

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

**Tuesday – December 10, 2019 – 7:00 PM**

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

	Item Description:	Board Action
<b>A.</b>	<b>CALL TO ORDER: PUBLIC COMMENT ON CLOSED SESSION ITEMS</b>	
<b>B.</b>	<b>CLOSED SESSION</b> 1. Conference with Legal Counsel – Existing Litigation Section 54956.9(d)(1): Name of Case: Miller v. Marinwood Community Services District	
<b>C.</b>	<b>OPEN SESSION: CALL TO ORDER AND PLEDGE OF ALLEGIANCE</b> <i>Open Session Will Begin No Earlier Than 7:30 PM</i>	
<b>D.</b>	<b>AGENDA</b>	Adopt
<b>E.</b>	<b>CONSENT CALENDAR</b> a. Draft Minutes of Regular Meeting of November 12, 2019 b. Draft Minutes of Special Meeting of November 26, 2019 c. Bills Paid Nos. 3865 – 3923	Approve
<b>F.</b>	<b>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>G.</b>	<b>DISTRICT MATTERS</b>	
	1. Potential Board of Directors Outreach Communication Strategies and Initiatives for Communicating and Engaging with District Residents	Discuss
	2. District Manager Report	Review
<b>H.</b>	<b>FIRE DEPARTMENT MATTERS</b>	
	1. Chief Officer Report and Activity Summary	Review
	2. Date of Next Fire Commission Meeting – January 7, 2020	
<b>I.</b>	<b>PARK AND RECREATION MATTERS</b>	
	1. Draft Minutes of Park & Recreation Commission Meeting of November 26, 2019	Review
	2. 2020 Proposed Summer Camp and Pool Rates	Approve
	3. Recreation and Park Maintenance Activity Reports	Review
	4. Date of Next Park & Recreation Commission Meeting – January 28, 2020	
<b>J.</b>	<b>NEW AND OTHER BUSINESS</b>	
	1. Election of Board Officers for 2020: President and Vice-President	Elect Officers
<b>K.</b>	<b>BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>L.</b>	<b>ADJOURN</b>	
	<b>DATE OF NEXT REGULAR BOARD MEETING – January 14, 2020</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 – November 12, 2019

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

**Present:**

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

Staff: District Manager Eric Dreikosen, Assistant Recreation Director Robyn Bruton, San Rafael Fire Chief Chris Gray, Firefighters Jeff Smith, William Kelly, John Papanikolaou and Administrative Assistant Tiffany Combrink.

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

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

**B. Agenda**

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

All in favor. Motion carried unanimously.

**C. Consent Calendar**

a. *Draft Minutes of Regular Meeting of October 8, 2019*

b. *Bills Paid Nos. 3789-3864*

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

All in favor. Motion carried unanimously.

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

Board of Directors received public comment regarding:

- a. Marinwood pension obligations
- b. Recent PG&E PSPS event
- c. Story poles for proposed maintenance facility

**E. District Matters:**

1. *PUBLIC HEARING: Adopting and Modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code*

Chief Gray presented a summary of the update to the Fire Code. The Board received public comment regarding:

-Clarification needed noting specific language changes from existing fire code.

2. *Ordinance 2019-01: Adopting and Modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code*

Shea to approve/Oyserman to second “Ordinance 2019-01: Adopting and Modifying the California Fire Code, International Fire Code, and Appendix A of the International Wildland-Urban Interface Code”

All in favor. Motion carried unanimously.

3. *Fiscal Year 2019-2020: 1<sup>st</sup> Quarter Profit & Loss Budget-to-Actuals and Variance Report*

Board received the FY 2019-2020 1<sup>st</sup> Quarter Profit & Loss Budget-to-Actuals and Variance Report

4. *District Manager Report.*

Board received the District Manager’s report.

**F. Fire Department Matters:**

1. *Draft Minutes of Fire Commission Meeting of November 5, 2019*

Board of Directors reviewed Fire Commission Meeting minutes

2. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

3. *Date of Next Fire Commission Meeting – December 3, 2019*

**G. Park and Recreation Matters:**

1. *Draft Minutes of Park & Recreation Commission Meeting of October 22, 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 – November 26, 2019*

**H. New and Other Business:**

1. *Appoint Incoming Fire Commissioners*  
Oyserman to approve/Shea to second reappointment of Pascal Karsenti to the Fire Commission.  
All in favor. Motion carried unanimously.
2. *Appoint Incoming Park & Recreation Commissioners*  
Green to approve/Shea to second reappointment of Jon Camp to the Park & Recreation Commission.  
All in favor. Motion carried unanimously.

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

- Perry thanks the Firefighters for their help during the recent PG&E PSPS event
- Perry thanks Shane Valentine for his 5 years of service with the Park & Recreation Commission
- Perry thanks Chief Gray in regards to his upcoming retirement
- Perry thanks Robyn Bruton and Eric Dreikosen for their efforts in maintaining childcare options through the PG&E outage
- Naylor requests discussion regarding public outreach and communication from the Board with the community outside of meetings
- Naylor requests looking into alternative district healthcare offerings

Meeting adjourned at 9:06PM

Tiffany Combrink, Secretary

# Marinwood Community Services District

Draft Minutes of Board of Directors Special Meeting  
Tuesday November 26, 2019

**Time and Place:** 6:00PM Marinwood Community Center classroom.

**Present:**

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

Staff: District Manager Eric Dreikosen and Administrative Assistant Tiffany Combrink.

