

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

Tuesday – November 9, 2021 – 7:30 PM

Internet Address: <https://us02web.zoom.us/j/82314813460>

Telephone Access: 669) 900-6833 or 346) 248 7799 or 253) 215-8782

Meeting ID: 823 1481 3460

ATTENTION: This will be a virtual meeting of the Marinwood CSD Board of Directors. There will not be a public location for participating in this meeting. Any interested member of the public can participate telephonically or via internet by utilizing the web link or dial-in information printed on this agenda.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting either via internet or telephone shall indicate their desire to speak. If participating via internet, please click the “raise hand” feature located within the Zoom application screen. If connected via telephone, please dial “*9” (star, nine).

	Item Description:	Board Action
A.	CALL TO ORDER & ROLL CALL OF DIRECTORS	
B.	AGENDA	Adopt
C.	Resolution No. 2021-10: Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission	Approve
D.	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of October 12, 2021 (Remote Meeting) b. Bills Paid Nos. 5846 – 5906	Approve
E.	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
F.	DISTRICT MATTERS	
	1. Fiscal Year 2021-2022: 1 st Quarter Profit & Loss Budget-to-Actuals Financial Statement and Variance Report	Review
	2. Resolution 2021-11: Fixing the Employer Contribution for Employees and Annuitants Under the Public Employees' Medical and Hospital Care Act	Approve
	3. District Manager Report	Review
G.	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of November 2, 2021	Review
	2. Appointment of Fire Commissioners for Term Beginning January 1, 2022	Appointments
	3. Chief Officer Report and Activity Summary	Review
H.	PARK AND RECREATION MATTERS	
	1. Draft Minutes of Park & Recreation Commission Meeting of October 26, 2021	Review
	2. Appointment of Park & Recreation Commissioners for Term Beginning January 1, 2022	Appointments
	3. Recreation and Park Maintenance Activity Reports	Review
I.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
J.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – December 14, 2021	

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

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: November 9, 2021
Re: Resolution 2021-10: Continuation of Remote Meetings

Directors,

Please see the included Resolution 2021-10.

During the Board meeting conducted on October 12, 2021, the Board of Directors adopted Resolution 2021-08, in accordance with Assembly Bill 361, confirming the need for and declaring the District's intent to conduct meetings of the Board of Directors, Fire Commission and Park & Recreation Commission remotely via teleconference.

AB 361 formally amended Section 54953 of the Brown Act to allow virtual public meetings through January 1, 2024 in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

Currently, the Governor's proclaimed State of Emergency due to COVID-19 remains in effect, and State and local officials continue to recommend measures to promote social distancing.

In further accordance with AB 361, the governing body of a public agency is required to make findings that the proclaimed state of emergency and/or social distancing recommendations continue to exist and declare the agency's intent to continue to meet remotely. The Board's adoption of Resolution 2021-10 is intended to satisfy this requirement.

As this finding is required to be reconsidered no more than every 30 days, this topic and the included resolution will be updated and discussed at upcoming Board meetings as applicable until either public health conditions improve to the degree where the requirements for remote meetings are no longer met or an amendment is made to AB 361.

Staff Recommendation: Approve Resolution 2021-10 as presented.

RESOLUTION NO. 2021-10

RESOLUTION OF THE BOARD OF DIRECTORS OF MARINWOOD COMMUNITY SERVICES DISTRICT MAKING FINDINGS AND CONFIRMING THE NEED TO CONTINUE CONDUCTING REMOTE MEETINGS VIA TELECONFERENCE OF THE BOARD OF DIRECTORS, FIRE COMMISSION AND PARK & RECREATION COMMISSION

WHEREAS, on March 4, 2020, Governor Newsom issued a proclamation pursuant to Government Code section 8625 declaring a state of emergency in California due to the COVID-19 pandemic; and

WHEREAS, Government Code section 54953(e)(1), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), provided that the legislative body complies with the requirements of section 56953(e)(2); and

WHEREAS, pursuant to Government Code Section 54953(e)(3), if a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, the legislative body shall make specified findings at least every 30 days; and

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the Marin County Director of Health and Human Services, continues to recommend measures to promote social distancing; and

WHEREAS, the active proclaimed state of emergency and recommendations of local officials continue to directly impact the ability of the District's Board of Directors and Commissions to conduct public meetings safely in person.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors has reconsidered the circumstances of the State of Emergency since the October 12, 2021 Board meeting.
2. Board of Directors, Fire Commission and Park & Recreation Commission meetings will continue to be conducted remotely via teleconference for up to 30 days following adoption of this resolution in accordance with Government Code Section 54953(e)(2) and all other applicable laws.

PASSED AND ADOPTED at a regular meeting of the Board of Directors on November 9, 2021 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

Bill Shea, President of the Board

ATTEST: _____
Tiffany Combrink, Secretary to the Board

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – October 12, 2021

Time and Place: 7:30PM via Teleconference

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

Present:

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

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

A. Call to Order & Roll Call of Directors

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

B. Resolution No. 2021-08: Making Finding That the Proclaimed State of Emergency Continues to Impact the Ability to Meet Safely In Person and Declaring That the Board of Directors, Fire Commission and Park & Recreation Commission Will Continue to Meet Remotely In Order to Ensure the Health and Safety of the Public.

Case to approve/Oyserman to second “Resolution No. 2021-08.”

All in favor. Motion carried unanimously.

C. Agenda

Agenda adopted as presented.

D. Consent Calendar

a. *Draft Minutes of Regular Meeting of September 14, 2021 (Remote Meeting)*

b. *Draft Minutes of Special Meeting of October 5, 2021 (Remote Meeting)*

c. *Bills Paid Nos. 5754-5845*

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

All in favor. Motion carried unanimously.

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

No public comment received.

F. District Matters:

1. *Resolution No. 2021-09: Approving a Memorandum of Understanding Between Marinwood Community Services District and Marinwood Professional Firefighters Pertaining to Compensation and Working Conditions*

Oyserman to approve/Kilkenny to second “Resolution No. 2021-09.”

All in favor. Motion carried unanimously.

2. *District Manager Report*

Board of Directors received District Manager Report

G. Fire Department Matters:

1. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13*

Case to approve/Oyserman to second “Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services to County Service Area 13.”

All in favor. Motion carried unanimously.

2. *Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site*
Ruggeri to approve/Oyserman to second “Agreement Between the County of Marin and Marinwood Community Services District for Fire Protection and Emergency Services for the Juvenile Hall Site.”
All in favor. Motion carried unanimously.
3. *Discussion and Potential Appointment of Marinwood Board Director to Serve as Marinwood Representatives(s) on the Marin Wildfire Prevention Authority Board of Directors*
No changes made to existing appointments
4. *Draft Minutes of Fire Commission Meeting of October 5, 2021*
Board of Directors reviewed Draft Minutes of Fire Commission Meeting
5. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report

Date of Next Fire Commission Meeting – November 2, 2021

H. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of September 28, 2021*
Board of Directors reviewed Draft Minutes of Park & Recreation Commission Meeting
2. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report

Date of Next Park & Recreation Commission Meeting – October 26, 2021

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

- Director Case requested update of Maintenance Facility progress.
- Director Oyserman requested any updates regarding trail feasibility study for potential trail along Miller Creek.

Meeting adjourned at 8:53PM

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 November 9, 2021

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
5846	10/7/2021	Marinwood CSD	77,315.77	Fire salaries	Fire	5110110	General	29,496.70
				Fire OT	Fire	5120110	General	10,390.26
				Acting Pay	Fire	5110310	General	223.20
				Admin Asst	Fire	5110110	Admin	900.80
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	900.80
				Admin Asst	Park	5110110	Admin	450.40
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,276.80
				Park salary	Park	5110110	General	4,507.20
				Park hourly	Park	5110210	General	1,665.60
				Pool staff	Rec	5110210	Pool	6,101.55
				Aquatics	Rec	5110210	Aquatics	630.00
				Preschool	Rec	5110210	Preschool	5,069.00
				Afterschool	Rec	5110210	Afterschool	2,531.25
				PR fees	Fire	5210230	General	138.91
				PR fees	Rec	5210230	General	101.84
				PR fees	Park	5210230	General	19.95
				SS + Medicare	Fire	5140140	General	3,289.36
				SS + Medicare	Rec	5140140	General	2,214.20
				SS + Medicare	Park	5140140	General	471.31
				EDU + SUI	Rec	5140145	General	185.27
				EDU + SUI	Rec	5140145	General	29.98
				Benefits withholding	Park	2120066	General	-792.55
				Benefits withholding	Rec	2120066	General	-1,218.60
				Benefits withholding	Fire	2120066	General	-5,561.86
5847	10/7/2021	Marinwood CSD	12,308.45	Retire 10/08/2021	Park	5130510	General	1,120.26
					Rec	5130510	General	1,917.18
					Fire	5130510	General	9,271.01
5848	10/7/2021	AstroJump of the North Bay	318.00	Halloween event 10/08/2021	Rec	5220819	Community	318.00
5849	10/7/2021	SolEd Solar Holdings	1,664.39	Solar - Sept	Rec	5210810	General	1,221.44
					Fire	5210810	General	442.95
5850	10/7/2021	Romig Engineers	2,726.03	Geotech testing	Measure A	5220910	General	2,726.03
5851	10/7/2021	C.A.P.F.	265.50	LTD - Oct	Fire	5130120	General	265.50
5852	10/11/2021	Steven Adams	17,220.00	Tennis Courts resurfacing	Park	5220910	General	17,220.00
5853	10/11/2021	Got Gophers	275.00	Pest control	Park	5211532	General	275.00
5854	10/11/2021	Marin Landscape Materials	3,107.45	grounds maintenance	Park	5220310	General	3,107.45
5855	10/11/2021	Marin Prof FF Local 1775	1,764.00	Sept / Oct Dues	Fire	5211330	General	1,764.00
5856	10/11/2021	TIAA Commercial Finance	611.14	copier lease	Park	5220130	General	61.11
					Rec	5220130	General	366.68
					Fire	5220130	General	183.35
5857	10/12/2021	PG&E	536.12	Gas - Sept	Rec	5210810	General	487.67
					Fire	5210810	General	48.45
5858	10/12/2021	SDRMA	227.70	Life Ins - Nov	Fire	5130120	General	92.85
					Park	5130120	General	49.99
					Rec	5130120	General	84.86
5859	10/12/2021	Pest Plus	259.00	Pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
5860	10/12/2021	Buck's Saw Service	584.48	equipment maintenance	Park	5220210	General	584.48
5861	10/12/2021	Marin Ace	182.27	supplies	Fire	5220810	General	132.53
					Park	5220810	General	49.74
5862	10/12/2021	Jackson's Hardware	231.55	supplies	Park	5220310	General	231.55
5863	10/12/2021	Landesign	2,985.00	landscape contractor	Park	5211125	General	2,985.00
5864	10/12/2021	Home Depot	206.32	Park maintenance	Park	5220310	General	206.32
5865	10/12/2021	County of Marin	233.92	Gas - July	Park	5220610	General	233.92
5866	10/13/2021	AT&T	90.95	internet	Park	5210725	General	90.95
5867	10/13/2021	Sprint	141.30	cell phone	Fire	5210725	General	141.30
5868	10/19/2021	County of Marin	50.00	CEQA NOE filing fee	MWPA	5820200	General	50.00
5869	10/19/2021	Marinwood CSD	46,770.38	Health Ins - Nov	Park	5130120	General	10,157.69
					Rec	5130120	General	7,744.21
					Fire	5130120	General	28,868.48
5870	10/19/2021	CPRS	170.00	membership - Fretwell	Rec	5211330	General	170.00
5871	10/19/2021	CalPERS	8,333.00	CERBT Oct	Park	5130130	General	3,250.00
					Rec	5130130	General	583.00
					Fire	5130130	General	4,500.00
5872	10/19/2021	Marin County Sheriff's Office	705.00	Tablet Command Support	Fire	5211610	General	705.00
5873	10/21/2021	Marinwood CSD	76,259.69	Fire salaries	Fire	5110110	General	30,552.92

