                                | -Backwash pool filters, clean skimmers/strainers, vacuum pool (weekly) |
| -Empty trash in all three parks and along paths (2-3 times/week) | -Blow tennis courts (2-3 days/week)                                    |
| -Weeding (ongoing)   |  |