**Absent:** Director Bill Shea

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

President Perry called the Open Session to order at 6:05PM

**B. Public Comment for Items Appearing on the Agenda**

None

**C. Appropriations Limit Authorization for Special Assessment for Fire Protection and Emergency Response Services**

Resolution 2019-08: Calling a special election be held in its jurisdiction; establishing a date for election; adopting intended ballot language; ordering the consolidation of said election; requesting election services by the registrar of voters

1. Oyserman to approve/Naylor to second Resolution 2019-08.

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

**D. Appropriations Limit Authorization for Special Assessment for Park, Open Space and Street Landscape Maintenance Services**

Resolution 2019-09: Calling a special election be held in its jurisdiction; establishing a date for election; adopting intended ballot language; ordering the consolidation of said election; requesting election services by the registrar of voters

1. Oyserman to approve/Green to second Resolution 2019-09.

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

**E. Authorize District Manager to Draft, Submit and Identify “Signers” for Argument in Favor of Ballot Measures Associated with Resolutions 2019-08 and 2019-09 (if each are respectively approved)**

1. Green to approve/Naylor to second to Authorize District Manager to Draft, Submit and Identify “Signers” for Argument in Favor of Ballot Measures Associated with Resolutions 2019-08 and 2019-09

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

Meeting adjourned at 6:11pm

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 December 10, 2019

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
3865	11/1/19	Jackson's Hardware	602.63	Supplies	Park	5220310	General	602.63
3866	11/1/19	Marin Prof Firefighters Local	744.00	Dues	Fire	5211330	General	744.00
3867	11/1/19	Bay Area Janitorial Force	1,250.00	Janitorial	Rec	5211110	Building	1,250.00
3868	11/1/19	CalPERS	8,333.00	OPEB Oct	Park	5130130	General	2,667.00
					Rec	5130130	General	750.00
					Fire	5130130	General	4,916.00
3869	11/1/19	TIAA Commercial Financial	634.64	Copier lease	Park	5220130	General	63.46
					Rec	5220130	General	412.52
					Fire	5220130	General	158.66
3870	11/1/19	Ewing Irrigation	874.57	Irrigation maint	Park	5220310	General	874.57
3871	11/1/19	All Star Rents	390.31	Equip rental	Park	5211220	General	390.31
3872	11/1/19	Grainger	38.01	Firehouse supplies	Fire	5220310	General	38.01
3873	11/1/19	US Bank Corp Pmt Svcs	18,407.55	Data	Fire	5210725	General	30.00
				Training	Fire	5211315	General	623.63
				Repair ice machine	Fire	5220210	General	385.00
				Fuel	Fire	5220610	General	34.08
				Subscription	Fire	5220810	General	24.95
				Supplies	Fire	5220810	General	170.85
				Cleaning supplies	Fire	5220827	General	122.07
				Computer	Park	5220110	General	935.47
				Yellow jacket cartridges	Park	5220310	General	136.62
				Storm drain NOE filing fees	Park	5220910	General	52.50
				Website hosting	Rec	5210122	Adult	21.99
				CPR certs	Rec	5220819	Adult	114.00
				Afterschool supplies	Rec	5220819	Afterschool	1,985.82
				LG certs	Rec	5220819	Aquatics	270.00
				Broom sets, plungers	Rec	5220310	Building	86.38
				Halloween festival entertaini	Rec	5220819	Community	667.16
				Job postings / event banner	Rec	5210122	General	1,348.51
				Fingerprinting	Rec	5210128	General	60.00
				Training	Rec	5211315	General	43.99
				EOS staff mtg supplies	Rec	5211325	General	251.82
				Office supplies	Rec	5220110	General	504.76
				Subscriptions	Rec	5220819	General	143.30
				Pool staff training	Rec	5211315	Pool	326.35
				Pool parts	Rec	5220215	Pool	30.02
				Pool supplies	Rec	5220819	Pool	475.77
				Vending	Rec	5220826	Pool	696.16
				Marketing	Rec	5210122	Preschool	71.93
				Preschool supplies	Rec	5220819	Preschool	1,053.47
				Youth supplies	Rec	5220819	Youth	360.22
				Data	Fire	5210725	General	30.00
				Utility truck decals	Fire	5210910	General	211.00
				CPR certs	Fire	5211340	General	34.00
				Supplies	Fire	5220810	General	351.56
				Job postings	Park	5210122	General	349.00
				sign covers	Park	5220310	General	201.65
				Website hosting	Rec	5210122	Adult	21.99
				Afterschool supplies	Rec	5220819	Afterschool	1,905.74
				Folding tables	Rec	5220819	Building	137.21
				Halloween festival supplies	Rec	5220819	Community	2,606.38
				Refrigerator	Rec	5220819	General	754.91
				Memberships	Rec	5211315	General	655.00
				Supplies	Rec	5220110	General	716.87
				Reverse fraud charges	Rec	5220810	General	-1,881.44
				Software / subscriptions	Rec	5220819	General	399.86
				Job posting	Rec	5210122	Pool	54.05
				Staff training	Rec	5211315	Pool	510.94
				Pool supplies	Rec	5220819	Pool	79.36
				Craft supplies	Rec	5220819	Preschool	150.00
				Supplies	Rec	5220819	Youth	92.65
3874	11/4/19	Marinwood CSD	11,719.99	Retire 10/25/19	Park	5130510	General	1,036.74
					Rec	5130510	General	1,737.82
					Fire	5130510	General	8,945.43
3875	11/12/19	Marinwood CSD	89,824.36	Fire Salaries	Fire	5110110	General	30,511.04
				Fire OT	Fire	5120110	General	28,200.09
				FLSA	Fire	5110319	General	532.70
				Shift Diff.	Fire	5110310	General	468.22
				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