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Fire OT	Fire	5120110	General	12,036.72
				FLSA	Fire	5110319	General	399.61
				Acting Pay	Fire	5110310	General	227.76
				Admin Asst	Fire	5110110	Admin	900.80
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	900.80
				Admin Asst	Park	5110110	Admin	450.40
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,276.80
				Park salary	Park	5110110	General	4,507.20
				Park hourly	Park	5110210	General	1,499.04
				Pool staff	Rec	5110210	Pool	2,246.16
				Aquatics	Rec	5110210	Aquatics	210.00
				Preschool	Rec	5110210	Preschool	5,226.25
				Afterschool	Rec	5110210	Afterschool	2,449.00
				Halloween event	Rec	5110210	Community	472.50
				PR fees	Fire	5210230	General	158.18
				PR fees	Rec	5210230	General	92.97
				PR fees	Park	5210230	General	20.40
				SS + Medicare	Fire	5140140	General	3,507.95
				SS + Medicare	Rec	5140140	General	1,929.02
				SS + Medicare	Park	5140140	General	458.55
				EDU + SUI	Rec	5140145	General	96.66
				EDU + SUI	Rec	5140145	General	26.98
				Benefits withholding	Park	2120066	General	-792.55
				Benefits withholding	Rec	2120066	General	-1,218.61
				Benefits withholding	Rec	2120066	General	-5,670.22
5874	10/21/2021	Marinwood CSD	12,708.48	Retire 10/22/2021	Park	5130510	General	1,120.26
					Rec	5130510	General	1,917.18
					Fire	5130510	General	9,671.04
5875	10/21/2021	VSP	387.94	Vision - Nov	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
5876	10/21/2021	Delta Dental	2,105.84	Dental - Nov	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
5877	10/21/2021	Murray Building	152,828.65	Maint. Facility AFP #3	Measure A	5220910	General	152,828.65
5878	10/21/2021	Abada Capoeira Marin	441.00	Capoeira	Rec	5210146	Youth	441.00
5879	10/21/2021	Robyn Bruton	113.44	supplies	Rec	5220819	Preschool	113.44
5880	10/21/2021	CSDA	8,195.00	2022 annual membership	Park	5211330	General	2,048.75
					Rec	5211330	General	2,048.75
					Fire	5211330	General	4,097.50
5881	10/21/2021	Wells Fargo Bank	24.58	account analysis fee	Rec	2111317	General	24.58
5882	10/21/2021	PG&E	983.65	Electric - Sept	Rec	5210810	General	827.11
					Fire	5210810	General	12.32
					Rec	5210810	General	144.22
5883	10/22/2021	Dept of Justice	32.00	fingerprinting	Rec	5210128	Preschool	32.00
5884	10/22/2021	Janet Carter	560.10	Pilates	Rec	5210146	Adult	560.10
5885	10/22/2021	Jerry Mehcz	6,944.54	Tennis	Rec	5210146	Tennis	6,944.54
5886	10/22/2021	Jorge's Tree Service	9,000.00	Blackstone Canyon Veg Mgr	MWPA	5820200	General	4,500.00
				Tree maintenance	Park	5211528	General	4,500.00
5887	10/22/2021	Northbay Reprographics	303.87	Construction drawings	Measure A	5220910	General	303.87
5888	10/22/2021	Liebert Cassidy Whitmore	508.50	legal services	Fire	5210131	General	508.50
5889	10/22/2021	Mike Testa Plumbing	215.14	repair leaking toilet	Fire	5220310	Building	215.14
5890	10/22/2021	Mill Valley Refuse Service	360.76	porta potty	Park	5211220	General	360.76
5891	10/26/2021	County of Marin	50.00	CEQA NOE filing fee	Park	5220210	General	50.00
5892	10/26/2021	PlayWell TEKologies	894.88	LEGO class	Rec	5210146	Youth	894.88
5893	10/26/2021	Erin Rodoni	76.00	Refund Capoeira	Rec	4631922	Youth	76.00
5894	10/26/2021	Mathias Gug	76.00	Refund Capoeira	Rec	4631922	Youth	76.00
5895	10/26/2021	Kathleen Carrier	76.00	Refund Capoeira	Rec	4631922	Youth	76.00
5896	10/26/2021	US Bank Corp Pmt Svcs	9,368.11	online meeting subscription	Fire	5211325	General	27.49
				radio headset parts	Fire	5220810	General	197.46
				end of summer staff meeting	Park	5211325	General	130.89
				equip rental (various invoice	Park	5211220	General	2,996.16
				staff meetings	Park	5211325	General	93.14
				end of summer staff meeting	Rec	5211325	General	261.81
				staff recruitment	Park	5220110	General	249.00
				Irrigation supplies	Park	5220310	General	34.87
				ARC certs	Rec	5220819	Adult	224.00
				supplies	Rec	5220819	Afterschool	686.20
				camp webinar	Rec	5211315	General	299.00
				online meeting subscription	Rec	5211325	General	43.73

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				music, adobe, IJ, bus cards,	Rec	5220110	General	371.34
				supplies	Rec	5220310	General	1,126.00
				disposable gloves	Rec	5220819	General	129.89
				staff training	Rec	5211325	Pool	63.21
				pool cabinet, picnic table rep	Rec	5220215	Pool	27.10
				pool punch passes	Rec	5220819	Pool	45.87
				vending supplies	Rec	5220826	Pool	578.58
				preschool brochure	Rec	5210122	Preschool	85.00
				ARC certs	Rec	5211340	Preschool	128.00
				preschool furniture	Rec	5220819	Preschool	451.32
				work schedule subscrip	Rec	5220819	Summer	720.00
				supplies	Rec	5220819	Youth	398.05
5897	10/27/2021	SiteOne Landscape Supply	1,007.81	Irrigation supplies	Park	5220310	General	1,007.81
5898	10/27/2021	Grainger	59.88	supplies	Fire	5220810	General	59.88
5899	10/27/2021	Ewing Irrigation Products	1,181.60	irrigation maint.	Park	5220310	General	1,181.60
5900	10/27/2021	Leslie's Pool Supplies	200.64	pool chems	Rec	5220710	Pool	200.64
5901	10/27/2021	Airgas	541.16	pool chems	Rec	5220710	Pool	541.16
5902	10/27/2021	Marin Resource Recovery	218.25	debris dump	Park	5210815	General	218.25
5903	10/27/2021	AFLAC	26.50	Disability Ins - Oct	Park	5130120	General	26.50
5904	10/27/2021	Jungle James Animal Adven	225.00	Oct Preschool enrichment	Rec	5220819	Preschool	225.00
5905	10/27/2021	Christine Costello	179.20	Zumba	Rec	5210146	Adult	179.20
5906	10/27/2021	Comcast	118.97	Cable - Nov	Fire	5210725	General	118.97
TOTAL:			465,555.90					465,555.90

Total by Department:

Streetlights	0.00
Fire Department	148,600.74
Recreation Department	85,512.83
Park Department	71,033.78



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: November 9, 2021
Re: FY 21/22 1st Quarter P&L Statement

Directors,

Please see the included FY 21/22 1st Quarter P&L statement and accompanying variance notes.

As anticipated due to the ongoing public health situation, Quarter 1 financials remain significantly different than what the District experienced in pre-pandemic years. However, in reviewing the revenues and expenditures in comparison to the approved FY 21/22 budget, financial performance was consistent with staff predictions and in many cases outperformed revenue projections. This is due to a conservative budgeting approach regarding anticipated program participation levels as well as what would be allowed from a general operating perspective, especially as it related to pool operations.

In reviewing the attached financial reports, it should also be noted and understood that while the fiscal year may be 25% complete, that does not mean the majority of the revenue and expenditure line items detailed in the report should also be at or close to 25% of what was budgeted for the year. Given the seasonal nature of our recreation operations coupled with several planned and annual one-time expenditures made at the beginning of the fiscal year, a majority of our revenue and expenditures budget to actuals vary widely both under and over the 25% threshold. This is anticipated. Staff's review of Q1 financials fall largely in line with what was expected. Several items of note have been detailed in the included variance and summary report found immediately following the P&L statement.

