

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

## Tuesday – December 12, 2023 – 7:30 PM

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

**Instructions on how to make a public comment during the meeting:** At points in the meeting when the meeting chair requests public comment, members of the public shall indicate their desire to speak. All public comments shall be addressed to the Board of Directors and limited to three minutes per speaker. The Board of Directors may choose to respond to comments or request staff to respond at the conclusion of the public comment period.

	Item Description:	Board Action
<b>A.</b>	<b>CALL TO ORDER &amp; PLEDGE OF ALLEGIANCE</b>	
<b>B.</b>	<b>AGENDA</b>	Adopt
<b>C.</b>	<b>CONSENT CALENDAR</b> a. Draft Minutes of Regular Meeting of November 14, 2023 b. Draft Minutes of Special Meeting of December 5, 2023 c. Bills Paid Nos. 7883 – 7947	Approve
<b>D.</b>	<b>PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board at the conclusion of the public comment period. The President may refer the matter to staff or to a future meeting agenda.</i>	
<b>E.</b>	<b>DISTRICT MATTERS</b>	
	1. Proclamation Recognizing Ron Marinoff For His Contributions to Fire Protection Services in Marinwood & Lucas Valley including 46 Years of Service on the Marinwood CSD Fire Commission	Present
	2. Election of Board Officers for Calendar Year 2024: Board President and Vice-President	Elect Officers
	3. District Manager Report	Review
<b>F.</b>	<b>FIRE DEPARTMENT MATTERS</b>	
	1. Draft Minutes of Fire Commission Meeting of December 5, 2023	Review
	2. Chief Officer Report and Activity Summary	Review
<b>G.</b>	<b>PARK AND RECREATION MATTERS</b>	
	1. Draft Minutes of Park & Recreation Commission Meeting of November 28, 2023	Review
	2. Recreation and Park Maintenance Activity Reports	Review
<b>H.</b>	<b>BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>I.</b>	<b>ADJOURN</b>	
	<b>DATE OF NEXT REGULAR BOARD MEETING – January 9, 2024</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 14, 2023

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

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

### **Present:**

Board Members: President Sivan Oyserman, Chris Case, Kathleen Kilkenny, Lisa Ruggeri and Bill Shea.  
Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, San Rafael Fire Chief Darin White, and Administrative Assistant Tiffany Combrink.

### **A. Call to Order**

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

### **B. Agenda**

Agenda adopted as presented.

### **C. Consent Calendar**

- a. Draft Minutes of Regular Meeting of October 10, 2023
- b. Bills Paid Nos. 7797 – 7882  
Shea to approve/Ruggeri 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. Vision for a better Marinwood; Concerns regarding E-bikes in Marinwood Park

### **E. District Matters**

1. *Fiscal Year 2023-2024: 1<sup>st</sup> Quarter Profit & Loss Budget-to-Actuals Financial Statement and Variance Report*  
Board received Fiscal Year 2023-2024: 1st Quarter Profit and Loss Budget-to-Actual Financial Statement and Variance Report
2. *Resolution 2023-07: Fixing the Employer Contribution for Employees and Annuitants Under the Public Employees’ Medical and Hospital Care Act*  
Case to approve/Ruggeri to second “Resolution 2023-07: Fixing the Employer Contribution for Employees and Annuitants Under the Public Employees’ Medical and Hospital Care Act.”  
All in favor. Motion carried unanimously.
3. *District Manager Report*  
Board received District Manager Report

### **F. Fire Department Matters**

1. *Chief Officer Report and Activity Summary*  
Board received Chief Officer Report and Activity Summary

### **G. Park and Recreation Matters:**

1. *Recreation and Park Maintenance Activity Reports*  
Board received Recreation and Park Maintenance Activity Reports

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

- Board President Oyserman requested a flag be brought into the meeting room and the Pledge of Allegiance placed on the Agenda.

- District Manager Dreikosen reminded the Board they will nominate and appoint the positions of Board President and Board Vice President for calendar year 2024 during the December 2023 meeting.

## **I. Adjourn**

Meeting adjourned at 8:42PM

Tiffany Combrink, Secretary

# Marinwood Community Services District

## Draft Minutes of Board of Directors Special Meeting Tuesday December 5, 2023

**Time and Place:** 6:30PM Marinwood Community Center classroom.

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

**Present:**

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

Staff: District Manager Eric Dreikosen

**A. Call to Order**

President Oyserman called the meeting to order at 6:30PM

**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 2023-08: 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

Shea to approve/Kilkenny to second Resolution 2023-08 as presented.