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				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	7,001.60
				Rec Hourly	Rec	5110210	General	340.00
				Park Salary	Park	5110110	General	4,293.60
				Park Hourly	Park	5110210	General	682.80
				Bldg Attendant	Rec	5110210	Building	272.00
				Preschool	Rec	5110210	Preschool	5,963.13
				Afterschool	Rec	5110210	Afterschool	1,913.75
				Community events	Rec	5110210	Community	200.00
				PR fees	Fire	5210230	General	150.48
				PR fees	Rec	5210230	General	55.64
				PR fees	Park	5210230	General	11.23
				SS + Medicare	Fire	5140140	General	4,333.15
				SS + Medicare	Rec	5140140	General	1,770.10
				SS + Medicare	Park	5140140	General	327.53
				EDU + SUI	Rec	5140145	General	92.80
				Benefits clearing	Park	2120066	General	-724.16
				Benefits clearing	Rec	2120066	General	-1,148.08
				Benefits clearing	Fire	2120066	General	-5,217.66
3876	11/12/19	Comcast	138.30	Internet	Fire	5210725	General	69.15
					Rec	5210725	General	69.15
3877	11/12/19	State of CA Dept of Justice	64.00	Fingerprinting	Rec	5210128	General	64.00
3878	11/12/19	Stephanie Moret	97.56	mileage - CPRS conference	Rec	5211325	General	97.56
3879	11/12/19	Sonic	20.25	Website hosting	Fire	5210122	General	10.12
					Rec	5210122	General	10.13
3880	11/12/19	C.A.P.F.	236.00	LTD - Nov	Fire	5130120	General	236.00
3881	11/12/19	Sprint	247.22	cell phones	Fire	5210725	General	247.22
3882	11/12/19	PG&E	1,508.76	Streetlights Oct	Streetlights	5210825	General	1,508.76
3883	11/12/19	Shift Calendar	204.81	Shift Calendar	Fire	5220110	General	204.81
3884	11/12/19	AT&T	96.30	Internet	Park	5210725	General	96.30
3885	11/12/19	Comcast	126.19	Cable - Nov	Fire	5210725	General	126.19
3886	11/19/19	Marinwood CSD	44,779.57	Health Ins Dec	Park	5130120	General	10,362.48
					Rec	5130120	General	7,572.39
					Fire	5130120	General	26,844.70
3887	11/19/19	Speedpro Imaging	136.25	Pole banner	Rec	5210122	General	136.25
3888	11/20/19	PG&E	1,229.31	Gas - Oct	Rec	5210810	General	191.33
					Fire	5210810	General	1,037.98
3889	11/20/19	PG&E	1,187.35	Electric - Oct	Rec	5210810	General	796.21
					Fire	5210810	General	132.05
					Park	5210810	General	259.09
3890	11/20/19	Marin Municipal Water Dist	7,160.48	Water - Sept/Oct	Fire	5210835	General	266.52
					Rec	5210835	General	1,076.13
					Park	5210835	General	5,817.83
3891	11/20/19	A Whim Agency	350.00	Santa Claus	Rec	5220819	Community	350.00
3892	11/20/19	Borgo Built	4,500.00	Design review: story poles	Measure A	5220910	General	4,500.00
3893	11/20/19	Marinwood CSD	11,982.10	Retire 11/08/19	Park	5130510	General	1,036.74
					Rec	5130510	General	1,737.82
					Fire	5130510	General	9,207.54
3894	11/20/19	VSP	410.76	Vision - Dec	Fire	5130120	General	237.33
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
3895	11/20/19	Duncan MacSwain	580.80	Photography class	Rec	5210146	Adult	580.80
3896	11/20/19	Jerry Mehciz	1,248.00	Tennis Nov	Rec	5210146	Tennis	1,248.00
3897	11/20/19	SF Chronicle	556.40	Newspaper subscription	Fire	5220110	General	556.40
3898	11/20/19	Virginia Nelson	17.70	Reimb preschool expenses	Rec	5220819	Preschool	17.70
3899	11/20/19	Honey Bucket	185.83	Porta potty	Park	5211220	General	185.83
3900	11/20/19	Landesign	2,985.00	Landscape contractor	Park	5211125	General	2,985.00
3901	11/20/19	Staples	126.75	Office supplies	Rec	5220110	General	126.75
3902	11/20/19	Verizon	42.08	Data	Fire	5210725	General	42.08
3903	11/20/19	Curtis & Sons	3,829.28	Fire Hose	Fire	5220210	General	3,829.28
3904	11/20/19	Marin Resource Recovery	144.00	Debris dump	Park	5210815	General	144.00
3905	11/20/19	Airgas	202.60	Pool chems	Rec	5220710	Pool	202.60
3906	11/21/19	Marinwood CSD	69,213.15	Fire Salaries	Fire	5110110	General	30,682.64
				Fire OT	Fire	5120110	General	6,595.27
				FLSA	Fire	5110319	General	1,219.96
				Shift Diff.	Fire	5110310	General	276.48
				Holiday	Fire	5110313	General	3,284.88
				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