In regards to the Q1 P&L Report, as expected, the primary cost drivers were staff wages & benefits, advance annual insurance payments and pension payments. Regarding pension expense, the District once again opted to pay the entire annual required Unfunded Accrued Liability (UAL) payment in one lump-sum payment at the beginning of the fiscal year. While this represented a large cash outlay – Safety: \$365K; Misc: \$89K for a total annual payment of \$454K – it also saved the District over \$15,600 in annual interest expense that would have been incurred by making monthly payments.

As of October 31, 2021, one month into Q2, the cash balance in the District's general treasury fund was stated at approximately \$4.07 million. Included in that balance are restricted funds in the amount of \$727K representing MWPA funds (\$107K) and funds received from the maintenance facility construction loan (\$620K). After factoring in these restricted funds, the District's unrestricted cash balance as of October 31, 2021 was stated at \$3.34 million. Even with lower operating revenue resulting from continued reduced programming due to public health guidelines, the District still managed to increase our unrestricted cash balance over the same point in time last fiscal year by approximately \$830K (\$2.51 million stated on 10/31/20). However, it is important to note that this is merely a snapshot of cash balance on a given date. Unfunded Accrued Liabilities continue to grow and required annual UAL cash payments are forecast to increase at greater rates in addition to the need for future capital expenditures.

In regards to other District fiscal holdings, as of September 30, 2021 (quarter end) the District's OPEB Trust Fund had a balance of \$468,914. The District made an initial contribution of \$60K in FY 17/18, followed by contributions of \$100K in each of FY 18/19 through 20/21 and will continue with

monthly contributions totaling an additional \$100K during the current fiscal year. In total, the District has contributed \$385K directly into the Trust while realizing \$83,914 in investment income since inception.

Regarding capital expenditures, the District currently has \$400K of the above stated \$3.34 million as Board-designated capital reserves. This is resulting from \$100K in designations occurring each of the past four fiscal years with the intention of designating another \$100K at the close of this fiscal year.

The following represents a summary of capital expenditures budgeted for this fiscal year with expenditures coming from the general fund not the aforementioned Board-designated reserves:

Park Dept: \$39,600 budgeted

Improvements:

- Tennis Courts Surface Repair (\$21,600 budgeted): \$7360 expended as of 9/30/21. Remainder expended in Q2.

New Equipment:

- Tree Chipper (\$6000): Expenditure anticipated Spring 2022
- Utility Vehicle (\$12,000): Expenditure will take place when aging existing utility vehicle requires.

Recreation Dept: \$62,000 budgeted

Improvements:

- Furnace Replacement (\$6000): Expenditure will take place when aging existing furnace requires.
- Pool Deck Concrete Repairs (\$10,000): Expenditure anticipated Spring 2022.
- Community Center Room Divider Replacement (\$35,000): Expenditure anticipated Nov/Dec 2021.

New Equipment:

- Hydraulic ADA Pool Chair (\$8000): Expenditure will take place when aging existing chair requires.
- New Phone System (\$3000): Item was originally a carry-over from FY 20/21 budget. Expenditure was made prior to close of last fiscal year and applied to prior year.

Fire Dept: \$33,000 budgeted

New Equipment:

- Hi-Band Radios Compliment (\$14,000): Expenditure made during Q1.
- Portable Back-up Generator (\$6000): Originally budgeted and ordered in FY 20/21. Delivery and invoicing delayed to FY 21/22 due to supply chain challenges. Not included in FY 21/22 budget.
- New Phone System (\$2000): Item was originally a carry-over from FY 20/21 budget. Expenditure was made prior to close of last fiscal year and applied to prior year.
- Turn-out Extractor (\$17,000): Expenditure anticipated later this fiscal year after more research and due diligence.

Looking forward to Q2, staff anticipates approximately 55% of annual property taxes and special assessments (Park & Fire) to begin being recognized and allocated to our Treasury Fund.

In closing, staff are pleased with the Q1 financial performance and do not have any significant concerns at this time. Both revenue and expenditures came in at or very near expected levels for this period. Staff will continue to be diligent in our financial planning and oversight of actual performance.

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2021/2022: Quarter 1

	DISTRICT TOTAL		
	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>% of Budget</u>
Revenue			
4110110 · PropTax - Current Secured	0.00	1,790,000.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	0.00	-25,000.00	0.0%
4110115 · PropTax - Unitary	0.00	10,000.00	0.0%
4110120 · PropTax - Current Unsecured	0.00	29,000.00	0.0%
4110140 · ERAF - Excess	0.00	165,000.00	0.0%
4110145 · ERAF - PY/Reverse	36,344.46	13,500.00	269.22%
4110210 · PropTax - Supplemental Current	0.00	34,000.00	0.0%
4110215 · PropTax - Supplemental Unsecure	0.00	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	527.65	1,000.00	52.77%
4110510 · PropTax - Prior Unsecured	0.00	1,000.00	0.0%
4120610 · Special Tax Assessment	0.00	1,631,320.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	0.00	-4,900.00	0.0%
4220115 · Building Plan Review	1,413.00	7,500.00	18.84%
4410125 · Interest- Co. Pooled Investment	0.00	25,000.00	0.0%
4410127 · Interest- ERAF Co. Pooled	76.54	100.00	76.54%
4410215 · Rental Income - Pool & Picnic	10,603.28	6,250.00	169.65%
4511210 · HOPTR	0.00	7,499.00	0.0%
4570110 · Expense Reimbursements	0.00	500.00	0.0%
4631145 · Service Contract Revenue	0.00	97,087.00	0.0%
4631911 · Advertising Sales	0.00	8,000.00	0.0%
4631912 · Vending Sales	15,182.30	5,000.00	303.65%
4631914 · Community Events	216.30	0.00	100.0%
4631915 · Tennis	24,241.82	44,500.00	54.48%
4631917 · Pool Operating Rev	139,634.23	120,050.00	116.31%
4631919 · Adult Rec Programs	950.74	12,455.00	7.63%
4631920 · Summer Rec Programs	519,869.49	856,715.00	60.68%
4631922 · Youth Rec Programs	36,242.65	264,620.00	13.7%
4640321 · CSA 13 Contract Rev	0.00	623,916.00	0.0%
4710615 · Donations (General)	0.00	1,000.00	0.0%
4710631 · Paramedic Reimbursement	0.00	33,000.00	0.0%
4710642 · Miscellaneous Rev	730.89	900.00	81.21%
Total Revenue	<u>786,033.35</u>	<u>5,759,512.00</u>	<u>13.65%</u>
Expenditures			
5110110 · Salaries - Regular Staff	363,355.38	1,460,446.00	24.88%
5110210 · Salaries - PT/Seasonal/Temp	459,238.07	586,924.00	78.25%
5110310 · Acting Pay	1,514.52	10,000.00	15.15%
5110313 · Holiday Pay	6,822.24	37,677.00	18.11%
5110319 · FLSA Pay	3,695.85	22,616.00	16.34%
5120110 · Overtime Pay	116,510.37	100,500.00	115.93%
5130120 · Benefits - Group Medical	188,069.71	630,521.00	29.83%
5130130 · OPEB Trust Contribution	24,999.00	100,000.00	25.0%
5130510 · PERS - Pension	510,218.88	688,194.00	74.14%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2021/2022: Quarter 1

	DISTRICT TOTAL		
	Jul - Sep 21	Budget	% of Budget
5140115 · Workers Comp Ins.	122,268.15	131,637.00	92.88%
5140116 · 4850 Reimbursements (Contra)	-6,856.24	0.00	100.0%
5140130 · Physician Services	1,711.00	1,830.00	93.5%
5140140 · Social Security & Medicare	71,749.07	169,268.00	42.39%
5140145 · Unemployment Ins.	7,745.41	19,805.00	39.11%
5210120 · Consultant Fees	4,000.00	19,500.00	20.51%
5210122 · Marketing	12,544.32	38,600.00	32.5%
5210128 · Fingerprinting/Background	638.00	6,000.00	10.63%
5210131 · Legal Services	1,822.00	17,000.00	10.72%
5210146 · Indep. Contractor Fees	46,094.88	216,718.00	21.27%
5210210 · Audit & Accounting	0.00	14,000.00	0.0%
5210215 · Banking Fees	30,000.00	0.00	100.0%
5210230 · Payroll Service Fees	3,773.85	10,950.00	34.46%
5210525 · Insurance - General	46,239.50	50,085.00	92.32%
5210725 · Telecom - Phone/Internet/Cable	2,868.56	11,720.00	24.48%
5210810 · Utilities - Gas & Electric	7,995.38	54,500.00	14.67%
5210815 · Garbage Removal	6,906.13	38,200.00	18.08%
5210825 · Utilities - Street Light Elec.	6,547.59	19,000.00	34.46%
5210835 · Utilities - Water & Sewer	12,190.40	52,350.00	23.29%
5210910 · Maint. - Vehicles	7,282.66	18,000.00	40.46%
5210915 · Maint. - Streetlights	1,142.08	4,625.00	24.69%
5210920 · MERA Operating	21,207.00	21,207.00	100.0%
5210940 · Maint. - Park Heavy Equipment	0.00	3,500.00	0.0%
5211110 · Janitorial Services	0.00	10,000.00	0.0%
5211125 · Community Landscape Contract	8,955.00	38,500.00	23.26%
5211140 · Vegetation Management	0.00	10,000.00	0.0%
5211220 · Equipment Rental	4,427.49	4,500.00	98.39%
5211310 · Awards & Incentives	0.00	2,000.00	0.0%
5211315 · Professional Development	2,121.16	21,000.00	10.1%
5211325 · Conferences & Meetings	790.49	5,350.00	14.78%
5211330 · Memberships & Dues	886.51	10,650.00	8.32%
5211440 · Travel	0.00	3,300.00	0.0%
5211520 · Publications & Legal Notices	0.00	900.00	0.0%
5211528 · Tree Maint. & Services	450.00	18,000.00	2.5%
5211532 · Weed & Pest Control	825.00	4,500.00	18.33%
5211610 · County-Wide Fees	5,821.23	15,490.00	37.58%
5211710 · Long Term Debt - Principal	39,894.63	39,904.00	99.98%
5211715 · Long Term Debt - Interest	4,853.36	4,845.00	100.17%
5220110 · Admin & Office Supplies	3,792.12	22,200.00	17.08%
5220130 · Copier Lease & Printing	1,843.48	9,955.00	18.52%
5220210 · Equip. Maintenance/Replacement*	3,689.39	27,600.00	13.37%
5220215 · Pool Maintenance	6,041.13	15,000.00	40.27%
5220220 · Small Tools	0.00	2,500.00	0.0%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2021/2022: Quarter 1