All in favor. Motion carried unanimously.

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

Resolution 2023-09: 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

Shea to approve/Kilkenny to second Resolution 2023-09 as presented.

All in favor. Motion carried unanimously.

**E. Authorize District Manager to Draft, Submit and Identify “Signers” for Argument in Favor of Ballot Measures Associated with Resolutions 2023-08 and 2023-09 (if each are respectively approved)**

Board directed District Manager to Draft, Submit and Identify “Signers” for Argument in Favor of Ballot Measures Associated with Resolutions 2023-08 and 2023-09. (Formal vote not required)

Meeting adjourned at 6:36pm

Eric Dreikosen, District Manager

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

Treasury Fund 8067

Classes:  
Street lights  
Fire  
Recreation  
Park

Approved by the Board of Directors on December 12, 2023

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7883	11/1/2023	Marinwood CSD	85,009.96	Fire salaries	Fire	5110110	General	29,090.53
				Fire OT	Fire	5120110	General	19,154.00
				FLSA	Fire	5110319	General	782.71
				Acting Pay	Fire	5110310	General	197.28
				Admin Asst	Fire	5110110	Admin	1,063.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,063.36
				Admin Asst	Park	5110110	Admin	531.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,848.72
				Rec Dir	Park	5110110	General	1,220.88
				Rec salary	Rec	5110110	General	8,540.80
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	270.00
				Building attendants	Rec	5110210	Building	248.00
				Preschool	Rec	5110210	Preschool	5,587.00
				Afterschool	Rec	5110210	Afterschool	1,674.50
				Community	Rec	5110210	Community	420.00
				PR fees	Fire	5210230	General	141.75
				PR fees	Rec	5210230	General	69.52
				PR fees	Park	5210230	General	20.43
				SS + Medicare	Fire	5140140	General	3,925.49
				SS + Medicare	Rec	5140140	General	1,910.07
				SS + Medicare	Park	5140140	General	611.28
				EDU + SUJ	Rec	5140145	General	60.31
				Benefits withholding	Park	2120066	General	-1,149.80
				Benefits withholding	Rec	2120066	General	-1,487.79
				Benefits withholding	Fire	2120066	General	-5,286.52
7884	11/1/2023	Marinwood CSD	14,536.38	Retire 11/03	Park	5130510	General	1,778.36
					Rec	5130510	General	2,412.85
					Fire	5130510	General	10,345.17
7885	11/1/2023	Master Sim	1,280.00	TKD - Oct	Rec	5210146	Youth	1,280.00
7886	11/1/2023	Jerry Mehcz	8,305.60	Tennis	Rec	5210146	Tennis	8,305.60
7887	11/1/2023	Janet Carter	326.62	pilates	Rec	5210146	Adult	326.62
7888	11/1/2023	Paula Ockner	77.00	Artful Afternoons	Rec	5210146	Youth	77.00
7889	11/1/2023	PG&E	1,408.13	Streetlights	Streetlights	5210825	General	1,408.13
7890	11/1/2023	Pet Waste Eliminator	303.10	Pet waste bags	Park	5220310	General	303.10
7891	11/1/2023	Pitney Bowes	65.07	postage meter supplies	Rec	5220110	General	65.07
7892	11/1/2023	SiteOne	2,079.37	Irrigation maintenance	Park	5220310	General	2,079.37
7893	11/1/2023	Marin Ace	365.78	supplies	Park	5220310	General	365.78
7894	11/1/2023	State of CA - Dept of Justice	32.00	fingerprinting	Rec	5210128	General	32.00
7895	11/8/2023	AT&T	339.75	Phones - Oct	Fire	5210725	General	159.19
					Park	5210725	General	28.75
					Rec	5210725	General	151.81
7896	11/8/2023	Buck's Saw Service	202.65	equipment maintenance	Park	5220210	General	202.65
7897	11/8/2023	C.A.P.F.	472.00	LTD - Oct	Fire	5130120	General	236.00
				LTD - Nov	Fire	5130120	General	236.00
7898	11/8/2023	Comcast	157.14	Cable - Nov	Fire	5210725	General	157.14
7899	11/8/2023	Comcast	146.55	Internet - Nov	Fire	5210725	General	73.27
					Rec	5210725	General	73.28
7900	11/8/2023	Coverall	1,176.00	Janitorial - Nov	Rec	5211110	Building	1,176.00
7901	11/8/2023	EverBank	745.99	copier lease	Rec	5220130	General	484.89
					Park	5220130	General	186.49
					Fire	5220130	General	74.61
7902	11/8/2023	Ewing Irrigation	748.83	Irrigation maintenance	Park	5220310	General	748.83
7903	11/8/2023	Geomorph Design	10,438.50	slide repair engineering	Capital	5210120	FEMA	10,438.50
7904	11/8/2023	Got Gophers	275.00	pest control	Park	5211532	General	275.00
7905	11/8/2023	Hagel Services	246.66	janitorial supplies	Rec	5220827	Building	246.66
7906	11/8/2023	Home Depot	2,352.88	gaga ball pit turf	Rec	5220819	General	477.40
				bathroom sinks	Rec	5220210	Pool	603.61
				supplies	Park	5220210	General	1,271.87
7907	11/8/2023	In Harmony Music	300.00	preschool enrichment	Rec	5210146	Preschool	300.00
7908	11/8/2023	Inland Business Systems	1,558.17	annual copier print overage	Rec	5220130	General	1,012.81
					Fire	5220130	General	389.54
					Park	5220130	General	155.82
7909	11/8/2023	Jackson's Hardware	17.37	supplies	Park	5220310	General	17.37
7910	11/8/2023	Landesign	3,168.00	landscape contractor - Nov	Park	5211125	General	3,168.00
7911	11/8/2023	Las Gallinas Valley Sanitary	18,125.00	Sewer Fee FY23-24	Park	5210835	General	1,812.50
					Rec	5210835	General	10,875.00
					Fire	5210835	General	5,437.50
7912	11/8/2023	Marin Professional FF Local	840.00	Nov dues	Fire	5211330	General	840.00
7913	11/8/2023	Marin Resource Recovery	216.00	debris dump	Park	5210815	General	216.00
7914	11/8/2023	Marin Sanitary Service	2,882.90	Garbage - Oct	Park	5210815	General	2,018.03