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				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	7,001.60
				Park Salary	Park	5110110	General	4,293.60
				Park Hourly	Park	5110210	General	409.68
				Bldg Attendant	Rec	5110210	Building	272.00
				Preschool	Rec	5110210	Preschool	4,714.50
				Afterschool	Rec	5110210	Afterschool	2,172.25
				Youth	Rec	5110210	Youth	400.50
				PR fees	Fire	5210230	General	138.50
				PR fees	Rec	5210230	General	69.98
				PR fees	Park	5210230	General	13.97
				SS + Medicare	Fire	5140140	General	2,912.83
				SS + Medicare	Rec	5140140	General	1,631.44
				SS + Medicare	Park	5140140	General	358.87
				EDU + SUI	Rec	5140145	General	69.18
				EDU + SUI	Park	5140145	General	8.26
				Benefits clearing	Park	2120066	General	-724.16
				Benefits clearing	Rec	2120066	General	-1,148.08
				Benefits clearing	Fire	2120066	General	-5,235.40
3907	11/21/19	CalPERS	8,333.00	OPEB Nov	Park	5130130	General	2,667.00
					Rec	5130130	General	750.00
					Fire	5130130	General	4,916.00
3908	11/21/19	Delta Dental	2,464.08	Dental - Dec	Fire	5130120	General	1,438.90
					Park	5130120	General	469.58
					Rec	5130120	General	555.60
3909	11/21/19	Marin Landscape Materials	4,032.68	Grounds maint.	Park	5220310	General	4,032.68
3910	11/21/19	SiteOne	35.11	Irrigation supplies	Park	5220310	General	35.11
3911	11/21/19	Marin Sanitary Service	2,921.24	Garbage - Oct	Park	5210815	General	2,044.87
					Rec	5210815	General	584.25
					Fire	5210815	General	292.12
3912	11/26/19	DC Electric	276.34	Streetlights Oct	Streetlights	5210915	General	276.34
3913	11/26/19	C.A.P.F.	265.50	LTD - Dec	Fire	5130120	General	265.50
3914	11/26/19	County of Marin - Central Cc	71.25	Radio repair	Fire	5220210	General	71.25
3915	11/26/19	SDRMA	221.10	Life Ins - Dec	Fire	5130120	General	90.95
					Park	5130120	General	49.40
					Rec	5130120	General	80.75
3916	11/26/19	Virginia Nelson	24.96	Preschool supplies	Rec	5220819	Preschool	24.96
3917	11/26/19	AFLAC	26.50	Disability Ins - Nov	Park	5130120	General	26.50
3918	11/26/19	AT&T	252.04	Phone - Oct	Fire	5210725	General	138.15
					Park	5210725	General	20.23
					Rec	5210725	General	93.66
3919	11/26/19	Postal Palace	200.61	Packing / shipping	Fire	5220110	General	200.61
3920	11/26/19	Allstar Fire Equip	825.00	SCBA flow test	Fire	5220210	General	825.00
3921	11/26/19	Hyo Soap, Sim	750.00	TKD November	Rec	5210146	Youth	750.00
3922	11/26/19	Personal Exposure Reportin	80.00	Annual subscription	Fire	5211320	General	80.00
3923	11/26/19	Grainger	156.66	Erosion control blanket	Park	5220310	General	120.29
				Firehouse supplies	Fire	5220310	General	36.37
TOTAL:			307,361.93					307,361.93

Total by Department:

Streetlights	1,785.10
Fire Department	173,133.20
Recreation Department	76,205.19
Park Department	51,738.44

District Manager Report  
December 10, 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.

**Tax, Interest and Contract Revenues:**

The District has begun to receive various property tax revenues into our general fund with the County Treasury. However, we have yet to receive our first major revenue installments containing approximately 55% of anticipated Current Secured Property Tax as well as 55% of Special Taxes (Park & Fire). I expect those to be allocated to our fund prior to the end of the month at the latest and totaling approximately \$1.75 million. To date, we have received approximately \$23K in various property tax revenue.

The District has received our 1<sup>st</sup> Quarter interest allocation revenue. For Q1 the District earned over \$17K in interest revenue based on an average daily cash balance of over \$3.1 million held in our General Treasury Fund. Additionally, the District earned a little over \$1500 in interest revenue into our Measure A Treasury Fund based on an average daily cash balance of over \$273K.