	DISTRICT TOTAL		
	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>% of Budget</u>
5220310 · Land & Buildings Maintenance	23,365.82	65,500.00	35.67%
5220610 · Gasoline/Fuel	867.83	2,500.00	34.71%
5220710 · Pool Chemicals	3,894.37	14,000.00	27.82%
5220810 · Miscellaneous Supplies	1,471.07	23,000.00	6.4%
5220819 · Rec Program Supplies & Services	43,896.76	142,550.00	30.79%
5220825 · Uniforms & Apparel	4,503.99	11,600.00	38.83%
5220826 · Vending Supplies	6,613.75	4,000.00	165.34%
5220827 · Janitorial Supplies	2,549.42	18,000.00	14.16%
5220830 · Volunteer Fire Department	0.00	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	7,360.00	72,600.00	10.14%
5220916 · Capital Outlay - New Equipment	20,251.00	62,000.00	32.66%
5220920 · Capital Reserves Designation	0.00	100,000.00	0.0%
Total Expenditures	<u>2,281,458.76</u>	<u>5,347,317.00</u>	<u>42.67%</u>
Net Gain/Loss	<u>-1,495,425.41</u>	<u>412,195.00</u>	<u>-362.8%</u>

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2021/2022: Quarter 1

	Park Dept		
	Jul - Sep 21	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	0.00	733,900.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	0.00	-10,250.00	0.0%
4110115 · PropTax - Unitary	0.00	4,100.00	0.0%
4110120 · PropTax - Current Unsecured	0.00	11,890.00	0.0%
4110140 · ERAF - Excess	0.00	67,650.00	0.0%
4110145 · ERAF - PY/Reverse	14,901.23	5,535.00	269.22%
4110210 · PropTax - Supplemental Current	0.00	13,940.00	0.0%
4110215 · PropTax - Supplemental Unsecure	0.00	205.00	0.0%
4110225 · PropTax - Supplemental Redempt	216.34	410.00	52.77%
4110510 · PropTax - Prior Unsecured	0.00	410.00	0.0%
4120610 · Special Tax Assessment	0.00	400,739.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	0.00	-1,200.00	0.0%
4410125 · Interest- Co. Pooled Investment	0.00	10,250.00	0.0%
4410127 · Interest- ERAF Co. Pooled	31.38	100.00	31.38%
4511210 · HOPTR	0.00	3,074.00	0.0%
4710642 · Miscellaneous Rev	0.00	150.00	0.0%
Total Revenue	15,148.95	1,240,903.00	1.22%
Expenditures			
5110110 · Salaries - Regular Staff	49,124.40	233,243.00	21.06%
5110210 · Salaries - PT/Seasonal/Temp	7,738.45	7,200.00	107.48%
5120110 · Overtime Pay	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	44,812.20	179,786.00	24.93%
5130130 · OPEB Trust Contribution	9,750.00	39,000.00	25.0%
5130510 · PERS - Pension	42,408.07	60,063.00	70.61%
5140115 · Workers Comp Ins.	21,152.39	22,727.00	93.07%
5140140 · Social Security & Medicare	2,977.90	18,432.00	16.16%
5140145 · Unemployment Ins.	139.30	765.00	18.21%
5210120 · Consultant Fees	912.50	8,250.00	11.06%
5210122 · Marketing	72.00	500.00	14.4%
5210131 · Legal Services	0.00	5,000.00	0.0%
5210210 · Audit & Accounting	0.00	3,500.00	0.0%
5210215 · Banking Fees	30,000.00		
5210230 · Payroll Service Fees	148.08	750.00	19.74%
5210525 · Insurance - General	15,011.00	15,610.00	96.16%
5210725 · Telecom - Phone/Internet/Cable	326.07	1,370.00	23.8%
5210810 · Utilities - Gas & Electric	405.74	4,000.00	10.14%
5210815 · Garbage Removal	4,957.66	28,000.00	17.71%
5210835 · Utilities - Water & Sewer	9,028.52	25,750.00	35.06%
5210910 · Maint. - Vehicles	391.84	2,000.00	19.59%
5210920 · MERA Operating	2,121.00	2,121.00	100.0%
5210940 · Maint. - Park Heavy Equipment	0.00	3,500.00	0.0%
5211125 · Community Landscape Contract	8,955.00	38,500.00	23.26%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2021/2022: Quarter 1

	Park Dept		
	Jul - Sep 21	Budget	% of Budget
5211220 · Equipment Rental	4,427.49	4,500.00	98.39%
5211315 · Professional Development	0.00	2,000.00	0.0%
5211325 · Conferences & Meetings	198.98	700.00	28.43%
5211330 · Memberships & Dues	0.00	2,550.00	0.0%
5211440 · Travel	0.00	800.00	0.0%
5211528 · Tree Maint. & Services	450.00	18,000.00	2.5%
5211532 · Weed & Pest Control	825.00	4,500.00	18.33%
5211610 · County-Wide Fees	823.56	1,250.00	65.89%
5211710 · Long Term Debt - Principal	191.82	192.00	99.91%
5211715 · Long Term Debt - Interest	7.68	8.00	96.0%
5220110 · Admin & Office Supplies	939.24	2,000.00	46.96%
5220130 · Copier Lease & Printing	184.35	765.00	24.1%
5220210 · Equip. Maintenance/Replacement*	2,762.27	10,500.00	26.31%
5220220 · Small Tools	0.00	2,000.00	0.0%
5220310 · Land & Buildings Maintenance	16,186.18	39,500.00	40.98%
5220610 · Gasoline/Fuel	642.96	2,000.00	32.15%
5220810 · Miscellaneous Supplies	377.76	2,000.00	18.89%
5220825 · Uniforms & Apparel	63.35	500.00	12.67%
5220827 · Janitorial Supplies	0.00	1,000.00	0.0%
5220910 · Capital Outlay - Improvements	7,360.00	21,600.00	34.07%
5220916 · Capital Outlay - New Equipment	0.00	18,000.00	0.0%
5220920 · Capital Reserves Designation	0.00	14,500.00	0.0%
Total Expenditures	285,872.76	849,432.00	33.66%
Net Gain/Loss	-270,723.81	391,471.00	-69.16%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2021/2022: Quarter 1

	Recreation Dept		
	Jul - Sep 21	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	0.00	404,540.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	0.00	-5,650.00	0.0%
4110115 · PropTax - Unitary	0.00	2,260.00	0.0%
4110120 · PropTax - Current Unsecured	0.00	6,554.00	0.0%
4110140 · ERAF - Excess	0.00	37,290.00	0.0%
4110145 · ERAF - PY/Reverse	8,213.85	3,051.00	269.22%
4110210 · PropTax - Supplemental Current	0.00	7,684.00	0.0%
4110215 · PropTax - Supplemental Unsecure	0.00	113.00	0.0%
4110225 · PropTax - Supplemental Redempt	119.24	226.00	52.76%
4110510 · PropTax - Prior Unsecured	0.00	226.00	0.0%
4410125 · Interest- Co. Pooled Investment	0.00	5,650.00	0.0%
4410127 · Interest- ERAF Co. Pooled	17.30		
4410215 · Rental Income - Pool & Picnic	10,603.28	6,250.00	169.65%
4511210 · HOPTR	0.00	1,695.00	0.0%
4570110 · Expense Reimbursements	0.00	500.00	0.0%
4631911 · Advertising Sales	0.00	8,000.00	0.0%
4631912 · Vending Sales	15,182.30	5,000.00	303.65%
4631914 · Community Events	216.30	0.00	100.0%
4631915 · Tennis	24,241.82	44,500.00	54.48%
4631917 · Pool Operating Rev	139,634.23	120,050.00	116.31%
4631919 · Adult Rec Programs	950.74	12,455.00	7.63%
4631920 · Summer Rec Programs	519,869.49	856,715.00	60.68%
4631922 · Youth Rec Programs	36,242.65	264,620.00	13.7%
4710615 · Donations (General)	0.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	730.89	250.00	292.36%
Total Revenue	756,022.09	1,782,979.00	42.4%
Expenditures			
5110110 · Salaries - Regular Staff	84,432.32	310,373.00	27.2%
5110210 · Salaries - PT/Seasonal/Temp	451,499.62	579,724.00	77.88%
5130120 · Benefits - Group Medical	31,033.03	103,463.00	29.99%
5130130 · OPEB Trust Contribution	1,749.00	7,000.00	24.99%
5130510 · PERS - Pension	58,307.53	77,754.00	74.99%
5140115 · Workers Comp Ins.	24,453.63	26,374.00	92.72%
5140140 · Social Security & Medicare	42,364.48	67,671.00	62.6%
5140145 · Unemployment Ins.	7,566.95	17,500.00	43.24%
5210120 · Consultant Fees	912.50	3,750.00	24.33%
5210122 · Marketing	12,400.32	37,200.00	33.33%
5210128 · Fingerprinting/Background	638.00	5,500.00	11.6%
5210131 · Legal Services	0.00	2,000.00	0.0%
5210146 · Indep. Contractor Fees	46,094.88	112,488.00	40.98%
5210210 · Audit & Accounting	0.00	3,500.00	0.0%
5210230 · Payroll Service Fees	2,225.24	5,000.00	44.51%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2021/2022: Quarter 1