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
					Rec	5210815	General	576.58
					Fire	5210815	General	288.29
7915	11/8/2023	Westward Builders	86,779.65	slide repair construction	Capital	5220910	FEMA	86,779.65
7916	11/14/2023	Paula Ockner	1,540.00	Artful Afternoons	Rec	5210146	Youth	1,540.00
7917	11/14/2023	National Academy of Athletic	996.00	Sports Camp	Rec	5210146	Youth	996.00
7918	11/14/2023	A Whim Agency	450.00	Santa 12/08/23	Rec	5220819	Community	450.00
7919	11/14/2023	Mill Valley Refuse Service	316.07	porta potty	Park	5211220	General	316.07
7920	11/14/2023	Pace Supply	52.53	bathroom sinks	Rec	5220310	Pool	52.53
7921	11/14/2023	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Park	5220310	General	169.00
7922	11/14/2023	Project A	40.00	email hosting	Rec	5220110	General	20.00
					Fire	5220110	General	20.00
7923	11/14/2023	SiteOne Landscape Supply	444.94	Irrigation maintenance	Park	5220310	General	444.94
7924	11/14/2023	SolEd Solar Holdings	1,365.36	Solar - Oct	Rec	5210810	General	1,003.92
					Fire	5210810	General	361.44
7925	11/14/2023	SDRMA	257.40	Life Ins - Dec	Fire	5130120	General	81.22
					Park	5130120	General	83.52
					Rec	5130120	General	92.66
7926	11/15/2023	Marinwood CSD	89,501.33	Fire salaries	Fire	5110110	General	29,090.53
				Fire OT	Fire	5120110	General	22,706.28
				Holiday	Fire	5110313	General	3,453.60
				Admin Asst	Fire	5110110	Admin	1,063.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,063.36
				Admin Asst	Park	5110110	Admin	531.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,848.72
				Rec Dir	Park	5110110	General	1,220.88
				Rec salary	Rec	5110110	General	8,540.80
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	256.50
				Building attendants	Rec	5110210	Building	155.00
				Preschool	Rec	5110210	Preschool	5,541.50
				Afterschool	Rec	5110210	Afterschool	1,245.50
				PR fees	Fire	5210230	General	151.32
				PR fees	Rec	5210230	General	63.14
				PR fees	Park	5210230	General	19.34
				SS + Medicare	Fire	5140140	General	3,477.40
				SS + Medicare	Rec	5140140	General	1,834.54
				SS + Medicare	Park	5140140	General	610.25
				EDU + SUI	Rec	5140145	General	49.34
				Benefits withholding	Park	2120066	General	-1,149.80
				Benefits withholding	Rec	2120066	General	-1,487.79
				Benefits withholding	Fire	2120066	General	-5,286.52
7927	11/15/2023	Marinwood CSD	15,445.12	Retire 11/17	Park	5130510	General	1,778.36
					Rec	5130510	General	2,412.85
					Fire	5130510	General	11,253.91
7928	11/15/2023	Miller Pacific Engineering	4,204.50	Engineering / Observation S	Capital	5210120	FEMA	4,204.50
7929	11/15/2023	US Bank	6,101.78	zoom	Fire	5211325	General	27.99
				E58, E658 supplies	Fire	5220210	General	341.33
				fridge water filter	Fire	5220310	General	55.52
				zoom	Park	5211325	General	14.25
				park maintenance	Park	5220310	General	807.27
				supplies	Rec	5220819	Afterschool	703.86
				building maintenance	Rec	5220310	Building	170.50
				halloween festival	Rec	5220819	Community	1,379.13
				fingerprinting	Rec	5210128	General	35.00
				zoom	Rec	5211325	General	45.73
				supplies	Rec	5220110	General	170.80
				halloween festival	Rec	5220819	Community	70.08
				marketing	Rec	5210122	General	400.62
				supplies	Rec	5220110	General	1,001.25
				supplies	Rec	5220819	General	16.87
				pool sink parts	Rec	5220215	Pool	162.24
				supplies	Rec	5220819	Pool	84.52
				preschool fair	Rec	5210122	Preschool	153.00
				supplies	Rec	5220819	Preschool	255.12
				supplies	Rec	5220819	Youth	206.70
7930	11/15/2023	Laura Winter	1,848.00	Artful Afternoons	Rec	5210146	Youth	1,848.00
7931	11/26/2023	Robyn Bruton	117.43	preschool supplies	Rec	5220819	Preschool	117.43
7932	11/26/2023	calPERS	8,333.00	CERBT Nov	Park	5130130	General	2,000.00
					Rec	5130130	General	750.00
					Fire	5130130	General	5,583.00
7933	11/26/2023	Marinwood CSD	45,877.40	Health - Dec	Park	5130120	General	9,807.22
					Rec	5130120	General	8,361.41
					Fire	5130120	General	27,708.77
7934	11/26/2023	PG&E	689.06	Gas - Oct	Rec	5210810	General	617.23
					Fire	5210810	General	71.83
7935	11/26/2023	PG&E	1,975.22	Electric - Oct	Rec	5210810	General	1,164.77