Finally, the District has received from the County our first installment payment for our fire protection agreement with CSA 13. The first installment is equal to 50% of the total contract and as such the District received slightly over \$295K. The remaining installments will be received in April (25%) and June (25%).

**Other Items of Note:**

The following represent important reminders for the Board of Directors:

- All Directors will be required to submit their annual Form 700, Economic Statement of Interest, disclosing any potential conflicts of interest in regards to personal economic holdings and interest. These are due after the new year and no later than March.
- In accordance with our Board Bylaws, Directors are to renew their Ethics training and certificate every two. While this is not a legal requirement due to the Board receiving no compensation for their service, it is a policy adopted by the Board and written into the bylaws as such.
- In accordance with the recently created Board Administrative Calendar, Directors are requested to review and refresh themselves on the following topics:
  - The Brown Act
  - Rosenberg's Rules of Order (procedures for how meetings are conducted)
  - Marinwood CSD Board Bylaws

*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:** Marinwood Board of Directors  
**From:** Robert Sinnott, Acting Fire Chief  
**Date:** December 10, 2019  
**Re:** Fire Department Update

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Dear Marinwood Board of Directors,

Fire Chief Gray's final day with both the City and CSD was December 6, 2019. The City is now actively engaged with the recruiting firm of Bob Murray and Associates to oversee the recruitment for the next fire chief. The application deadline for interested candidates is December 27, 2019. I will keep you posted on the progress of the recruitment. During the interim, I will be serving as acting fire chief. Here are some highlights from the past month:

- Battalion Chief Paul Bernard served his final shift on "A" Platoon as a Fire Captain (51-A) on November 13, 2019 and will be assigned as our "C" Platoon Battalion Chief beginning November 16, 2019 overseeing the operational deployment of San Rafael and Marinwood fire crews.
- Battalion Chief Matt Windrem served his final shift as our "C" Platoon Battalion Chief on November 11, 2019. Chief Windrem is now assigned as our new Training and EMS Chief effective November 16, 2019 which will directly benefit and serve the Marinwood Fire staff..
- Marinwood Engineer Brian Smith was promoted and was assigned as the Fire Engineer on (58-B) effective November 14, 2019.
- Former Marinwood Firefighter/Paramedic, Esteban Cespedes was promoted and is assigned as the Fire Engineer/Paramedic on (54-B) effective December 2, 2019.
- Marinwood Firefighters gathered for the Annual Appreciation Dinner on November 14, 2019. Captain John Papanikolaou presided and reviewed the outstanding service of our Volunteer Firefighters over the past year that included hours of volunteer service, special events and emergency activity. We are very fortunate to receive the benefit of Chief Greg Stilson and our cadre of fine Volunteer FF's. Todd McClenathan was honored as Marinwood Volunteer Firefighter of the Year. Congratulations to Todd and special thanks for his many years of service to the community.
- A grand opening for Station 57 and a recognition for the years of service and contributions by Chief Gray was held on November 19, 2019.
- On November 29, 2019, firefighters responded to a fully involved townhouse dwelling on the 2400 block of Kerner Boulevard. Fire crews were able to limit the damage to a single townhouse unit. After the fire was fully extinguished, residents in homes on either side were able to reoccupy. There were no injuries.
- An emergency response training orientation for the SMART-Cal Park Tunnel and subsequently a multi-casualty drill was held on December 4 and 5, 2019. The exercise simulated a SMART train accident and fire with occupants trapped and injured. Regular train service to Larkspur begins on December 14, 2019.

- The NCCC AmeriCorps Team that Chief Gray discussed at your October meeting has arrived. Besides vegetation removal projects in San Rafael, the team was assigned to conduct flammable vegetation removal at two private property sites in the Marinwood-Lucas Valley area. We will be meeting with District Manager Dreikosen later this month to identify Marinwood CSD parkland sites for vegetation management projects to work on when the team returns next spring.

#### Response Activity

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

#### **Marinwood Fire Department Statistics: November 2019**

The Marinwood Fire Department responded to 108 emergency calls in November 2019; of these, 15 calls were cancelled en route. More than half of the calls were medical incidents. The department also responded to 2 fires: a hangar fire at San Rafael Airport and a structure fire in Novato.





<b><i>Incidents by Area and Type</i></b>								
<b>Area</b>	<b>MA</b>	<b>PSA</b>	<b>FA/NN</b>	<b>FIRE</b>	<b>HAZMAT</b>	<b>COVER</b>	<b>OTHER*</b>	<b>TOTAL</b>
Marinwood	11	9	0	0	0	N/A	0	20
CSA 13	2	1	1	0	0	N/A	0	4
Old JPA (Mont Marin)	3	6	2	0	0	N/A	0	11
New JPA (East of 101)	34	8	3	1	1	N/A	0	47
SR Mutual Aid	5	9	0	0	0	1	0	15
MC JPA	4	0	0	0	0	N/A	0	4
Novato JPA	0	0	0	0	0	N/A	0	0
MC Mutual Aid	0	1	0	0	0	N/A	0	1
Novato Matrix	1	1	0	1	0	3	0	6
<b>Total number</b>	<b>60</b>	<b>35</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>108</b>
<i>Percentage of total</i>	<i>55.6%</i>	<i>32.4%</i>	<i>5.6%</i>	<i>1.9%</i>	<i>0.9%</i>	<i>3.7%</i>	<i>0.0%</i>	