	Recreation Dept		
	Jul - Sep 21	Budget	% of Budget
5210525 · Insurance - General	14,045.80	14,815.00	94.81%
5210725 · Telecom - Phone/Internet/Cable	614.75	2,200.00	27.94%
5210810 · Utilities - Gas & Electric	6,203.63	38,000.00	16.33%
5210815 · Garbage Removal	1,298.97	6,800.00	19.1%
5210835 · Utilities - Water & Sewer	2,633.84	18,500.00	14.24%
5211110 · Janitorial Services	0.00	10,000.00	0.0%
5211315 · Professional Development	1,241.16	9,000.00	13.79%
5211325 · Conferences & Meetings	509.04	3,050.00	16.69%
5211330 · Memberships & Dues	390.00	3,800.00	10.26%
5211440 · Travel	0.00	1,500.00	0.0%
5211520 · Publications & Legal Notices	0.00	500.00	0.0%
5211610 · County-Wide Fees	823.56	2,750.00	29.95%
5220110 · Admin & Office Supplies	2,422.25	14,500.00	16.71%
5220130 · Copier Lease & Printing	1,164.64	7,275.00	16.01%
5220215 · Pool Maintenance	6,041.13	15,000.00	40.27%
5220310 · Land & Buildings Maintenance	1,949.13	16,000.00	12.18%
5220710 · Pool Chemicals	3,894.37	14,000.00	27.82%
5220819 · Rec Program Supplies & Services	43,896.76	142,550.00	30.79%
5220825 · Uniforms & Apparel	124.65	1,500.00	8.31%
5220826 · Vending Supplies	6,613.75	4,000.00	165.34%
5220827 · Janitorial Supplies	2,549.42	15,000.00	17.0%
5220910 · Capital Outlay - Improvements	0.00	51,000.00	0.0%
5220916 · Capital Outlay - New Equipment	0.00	11,000.00	0.0%
5220920 · Capital Reserves Designation	0.00	10,500.00	0.0%
Total Expenditures	860,094.35	1,772,537.00	48.52%
Net Gain/Loss	-104,072.26	10,442.00	-996.67%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2021/2022: Quarter 1

	Fire Dept		
	Jul - Sep 21	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	0.00	651,560.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	0.00	-9,100.00	0.0%
4110115 · PropTax - Unitary	0.00	3,640.00	0.0%
4110120 · PropTax - Current Unsecured	0.00	10,556.00	0.0%
4110140 · ERAF - Excess	0.00	60,060.00	0.0%
4110145 · ERAF - PY/Reverse	13,229.38	4,914.00	269.22%
4110210 · PropTax - Supplemental Current	0.00	12,376.00	0.0%
4110215 · PropTax - Supplemental Unsecure	0.00	182.00	0.0%
4110225 · PropTax - Supplemental Redempt	192.07	364.00	52.77%
4110510 · PropTax - Prior Unsecured	0.00	364.00	0.0%
4120610 · Special Tax Assessment	0.00	1,206,356.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	0.00	-3,600.00	0.0%
4220115 · Building Plan Review	1,413.00	7,500.00	18.84%
4410125 · Interest- Co. Pooled Investment	0.00	9,100.00	0.0%
4410127 · Interest- ERAF Co. Pooled	27.86		
4511210 · HOPTR	0.00	2,730.00	0.0%
4631145 · Service Contract Revenue	0.00	97,087.00	0.0%
4640321 · CSA 13 Contract Rev	0.00	623,916.00	0.0%
4710631 · Paramedic Reimbursement	0.00	33,000.00	0.0%
4710642 · Miscellaneous Rev	0.00	500.00	0.0%
Total Revenue	14,862.31	2,711,505.00	0.55%
Expenditures			
5110110 · Salaries - Regular Staff	229,798.66	916,830.00	25.06%
5110310 · Acting Pay	1,514.52	10,000.00	15.15%
5110313 · Holiday Pay	6,822.24	37,677.00	18.11%
5110319 · FLSA Pay	3,695.85	22,616.00	16.34%
5120110 · Overtime Pay	116,510.37	100,000.00	116.51%
5130120 · Benefits - Group Medical	112,224.48	347,272.00	32.32%
5130130 · OPEB Trust Contribution	13,500.00	54,000.00	25.0%
5130510 · PERS - Pension	409,503.28	550,377.00	74.4%
5140115 · Workers Comp Ins.	76,662.13	82,536.00	92.88%
5140116 · 4850 Reimbursements (Contra)	-6,856.24		
5140130 · Physician Services	1,711.00	1,830.00	93.5%
5140140 · Social Security & Medicare	26,406.69	83,165.00	31.75%
5140145 · Unemployment Ins.	39.16	1,540.00	2.54%
5210120 · Consultant Fees	2,175.00	7,500.00	29.0%
5210122 · Marketing	72.00	900.00	8.0%
5210128 · Fingerprinting/Background	0.00	500.00	0.0%
5210131 · Legal Services	1,822.00	10,000.00	18.22%
5210146 · Indep. Contractor Fees	0.00	104,230.00	0.0%
5210210 · Audit & Accounting	0.00	7,000.00	0.0%
5210230 · Payroll Service Fees	1,400.53	5,200.00	26.93%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2021/2022: Quarter 1

	Fire Dept		
	Jul - Sep 21	Budget	% of Budget
5210525 · Insurance - General	17,182.70	19,660.00	87.4%
5210725 · Telecom - Phone/Internet/Cable	1,927.74	8,150.00	23.65%
5210810 · Utilities - Gas & Electric	1,386.01	12,500.00	11.09%
5210815 · Garbage Removal	649.50	3,400.00	19.1%
5210835 · Utilities - Water & Sewer	528.04	8,100.00	6.52%
5210910 · Maint. - Vehicles	6,890.82	16,000.00	43.07%
5210920 · MERA Operating	19,086.00	19,086.00	100.0%
5211140 · Vegetation Management	0.00	10,000.00	0.0%
5211310 · Awards & Incentives	0.00	2,000.00	0.0%
5211315 · Professional Development	880.00	10,000.00	8.8%
5211325 · Conferences & Meetings	82.47	1,600.00	5.15%
5211330 · Memberships & Dues	496.51	4,300.00	11.55%
5211440 · Travel	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	0.00	400.00	0.0%
5211610 · County-Wide Fees	3,674.11	10,990.00	33.43%
5211710 · Long Term Debt - Principal	39,702.81	39,712.00	99.98%
5211715 · Long Term Debt - Interest	4,845.68	4,837.00	100.18%
5220110 · Admin & Office Supplies	430.63	5,700.00	7.56%
5220130 · Copier Lease & Printing	494.49	1,915.00	25.82%
5220210 · Equip. Maintenance/Replacement*	927.12	17,100.00	5.42%
5220220 · Small Tools	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	5,230.51	10,000.00	52.31%
5220610 · Gasoline/Fuel	224.87	500.00	44.97%
5220810 · Miscellaneous Supplies	1,093.31	21,000.00	5.21%
5220825 · Uniforms & Apparel	4,315.99	9,600.00	44.96%
5220827 · Janitorial Supplies	0.00	2,000.00	0.0%
5220830 · Volunteer Fire Department	0.00	10,000.00	0.0%
5220916 · Capital Outlay - New Equipment	20,251.00	33,000.00	61.37%
5220920 · Capital Reserves Designation	0.00	75,000.00	0.0%
Total Expenditures	1,127,301.98	2,701,223.00	41.73%
Net Gain/Loss	-1,112,439.67	10,282.00	-10,819.29%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2021/2022: Quarter 1

	Streetlights		
	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>% of Budget</u>
Revenue			
4120610 · Special Tax Assessment	0.00	24,225.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	0.00	-100.00	0.0%
Total Revenue	<u>0.00</u>	<u>24,125.00</u>	<u>0.0%</u>
Expenditures			
5210825 · Utilities - Street Light Elec.	6,547.59	19,000.00	34.46%
5210915 · Maint. - Streetlights	1,142.08	4,625.00	24.69%
5211610 · County-Wide Fees	500.00	500.00	100.0%
Total Expenditures	<u>8,189.67</u>	<u>24,125.00</u>	<u>33.95%</u>
Net Gain/Loss	<u><u>-8,189.67</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Marinwood Community Services District
Fiscal Year 2021-22 1st Quarter P&L Budget-to-Actuals Summary and Variance Notes

GL Number GL Description Summary Notes:

DISTRICT-WIDE (All Depts)

5130120	Benefits-Group Med	<i>Includes October payments (4 months)</i>
5130510	PERS - Pension	<i>Includes lump-sum payment for entirety of Unfunded Accrued Liabilities for 21/22</i>
5140115	Workers Comp Ins	<i>Annual amount paid in full</i>
5210525	Insurance - General	<i>Annual amount paid in full</i>
5211610	County-Wide Fees	<i>Awaiting invoicing for several budgeted fees.</i>

PARK DEPT:

5110110	Salaries - Reg. Staff	<i>Current vacancy in 1 of the 3 full-time positions</i>
5110210	Salaries - PT/Seasonal	<i>Utilizing temporary hourly staff to fill FT vacancy during recruitment for permanent hire</i>
5210215	Banking Fees	<i>Closing fees for maintenance facility loan</i>
5210835	Utilities - Water & Sew	<i>Seasonal impact and billing timing including portion prior to July 1</i>
5210920	MERA Operating	<i>Annual amount paid in full</i>
5211220	Equipment Rental	<i>Greater than anticipated heavy equipment rental needs</i>
5211710	Long Term Debt	<i>MERA bond share - paid in full</i>

RECREATION:

4631912	Vending Sales	<i>Initially budgeted at 25% of pre-pandemic levels due to uncertainty of allowable pool ops</i>
4631917	Pool Operating Rev	<i>Includes \$31,710 in deferred revenue from prior year. Increased allowable pool ops</i>
4631920	Summer Rec Program	<i>Includes \$495,690 in deferred revenue from prior year</i>
4631922	Youth Rec Programs	<i>Revenue derived from school year operations. I.e. - Preschool, After School, Camps, Classes</i>
5110210	PT/Seasonal/Temp	<i>Seasonal Impact of summer staffing</i>
5140140	Soc. Security & Medi	<i>Seasonal Impact of summer staffing</i>
5210146	Rec Program Contract	<i>Includes tennis and after school sports contracted programs</i>
5211110	Janitorial Services	<i>Service temporarily suspended due to facility lack of use (COVID)</i>
5220826	Vending Supplies	<i>Budget assumed limited pool ops. Directly correlates to increased revenue.</i>

FIRE DEPT:

4631145	Service Contract Rev	<i>Actual amount to exceed budgeted amount by approximately \$1270</i>
4640321	CSA 13 Contract Rev	<i>Actual amount to exceed budgeted amount by approximately \$14,100</i>
5120110	Overtime Pay	<i>Portion due to recent Strike Team assignments (reimbursable). Also due to long-term injury</i>
5210920	MERA Operating	<i>Annual amount paid in full</i>
5211710	Long Term Debt	<i>MERA bond share and annual engine lease payment - paid in full</i>



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: November 9, 2021
Re: Res. 2021-11: Employee Health Care Premium Employer's Contribution

Directors,

CalPERS, the District's current employee health care provider under the Public Employees' Medical and Hospital Care Act (PEMHCA), annually adjusts rates of the various health care options provided. The District has a long-standing policy of contributing set percentages of the current Kaiser plan premiums for each respective employee classification.