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
					Fire	5210810	General	610.51
					Park	5210810	General	199.94
7936	11/26/2023	State of CA - Dept of Justice	96.00	fingerprinting	Rec	5210128	General	96.00
7937	11/26/2023	T-Mobile	7.32	cell phones	Fire	5210725	General	7.32
7938	11/28/2023	AFLAC	26.50	disability ins - Nov	Park	5130120	General	26.50
7939	11/28/2023	AT&T	80.25	park internet	Park	5210725	General	80.25
7940	11/28/2023	County of Marin	309.47	park fuel - Sept	Park	5220610	General	309.47
7941	11/28/2023	Delta Dental	2,105.84	Dental - Dec	Fire	5130120	General	1,194.20
					Park	5130120	General	483.38
					Rec	5130120	General	428.26
7942	11/28/2023	Grainger	96.39	diesel exhaust fuel	Fire	5220310	General	96.39
7943	11/28/2023	Master Sim	1,120.00	TKD - Nov	Rec	5210146	Youth	1,120.00
7944	11/28/2023	Marin Municipal Water Distri	9,735.71	Water Sept/Oct	Fire	5210835	General	420.00
					Rec	5210835	General	1,271.07
					Park	5210835	General	8,044.64
7945	11/28/2023	Mill Valley Refuse Service	316.07	porta potty	Park	5211220	General	316.07
7946	11/28/2023	National Academy of Athletic	2,332.00	Thanksgiving Sports Camp	Rec	5210146	Youth	2,332.00
7947	11/28/2023	Vision Services Plan	387.94	Vision - Dec	Fire	5130120	General	214.51
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
TOTAL:			441,405.68					441,405.68