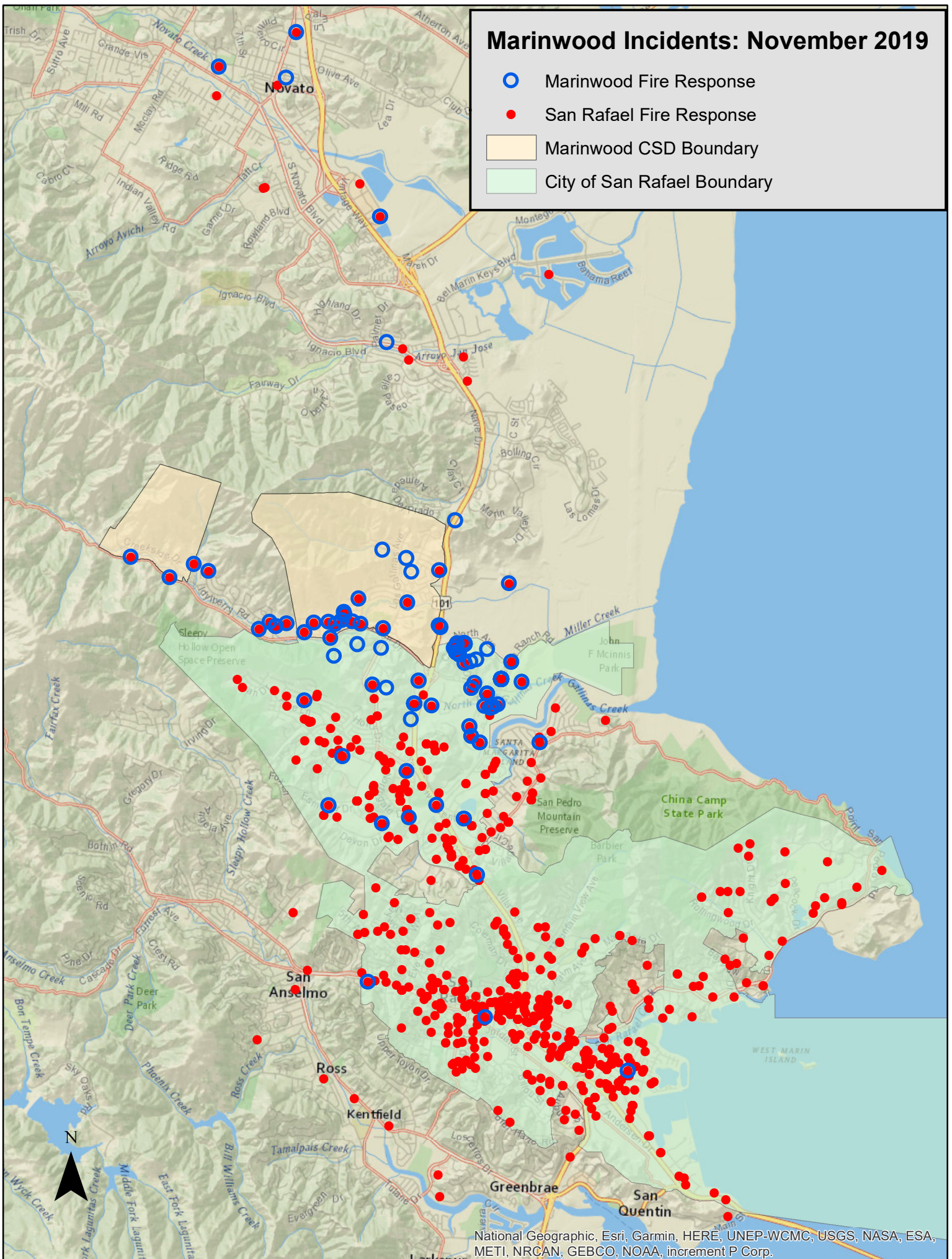
#### **Call types:**

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): NA

Average response time for Engine 58:	5 minutes, 7 seconds
Lights & Sirens:	5 minutes, 5 seconds

## Marinwood Incidents: November 2019

-  Marinwood Fire Response
-  San Rafael Fire Response
-  Marinwood CSD Boundary
-  City of San Rafael Boundary



# Marinwood Community Services District

## Draft Minutes of Park & Recreation Commission Meeting

Tuesday – November 26, 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 and Administrative Assistant Tiffany Combrink.

Board Director: Izabela Perry

**Absent:** Commissioner Shane Valentine

**1. Agenda**

Campo to approve / Sjahsam 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 October 22, 2019 P&R Commission Meeting**

Sjahsam to approve / Campo to second Draft Minutes of October 22, 2019 P&R Commission Meeting. Aye: Tune, Campo, Sjahsam. Absent: Valentine. Motion carried.

**4. Draft Minutes of November 12, 2019 Board Meeting**

Commission reviewed minutes.