For calendar year 2022, Kaiser premiums under the CalPERS plan have increased by approximately 5.3%. This results in both the employer and employee contributions increasing by an equal percentage compared to last calendar year. Kaiser rates had stayed flat for the previous two years. This increase was anticipated and planned for in the FY 21/22 budget.

The Board is required to approve and submit this resolution stating the maximum employer contribution amounts for each employee classification in accordance with annual rates change. The contribution amounts are applicable to both active employees and qualified retirees. Retirees eligible for Medicare incur reduced rates.

Staff Recommendation: Approve Resolution 2021-11 as presented.

RESOLUTION NO. 2021-11
FIXING THE EMPLOYER CONTRIBUTION
UNDER THE PUBLIC EMPLOYEES' MEDICAL AND HOSPITAL CARE ACT
AT AN EQUAL AMOUNT FOR EMPLOYEES AND ANNUITANTS

WHEREAS, (1) Marinwood Community Services District is a contracting agency under Government Code Section 22920 and subject to the Public Employees' Medical and Hospital Care Act (the "Act"); and

WHEREAS, (2) Government Code Section 22892(a) provides that a contracting agency subject to Act shall fix the amount of the employer contribution by resolution; and

WHEREAS, (3) Government Code Section 22892(b) provides that the employer contribution shall be an equal amount for both employees and annuitants, but may not be less than the amount prescribed by Section 22892(b) of the Act; now, therefore be it

RESOLVED, (a) That the employer contribution for each employee or annuitant shall be the amount necessary to pay the full cost of his/her enrollment, including the enrollment of family members, in a health benefits plan up to a maximum of:

Medical Group	Monthly Employer Health Contribution		
	Self	Self+1	Self+ Family
001 Miscellaneous	\$771.00	\$1,543.00	\$2,006.00
002 Safety	\$686.00	\$1,371.00	\$1,783.00

plus administrative fees and Contingency Reserve Fund assessments; and be it further

RESOLVED, (b) Marinwood Community Services District has fully complied with any and all applicable provisions of Government Code Section 7507 in electing the benefits set forth above; and be it further

RESOLVED, (c) That the participation of the employees and annuitants of Marinwood Community Services District shall be subject to determination of its status as an "agency or instrumentality of the state or political subdivision of a State" that is eligible to participate in a governmental plan within the meaning of Section 414(d) of the Internal Revenue Code, upon publication of final Regulations pursuant to such Section. If it is determined that Marinwood Community Services District would not qualify as an agency or instrumentality of the state or political subdivision of a State under such final Regulations, CalPERS may be obligated, and reserves the right to terminate the health coverage of all participants of the employer; and be it further

- RESOLVED, (d) That the executive body appoint and direct, and it does hereby appoint and direct, the District Manager to file with the Board a verified copy of this resolution, and to perform on behalf of Marinwood Community Services District all functions required of it under the Act; and be it further
- RESOLVED, (e) That coverage under the Act be effective on January 1, 2022.

Adopted at a regular meeting of the Board of Directors at Marinwood Community Services District, this 9th day of November, 2021.

Signed: _____
Bill Shea, President, Board of Directors

Attest: _____
Tiffany Combrink, Secretary to the Board of Directors

District Manager Report
November 11, 2021
Submitted by: Eric Dreikosen, District Manager

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

Fire Prevention Vegetation Management Update:

The next phase District's planned Fire Prevention Vegetation Management initiative was able to begin on Monday, November 1st upon the completion of the legally required CEQA environmental review and subsequent filing of a Notice of Exemption. The work currently in progress will be occurring on the District-owned open space parcels along the Wildland-Urban Interface (WUI) within 100 feet of the residences on Idylberry Rd, Kernberry Dr, Loganberry Dr, Miller Creek Rd to the end of Peachstone Terrace. Staff anticipates this project to be complete in approximately 3-4 weeks and is paid for by funds received directly from the Marin Wildfire Prevention Authority (MWWA).

Miller Creek Trail Feasibility Report:

The District has entered into an Agreement with a trail design professional to create a preliminary trail feasibility report in regards to the potential trail along Miller Creek. The potential trail project would extend from Las Gallinas Ave across from the mini-park and run south of Miller Creek to the roadway being constructed for the planned senior living facility. The cost for this study is approximately \$4500 with an anticipated completion in late-November/early-December.

Marinwood Park Maintenance Facility:

Progress continues on construction of the Marinwood Park Maintenance Facility. Fortunately, the recent rains have not had a significant impact on construction progress as the critical task benchmarks needed prior to the rains were accomplished in time. The exterior of the facility along with interior framing is taking shape, as evidenced by the accompanying pictures on the following page. Our general contractor, Murray Building, Inc. will progress to the following construction activities in the coming weeks with the goal of completing prior to Thanksgiving:

- Install Fascia
- Plumbing Rough
- Electrical Rough
- Exterior Wrap
- Roofing
- Exterior Siding work to begin

While there have been some supply chain challenges in regards to materials, Murray Building has been able to be flexible with the construction schedule and adjust accordingly to keep the project as a whole on schedule. The one item of concern at this time are the windows as the supplier has pushed out the typical lead time due to material shortages industry-wide. Murray Building will accommodate this too as best they can to maintain a substantial completion timing of early February.

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.

Park Maintenance Facility



Cement Pour: 9/22/21



Finished Slab: 9/23/21



Roof Glulam Beams: 10/19/21
Each beam weighs over 1850 lbs



Interior Framing: 11/2/21



View from SW Corner: 11/3/21



South Face of Facility: 11/3/21

MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF FIRE COMMISSION MEETING
November 2, 2021

Time and Place: 7:00PM Via Teleconference

Present:

Commissioners: Chair Steve Farac, Tom Elsbree, Pascal Karsenti

Absent: Ron Marinoff, Greg Stilson (CSA 13 Alternate)

Staff: District Manager Eric Dreikosen, San Rafael Fire Chief Darin White

Board: Kathleen Kilkenny

Farac called the meeting to order at 7:01 PM.

1. Agenda

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

2. Public Comment on Non-Agenda Items

There were no comments from the public.

3. Commissioner Items of Interest

-Commissioner Karsenti commented on the significant progress made by local property owners in continuing to remove flammable vegetation from their private residences.

-Chair Farac inquired as to information regarding status of local open space fire roads and timing needed for fire apparatus to reach potentially impacted designations. Chief White shared the findings of a recent trip made by Marinwood firefighters and the timing needed to reach various points along Queenstone Fire Road.

-Director Kilkenny informed the Commission of the Board's recent decision to continue conducting remote meetings. All Commissioners were in agreement with this decision.

4. Draft Minutes of October 5, 2021 Fire Commission Meeting

M/s Elsbree/Karsenti to approve Draft Minutes of October 5, 2021 Fire Commission Meeting as presented. Ayes: Elsbree, Farac, Karsenti. Nays: None. Absent: Marinoff. Motion carried.

5. Chief Officer Report and Activity Summary

Commission received Chief Officer Report and Activity Summary.

6. Requests for Future Agenda Items

-Commissioner Elsbree requested on update on status and maintenance responsibility of eucalyptus trees on Miller Creek Road between Las Gallinas Ave and Marinwood Dr.

The meeting was adjourned at 7:47 PM.

Eric Dreikosen



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: November 9, 2021
Re: Fire Commission Appointments

Directors,

Letters of interest in appointment to the Fire Commission have been included for your consideration. The following information details current openings as it relates to appointment opportunities:

Fire Commission:

There is currently one (1) regular commissioner seat and one (1) alternate commissioner seat that can be appointed for two-year terms (Jan 2022 – Dec 2023) and one (1) vacant regular commissioner seat with a term expiring December 2022.

Two (2) members of the community are seeking appointment:

1. John Seratt
2. Pascal Karsenti (reappointment)

Staff Recommendation: Reappoint Pascal Karsenti to a regular seat on the Fire Commission for a two-year term expiring December 2023. Appoint John Seratt to the currently vacant regular seat on the Fire Commission, effective immediately, with a term expiring December 2022. Leave the alternate commissioner seat vacant.

Marinwood CSD Board of Directors
C/O District Manager Eric Dreikosen
775 Miller Creek Road
San Rafael, CA 94903

November 3, 2021

Dear Board of Directors,

I would like to volunteer on the Marinwood Fire Commission. I have spent 10 years as a Marinwood Volunteer Firefighter with half of those years as a Platoon Coordinator. During my tenure I have had the honor of being "hands on" during 200+ calls for service in addition to training several dozen volunteers with 6+ finding professional fire service jobs in Marin and around the country. I feel my unique view of the Marinwood Fire Department would aid the Commission as well as the Board and community it serves.

Thank you for your consideration of this appointment opportunity with the Marinwood Fire Commission.

Sincerely,

John Seratt

Marinwood CSD Board of Directors
C/O District Manager Eric Dreikosen
775 Miller Creek Road
San Rafael, CA 94903

October 29, 2021

Dear Members of the Board,

I would like to express my desire to be re-appointed to the Marinwood Fire Commission. I have lived in Marinwood since 2012 and have served on the commission since 2016. I have significant professional exposure to catastrophic wildfire risk management, which I intend to continue leveraging in service of the commission where appropriate.

Best regards,
Pascal Karsenti



To: Marinwood Board of Directors

From Darin White, Fire Chief

Date: November 9, 2021

Re: Fire Department Update

Marin Wildfire Prevention Authority-Vegetation Management

Director Mark Brown reported that the MWPA staff recognizes the impacts on each agency and will begin to increase the MWPA staffing to help with the many administrative tasks that agencies are confronted with.

On November 16th, 2021, there will be a prescribed fire panel discussion which will be attended by speakers from throughout the state of California. The topics will center around the benefits and challenges of prescribed fire use. The MWPA website went live on October 19th and staff are pleased with how it is operating. After receiving a demonstration, it is clearly easier to navigate, locate information on MWPA goals and projects. For agencies that want to know about projects in their communities, you can click on the name of your city, district, etc. and learn the status of projects and related California Environmental Quality Act information.

The MWPA annual report was released on October 21st and is now located on the website. The 2021 workplan has received a substantial amount of praise from some officials.

Guidelines/COVID-19:

Children Now Eligible

A panel of 17 out of 18 Medical Experts that advise the Food and Drug Administration (FDA) about the use of vaccinations for kids ages 5-11 concluded that the benefits of providing kids with 1/3rd of the dose given to adults outweigh the risks of any potential side effects. While the panel only recommends the use or not, the FDA is known for following the recommendations. On Tuesday November 2, 2021, the Center for Disease Control (CDC) approved the use of the Pfizer vaccine for children ages 5-11 after another advisory panel provided unanimous recommendation. This could lead to massive numbers of vaccinations being provided to tens of millions of children beginning next week. Pfizer is the only vaccine currently allowed for children ages 12-18 years old. California has an estimated 3.5 million children who will become eligible immediately and kid sized doses for up to 1.2 million kids will be received by the State (of California) within a few days. Health care providers and schools are gearing up for the possibility of administering these doses and adult sized doses for any parents seeking to be vaccinated as well. The hope is that the emergency authorization will prevent a resurgence of the virus and variants as more people congregate indoors and in closer proximity to one another during the colder, winter months ahead.

Some school districts are requiring children to be vaccinated as early as November while others are pushing for August of 2022 to permit students to attend in-classroom instruction. According to some

reports, children ages 5-11 account for nearly 9% of reported COVID-19 cases in the country and about 39% of all pediatric COVID-19 cases worldwide. Approximately 146 deaths have occurred for children aged 5-11 and more than 4,300 children have been hospitalized for COVID-19.

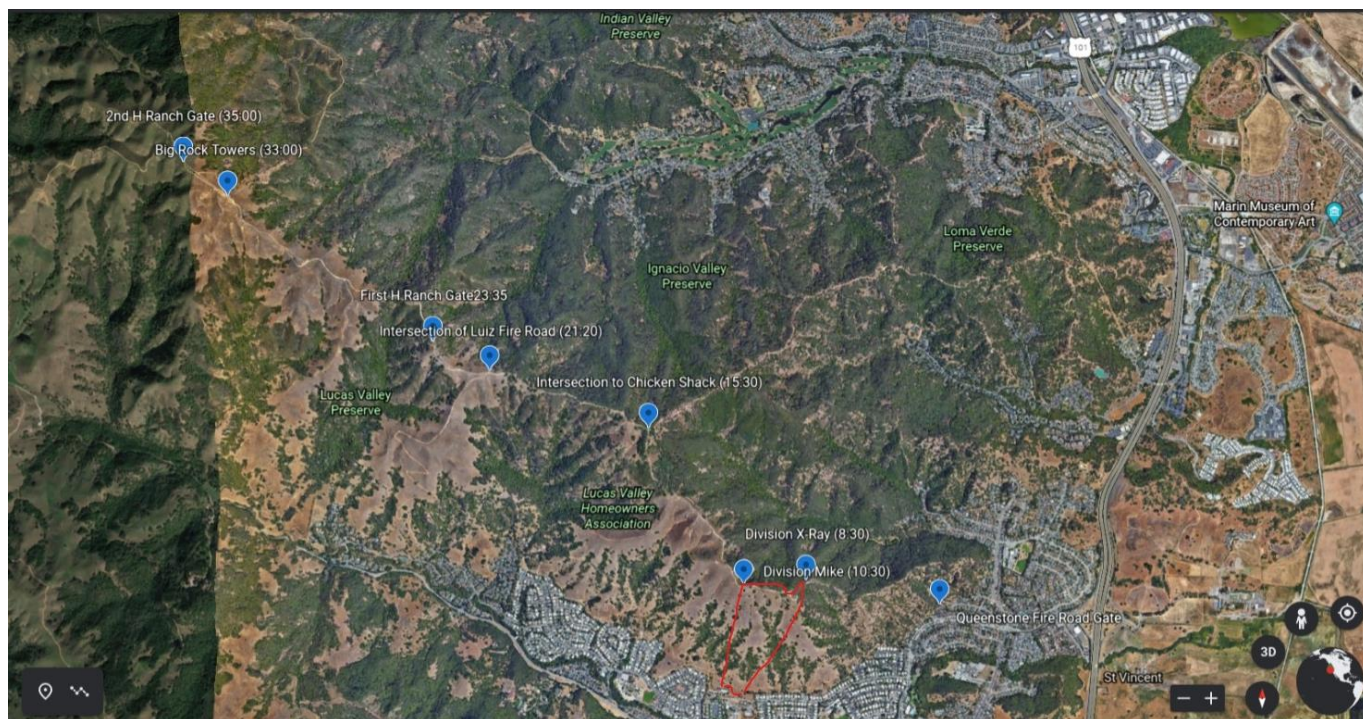
Booster Shot/Mix and Match Approval

A group of Western Public Health experts from California, Oregon, Nevada, and Washington voted on Friday October 22, 2021, to uphold the federal regulations which authorize booster shots for Moderna vaccine recipients six months after their second dose and Johnson and Johnson vaccine recipients two months after their first dose. Booster shots are recommended for all adults 18 and older who received a Johnson and Johnson vaccine. For Moderna and Pfizer vaccinated individuals the recommendation is currently for people 65 and older, residents of long-term care facilities, and people ages 18 to 64 with underlying medical conditions or high-risk jobs. The Western public health experts also approved the federal “mix-and-match” strategy, which allows anyone who qualifies for a booster shot to receive any of the vaccines. For example, someone who received the Johnson and Johnson, or Pfizer vaccine could get a Moderna or Pfizer booster shot.

Lassen Fire



The picture above outlines the incident area of the Lassen Fire which consumed approximately 44 acres on September 1, 2021. The red “parallelogram” shows the anchor point, left (Bravo) and right (Zulu) flanks of the fire. Crews successfully contained the fire within this perimeter with the assistance of Cal Fire aerial response and multiple mutual aid agencies. Engine 58 was first on scene within 6 minutes. Captain John Papanikolaou established command and made the correct call to anchor the fire and begin a progressive hoselay on the right flank (Zulu). He summoned additional resources via Woodacre Dispatch and directed them to access the incident via the most appropriate fire roads. The photo below illustrates the amount of time it would take to traverse the fire roads and arrive at different fire roads and access points using type III and type VI apparatus, starting at Queenstone Fire Road Gate.



The blue pins mark the locations of various Gates and Roads moving west from the Queenstone Fire Road Gate as follows:

Queenstone Fire Road

Division X-Ray (Lassen Fire)- 8:30

Division Mike (Lassen Fire)-10:30

Intersection to Chicken Shack Fire Road-15:30

Intersection to Luiz Fire Road-21:20

1st H Ranch Gate-23:35

Big Rock Towers-33:00

2nd H Ranch Gate-35:00

Storm Event on Sunday October 24, 2021

On Sunday October 24, 2021, the largest storm in recent memory rocked Marin County and caused flooding, numerous evacuations, fallen trees, stranded motorists, electrical power outages, traffic congestion and calls for assistance. Engine 58 responded to 16 calls during the “bomb cyclone” weather event. The calls ranged from multiple EMS calls for injury/accidents (and some without injury), motor vehicle accidents, and to multiple water problems and hazardous conditions.

Engine 58 experienced some overheating prior to the storm event and the timing could not have been more inopportune as the Fire Mechanic had just been admitted to the hospital for a few days. In the meantime, a Type III apparatus was used in its place and served admirably during the “bomb cyclone” weather event on Sunday October 24, 2021. Diego Truck Repair is our standby fleet maintenance and repair shop in the event our mechanic is unavailable due to vacation, illness, etc. Additional efforts are underway to ensure we have internal redundancy for repairing our apparatus.

After the storm, crews drove the fire road to assess its accessibility and located two downed trees blocking the road. The trees were cut up and one is partially obstructing the road but smaller apparatus can still proceed past the downed tree.

Marinwood Fire Department Statistics: October 2021

The Marinwood Fire Department has responded to 105 emergency calls in October 2021 through October 26; of these, 13 calls were cancelled en route. Slightly fewer than half of the calls were medical incidents; one involved a suspected COVID-19 case. The department responded to three fires: a structure fire in San Rafael, a structure fire in Novato, and a vegetation fire in open space west of Marinwood. There were 16 emergency calls on the high-rainfall day of October 24, significantly higher than the average of 4 calls per day.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	13	10	1	0	2	N/A	0	26
CSA 13	1	1	0	0	0	N/A	0	2
Old JPA (Mont Marin)	4	2	0	0	0	N/A	0	6
New JPA (East of 101)	22	6	3	0	4	N/A	0	35
SR Mutual Aid	8	11	1	1	1	2	0	24
MC JPA	1	2	1	0	0	N/A	0	4
MC Mutual Aid	0	0	0	1	0	N/A	0	1
Novato	0	4	1	1	0	1	0	7
Total number	49	36	7	3	7	3	0	105
<i>Percentage of total</i>	<i>46.7%</i>	<i>34.3%</i>	<i>6.7%</i>	<i>2.9%</i>	<i>6.7%</i>	<i>2.9%</i>	<i>0.0%</i>	

Call types:

MA	Medical assist
PSA	Service call
FA/NN	Fire alarm
FIRE	Fire
HAZMAT	Hazardous material incident (e.g., spill)
COVER	Coverage for other stations
OTHER	Other incident(s): n/a

Average response time for Engine 58:	5 minutes, 49 seconds
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Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – October 26, 2021

Time and Place: 7:00PM via Teleconference

Present:

Commissioners: Chair John Tune, Jon Campo, Ian Fein.