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

Commission received Maintenance Activity Report.

**6. Commissioner Items of Interest – Requests for Future Agenda Items**

- Chair Tune thanked his fellow commissioners for serving the community, thanked the CSD staff for their work, and thanked Board President Perry for her participation with the Commission.
- Campo provided a brief update of the Ponti Trail project and will present a more detailed update at the next Commission meeting in January.
- Campo requests an update of facility tours at the next meeting.

**7. Adjourn**

Meeting adjourned at 7:29PM

Tiffany Combrink, Secretary

# Memo



**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** December 10, 2019  
**Re:** Proposed Increases for Camp & Pool Membership Rates

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Directors,

For calendar year 2020, staff is proposing a 5% increase for Camp rates and a 3% increase for Pool Memberships rates.

Please see the included documents comparing the current rates with proposed rates. Additionally, the documents show Marinwood rates in comparison to the current rates of other similar and nearby agencies. Please note the information provided for the other agencies reflects their current rates and are also subject to potential increases.

In considering the proposed rate increases it was noted that minimum wage will once again be increasing, effective January 1, 2020, by 8% from prior year. This increase also has a ripple effect on other positions, not just those paid at the current minimum wage. The proposed rate increases will help to offset the impending wage increases as well as general cost increases in supplies and services.

Staff recommends the Board approve the proposed rates as presented.

## 2019 Summer Camp Rate Comparison / Recommendation for 2020

Agency	Resident	Non-resident	Drop-in	Price Per Hr.	% Change
Marinwood 2019	\$208	\$241	\$48	\$6.93R / \$8.03	
<b>Marinwood 2020 Recommendation</b>	<b>\$218</b>	<b>\$253</b>	<b>\$52</b>	<b>\$7.27 / \$8.43</b>	<b>5% increase</b>
Mill Valley	\$252	\$252	\$60	\$7.63	
Novato	\$190	\$190	n/a	\$6.33	
San Rafael	140*	147*	n/a	\$9.33R / \$9.80	
Strawberry	\$307	\$307	\$55	\$8.51	
San Anselmo	\$195	\$195	n/a	\$6.50	

*The above rates are for week-long camp sessions (M-F) with varying hours*

*\*San Rafael's camp is a half-day program*

## 2019 Pool Rates

Agency	Drop-in Rates		Punch Pass Rates		Membership (family of 4)	
	Child	Adult	Pass Rate	Price per visit	Season Rate	Price per week
Marinwood	\$5.00R / \$7.00	\$7.00R / \$9.00	\$25R / \$35 (5 visits)	\$5.00 / \$7.00	\$340R / \$425 (28 wks)	\$12.14R/ \$15.18
Terra Linda	\$4.00R / \$7.00	\$5.00R / \$9.00	\$67R / \$71 (15 visits)	\$4.47 / \$4.73	\$350R / \$369 (24 wks)	\$14.58R / \$15.38
Hamilton	\$4.00R / \$7.00	\$5.00R / \$9.00	\$67R / \$71 (15 visits)	\$4.47 / \$4.73	\$300R / \$320 (19 wks)	\$15.78R / \$16.84
Mill Valley	\$7.00R / \$8.00	\$9.00R / \$10.00	\$137R / \$152 (20 visits)	\$6.85 / \$7.60	\$868R / \$1157 (52 wks)	\$16.69R / \$22.25
Strawberry	n/a	n/a	n/a	n/a	\$813R / \$1070 (46 wks)	\$17.67R / \$23.26

## 2020 Rate Recommendations

	Drop-in Rates		Punch Pass Rates		Membership (family of 4)	
	Child	Adult	Pass Rate	Price per visit	Season Rate	Price per week
2019	\$5.00R / \$7.00	\$7.00R / \$9.00	\$25R / \$35 (5 visits)	\$5.00 / \$7.00	\$340R / \$425 (28 wks)	\$12.14R/ \$15.18
<b>2020</b>	<b>\$5.00R / \$7.00</b>	<b>\$7.00R / \$9.00</b>	<b>\$25R / \$35 (5 visits)</b>	<b>\$5.00 / \$7.00</b>	<b>\$350R / \$438 (28 wks)</b>	<b>\$12.50R/ \$15.64</b>
% Change	0%	0%	0%		<b>3% increase</b>	

## **Recreation**

### Special Events

**Winterfest** is our next community event and takes place on Friday, December 13<sup>th</sup> from 5-7pm. This event will feature photos with Santa, live music, arts and crafts, cookie decorating, games, and other holiday fun. Staff is currently working on the logistics and details to ensure it's another fun-filled event.

**Marinwood's 10<sup>th</sup> Annual "Raise a Glass" Winter Wine Tasting** will take place Saturday, February 29<sup>th</sup> from 2-5pm. We are excited to celebrate 10 years of one of our most popular adult community events. Stephanie has been hard at work securing wineries and hammering out the logistics. Some of the returning wineries will have attended all 10 years and we are grateful to have earned such loyalty. The band Bistro Mustache will be back this year playing their unique mix of gypsy jazz and French music.