Absent: Anne Sjahsam

Staff: District Manager Eric Dreikosen

Board Director: Lisa Ruggeri

1. Agenda

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

2. Public Comment on Non-Agenda Items

No Public Comment was received

3. Draft Minutes of September 28, 2021 P&R Commission Meeting

Campo to approve/Fein to second Draft Minutes of September 28, 2021 P&R Commission Meeting. Ayes: Campo, Fein, Tune. Nays: None. Absent: Sjahsam. Motion carried.

4. Draft Minutes of October 12, 2021 Board Meeting

Commission reviewed minutes.

5. Marinwood Park Play Structures Replacement Project: Review of Draft Community Survey

Commission reviewed and finalized survey to be conducted amongst the public and discussed ways to promote survey awareness and participation amongst the public.

6. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report.

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

- District Manager Dreikosen informed Commission on status of preliminary trail feasibility study for potential trail along Miller Creek waterway and upcoming commissioner term expirations.

8. Adjourn

Meeting adjourned at 8:01 PM

Eric Dreikosen



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: November 9, 2021
Re: Park & Recreation Commission Appointments

Directors,

Letters of interest in appointment to the Park & Recreation Commission have been included for your consideration. The following information details current openings as it relates to appointments to be made:

Park & Recreation Commission:

There are currently three (3) regular commissioner seats that can be appointed for two-year terms (Jan 2022 – Dec 2023) and one (1) vacant alternate commissioner seat with a term expiring December 2022.

Three (3) members of the community are seeking appointment:

1. Michael Benesch
2. Jon Campo (reappointment)
3. Ian Fein (reappointment)

Staff Recommendation: Appoint Michael Benesch and reappoint Ian Fein and Jon Campo to regular seats on the Park & Recreation Commission for two-year terms expiring December 2023. Leave the alternate commissioner seat vacant.

Marinwood CSD Board of Directors
C/O District Manager Eric Dreikosen
775 Miller Creek Road
San Rafael, CA 94903

November 2, 2021

Dear Marinwood CSD Board of Directors,

I am writing to express my interest in serving on the Marinwood CSD Parks & Recreation Commission.

My wife and I purchased our first home (in Lucas Valley Estates) earlier this year and we have fallen in love with our neighborhood and local open spaces. I am hoping to serve on the Commission, so I can both deepen my connection and give back to our community. I have spent many hours hiking and biking Queenstone Fire Road, Idylberry Trail and our district's other trails, and I would like to work to protect our open space and increase our community's enjoyment of our natural resources.

In addition to my passion for our open space, I hope to bring my experience working in the nonprofit sector to the Commission. I have spent over eight years working in several nonprofit roles and have become familiar with the various aspects of nonprofit administration. I currently work at the Osher Marin Jewish Community Center and hope to bring insights from my time collaborating with our health & fitness, preschool, camp, and programmatic staff to the Marinwood Community Center.

As a resident of Lucas Valley Estates, I also hope to bring representation of our neighborhood to the Commission. One of my favorite aspects of our neighborhood is Creekside Park, and I hope to work with the Board and Staff to bring even more activity to the park to deepen the sense of community in our neighborhood.

Thank you for your consideration, and I look forward to partnering with you either as a Commissioner or as a community member.

Sincerely,

Michael Benesch

Marinwood CSD Board of Directors
C/O District Manager Eric Dreikosen
775 Miller Creek Road
San Rafael, CA 94903

November 2, 2021

Board of Directors,

I am seeking reappointment to the Marinwood Park & Recreation Commission.

Thank you for your consideration

Jon Campo

Marinwood CSD Board of Directors
C/O District Manager Eric Dreikosen
775 Miller Creek Road
San Rafael, CA 94903

October 28, 2021

Dear Board of Directors,

I would like to continue serving the community by being reappointed as a member of the Park & Recreation Commission.

Sincerely,
Ian Fein

RECREATION

Fall Art Show

Mainwood's Annual Fall Art Show will take place at the community center on November 6th from 3:00-7:00pm and will feature works from local Marin artists. This year's show is titled "Connections." This will be our first in-person Art Show since the spring of 2019 and we are excited to provide a platform for Marin's thriving art community.

Winterfest

In lieu of our normal indoor event, this year staff will be putting on an outdoor winter concert at the community center, featuring live holiday music, photos with Santa, activity bags for the kids, and a treat & beverage bar. We will be announcing more details in the coming weeks.

Winter Break Camp

This winter we will once again be running a winter break camp over the last two weeks of December for kids ages 5-10. Winter Break Camp is staffed with many of our summer camp counselors and features many of the favorite arts & crafts, games, and activities from our summer program.

Raise a Glass

We are pleased to announce the return of Raise a Glass, our annual winter wine tasting event, which will take place on Saturday, March 5th. Staff has begun sending invitations to wineries and making the necessary preparations.

Rec Classes

Our fall recreation classes are going well and enrollment has been strong. Staff continues to market and oversee our class lineup. We are currently offering Tennis, Zumba, Pilates, Tae Kwon Do, Irish Dance, Art for Kids, CPR & First Aid, All Sorts of Sports Club, LEGO STEM classes, and Yoga.

Summer Numbers

Please see below for a 2021 summer revenue report. This report covers revenue and expenses—not including utilities—for this year's summer camp program and pool season. While this report historically compares the two most recent seasons, due to the vastly different circumstances surrounding the last two years I felt it would be beneficial to include the numbers from a couple seasons prior to the COVID-19 pandemic for context.

A few notes about the 2021 totals:

Camp Revenue - Due to the challenges and risks posed by COVID-19, this year we limited our summer camp program to 60% of our normal attendance. In 2020 we operated at about 30% of our normal attendance.

Pool Season - The pool season saw a gradual increase in programming and attendance over the course of the summer as health restrictions continued to be relaxed, allowing us to open the pool to more users and activities. At the start of the season all programs required advanced reservations and capacity was severely limited. However, by the season's end we were able to accommodate daily drop-ins for both Adult Lap Swim and Recreation Swim hours, with no COVID-related limits on attendance.

Maintenance Pool Equipment – In early 2021 our in-water pool lights, as well as our wading pool pump motor had to be replaced.

Pool Chemicals – Pool chemical expenditures increased this year partly due to one of our 3 salt chlorine generators failing, which necessitated supplementing with liquid chlorine until a new unit could be procured. A national chlorine shortage made acquiring liquid chlorine during this time costly and challenging. We were thankfully able to keep the pool open and adequately sanitized.

PARKS & BUILDING MAINTENANCE

Storms

In October the parks staff began its annual inspection of the many drains, V-ditches, and culverts throughout the District, checking for damage and removing debris as needed. Areas of concern will continue to be monitored regularly throughout the rainy season.

On October 20th staff cleared a large amount of dirt and debris from the open space drain at Newberry Terrace, which had become completely blocked. Thankfully, the drain was opened and able to flow just in time before the heavy rains came.

Staff continues to monitor the creek for down trees and other dam hazards. 3 fallen trees were removed from the creek on November 3rd.

Art Show Preparation

This week the crew painted in the reception hall, performed a deep clean, and made repairs to some of the patio lights in preparation for the Art Show.

Turf

Our turf restoration efforts continue as weather allows. Staff will begin treating the grass in the pool complex in the next week.

Daily/Weekly Duties:

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

Summer Comparison

POOL		2018	2019	2020	2021
Account					
Revenue					
4410215	Rental & parties	30,651.64	28,244.92	1,531.09	15,905.35
4631912	Vending	17,746.16	15,428.38	1,973.74	17,825.05
4631917	Pool revenue	64,514.78	96,673.83	28,142.48	105,039.64
	Swim Team Reimb	65,257.85	64,620.81	14,772.06	20,046.00
4631918	Pool membership	81,507.39	85,776.28	0.00	0.00
Total revenue		259,677.82	290,744.22	46,419.37	158,816.04
Expenditure					
5110210	Part-time wages	175,042.86	170,270.12	19,325.42	99,107.26
5110210	S.T. salary, LG wages	56,071.75	57,164.20	956.25	8,832.00
5211315	Training	447.64	4,297.31	467.11	7,782.61
5220215	Maint pool equip	16,270.69	4,946.28	9,347.58	16,303.28
5220710	Pool chemicals	7,392.17	8,648.49	4,244.89	9,119.18
5220819	Supplies	2,720.34	5,544.76	2,816.59	1,821.79
5220825	Clothing	5,034.37	3,291.02	2,480.82	1,834.38
5220826	Vending supplies	10,240.38	11,203.31	1,117.57	7,382.33
Total expenditure		273,220.20	265,365.49	40,756.23	152,182.83
Gain/loss		-13,542.38	25,378.73	5,663.14	6,633.21

AQUATICS		2018	2019	2020	2021
Account					
Revenue					
4631917	Aquatics	136,362.29	132,155.31	0.00	64,457.36
Total revenue		136,362.29	132,155.31	0.00	64,457.36
Expenditure					
5110210	Part-time wages	57,116.43	63,043.28	100.00	32,038.25
5220819	Supplies	4,388.09	5,788.43	219.36	175.02
Total expenditure		61,504.52	68,831.71	319.36	32,213.27
Gain/loss		74,857.77	63,323.60	-319.36	32,244.09

POOL PLUS AQUATICS TOTAL					
Total Revenue		396,040.11	422,899.53	46,419.37	223,273.40
Total Expenditure		334,724.72	334,197.20	41,075.59	184,396.10
Gain/loss		61,315.39	88,702.33	5,343.78	38,877.30

SUMMER CAMPS		2018	2019	2020	2021
Account					
Revenue					
4631920	Summer program	1,124,306.11	1,023,217.22	363,634.93	860,735.91
Total revenue		1,124,306.11	1,023,217.22	363,634.93	860,735.91
Expenditure					
5110210	Part-time wages	442,465.16	436,866.22	201,525.81	346,376.03
5110210	lifeguards for camp	0.00	0.00	8,552.28	11,000.00
5210146	Contract employees	91,037.50	20,177.50	0.00	18,317.40
5220819	Supplies	172,406.83	164,046.25	75,100.84	91,963.78
	camp lunch reimb	0.00	-17,839.15	-5,905.62	-26,435.44
Total expenditure		705,909.49	603,250.82	279,273.31	441,221.77
Gain/loss		418,396.62	419,966.40	84,361.62	419,514.14

Total Summer Season	479,712.01	508,668.73	89,705.40	458,391.44
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