### Classes and Programs

Robyn is hard at work preparing for our upcoming Winter Break Camp, taking place the last week of December and first week of January. Many of our college and high school summer camp staff, home on winter break, will be working these two weeks and we look forward to seeing everyone again. Enrollment for the camp is off to a good start so far.

### Professional Development

Stephanie recently attended a mini California Parks and Recreation Society conference where she was able to attend several informational sessions covering topics like part-time staff recruitment, new ideas for junior lifeguard programs, adult programming trends, and participated in a round table discussion with several other aquatics supervisors and coordinators about challenges in the industry. She was also able to meet several fellow recreation professionals from our neighboring Marin rec departments.

### Spring/Summer Preparation

Both Stephanie and Robyn will be meeting with members of their summer camp and pool supervisors when they return home for winter break later this month to plan for the summer season. Our part-time senior staff members always bring fresh and unique ideas and perspectives back from school and enjoy being included in the planning process.

### Camp Rates

I am recommending a 5% increase for our summer camp rates in 2020. With these rates we will continue to be competitive with our neighboring camp programs. This increase will also help offset the rising staffing costs from the increasing minimum wage, which jumps from \$12 to \$13/hour in 2020, as well as increasing supply and field trip costs, etc.

### Pool Rates

I am recommending a 3% increase for pool membership rates and no change to drop-in or punch pass fees, which were last adjusted in 2017.

## **Parks/Maintenance**

### Projects

In November staff inspected Marinwood's many v-ditches and culverts, and addressed several clogs and obstructions ahead of the rain; cleared several down trees in the creek; cleaned up landscaping around the park and community center; repaired a broken water line in the park; cleared the community center roof of debris and leaves ahead of the rain; among other projects.

Upcoming projects include further work in the creek and open space drains as needed; painting of beams and doors in the pool equipment area; cleaning up woodwork in the community center; addressing holes in the mini park hedges; among other projects.

#### Staffing

I am pleased to announce that we have hired a new Maintenance Worker II. Callum Reid officially joined the crew in early December. Callum brings knowledge and experience of parks maintenance from years working for North Carolina State Parks. We are pleased to have him and are relieved to once again be back to 3 workers in the Parks Maintenance Department.

#### Rain & Storms

Beyond regularly checking and clearing the many drains, culverts, and v-ditches throughout the District and keeping the creek clear of dam hazards throughout the rainy season, staff will once again be erecting a sandbag station in the community center parking lot and keeping it stocked with sand, sandbags, and shovels. This station is for residents who need to shore up their houses against heavy open space runoff and flooding. Staff have also been busy this past few weeks trying to keep up with the leaves around the park and community center, as well as on the roof.

#### Weekly Maintenance

Clean community center building daily  
Mow, edge, rake, and blow weekly  
Empty trash in all three parks and along paths (2-3 times/week)  
Restock pet waste bags (2-3 times/week)  
Blow tennis courts (2-3 days/week)  
Raking leaves (ongoing)  
Check and clear roof of debris (2-3 times a week when raining)

# Memo



**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** December 10, 2019  
**Re:** Election of Board Officers for 2020

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Directors,

The Board needs to elect a Board President and Vice-President for calendar year 2020. As stated in the Board Bylaws:

**Article V Board Officers**

At the regular Board of Directors meeting in December of each year, the Directors shall elect one of their members as Board President and another member as Vice President by a majority vote of the Board. The term of office for each shall be one year, effective immediately. The elected Board President and Vice President may be re-elected by the Board for a maximum of four terms. Should the Board President resign during the term, the Vice President becomes the Board President for the remainder of the term and a new Vice President is elected by the Board of Directors during the next regular Board meeting. Should the Vice President resign, a replacement shall be appointed at the next regular meeting by a majority vote of the Board. The replacement completes the term of the replaced officer.

**A. President**

The Board President shall have following authority:

- 1) Call meetings of the Board, giving notice as prescribed by law;
- 2) Coordinate preparation of meeting agendas with the District Manager;
- 3) Serve as chairperson at all Board meetings;
- 4) Sign all instruments to carry out the requirements and the will of the Board;
- 5) Confer with the District Manager or designee on crucial matters which may occur between meetings;
- 6) Be the Spokesperson for the Board; and
- 7) Perform other duties as authorized by the Board.

The Board President shall have the following duties:

- 1) Call the meeting to order at the appointed time;
- 2) Be responsible for the orderly conduct of all Board meetings in accordance with Rosenberg's Rules of Order;
- 3) Announce the business to come before the Board in its proper order according to the agenda;
- 4) Enforce Board policies in relation to District business and the conduct of meetings;
- 5) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;

- 6) Explain what the effect of a motion would be if it is not clear to every member of the Board;
- 7) Restrict discussion to the question when a motion is before the Board;
- 8) Rule on parliamentary procedure; and
- 9) Put motions to a vote, and state clearly the results of the vote.

Decisions of the President are final, unless overruled by the 3-1 vote of the other Directors. Because of his/her role, the President shall speak last during the discussion and debate stage and only make or second a motion unless no other Director will do so at that time.

**B. Vice-President**

The Vice President shall act if the Board President is absent or unable to act and shall exercise all of the powers of the Board President on such occasions.