Total by Department:

Streetlights	1,408.13
Fire Department	175,868.82
Recreation Department	101,757.70
Park Department	60,948.38
Measure A	0.00
MWPA	0.00
Capital	101,422.65
Unclassified	0.00



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** December 12, 2023  
**Re:** Election of Board President and Vice President for CY 2024

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Directors,

In accordance with the Board Bylaws, each December the Board of Directors shall elect a Board President and Vice-President to serve for the following calendar year (effective January 1, 2024).

As stated in the Board Bylaws

([https://www.marinwood.org/sites/default/files/mcsd\\_board\\_bylaws\\_amended2-12-19.pdf](https://www.marinwood.org/sites/default/files/mcsd_board_bylaws_amended2-12-19.pdf)):

## **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.

**Board Action:** Nominate and elect a Board President and Vice-President.

District Manager Report  
December 12, 2023  
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.

**Creek Bank Slide Repair Project:**

Work continues on the top of creek bank concrete stem retaining wall. The contractors have now completed several concrete pours for the stems and foundation. They are currently framing for the wall itself and will pour concrete once completed as weather allows.

I recently joined engineer Matt Smeltzer of Geomorph Design Group for an inspection of the creek channel work. He concluded the work to be substantially complete in accordance with design plans, with only a couple minor modifications needed.

With creek channel work substantially complete, an independent biologist performed a final inspection with positive results indicating all work was performed in accordance with environmental specifications and requirements.

Staff will be meeting with the project manager to finalize plans for the impacted fence and gate to be reinstalled. We will also coordinate a meeting between the contractor and the waterproofing engineer as that work is scheduled to begin upon completion of the retaining wall.

In all, the project is tentatively scheduled to be completed early-mid February and remains on track. Regardless, with the creek channel work substantially completed, the District is much better prepared to withstand heavy rains and resulting creek flow.

Staff continues to work with FEMA representatives on the disaster funding application review steps needed. Unfortunately, FEMA continues to contend the waterproofing work to be ineligible for hazard mitigation funding, despite our appeals. However, California OES may deem it eligible for State mitigation funding as their requirements differ slightly from FEMA's. Regardless, the District intends to have this work performed as an added measure to protect the pool mechanical building.

Beyond the mitigation funding, we continue to work with FEMA and respond to their requests as they continue to evaluate our claim. As mentioned last month, our application has completed the initial scope and expenditures review but has several additional reviews to be completed prior to any formal funding obligations from FEMA. This process will ultimately result in a dollar amount that will be "obligated" to our project. But again, it is going to be several months before we should anticipate receiving any level final confirmation of funding obligations.

**Marinwood Park Playground Play Structures Replacement Project:**

Construction activities for this project have been completed and the playground recently successfully underwent inspection from a 3<sup>rd</sup>-party playground inspector. However, we are awaiting receipt of their final inspection report prior to opening the playground to the public.

I have been working on the remaining grant administration requirements, including filing a property deed restriction against the parcel as required by the grant. Once that is processed and returned from the County Recorder, the only grant-related items I believe remaining is for signage to be placed recognizing the financial contributions of the grant.

**Other Items of Note:**

- **FY 22-23 Financial Audit:** With the help of our Accounting & Payroll Manager Tiffany Combrink, we have been working hard on providing our auditor with all needed documentation to complete the audit process. It is our goal to have all audit work completed in time to be able to present the auditor's report to the Board at the January meeting. However, this may not be possible and will need to be pushed to a February meeting presentation.
- **Santa Claus is Coming to Town:** On Saturday, December 16<sup>th</sup>, we will once again welcome Santa Claus to Marinwood & Lucas Valley. As has become a favorite community tradition, Santa will join our fire department for his annual tour of the neighborhood. We expect to begin his tour at 9am and conclude around 4pm with a short break for lunch. I want to thank the firefighters on-duty that day for their support, including joining Santa when possible, with the fire engine. I especially want to thank Fire Commissioners John Seratt and Greg Stilson for agreeing to drive the type-3 wildland fire engine once again for the duration of the day. As you recall, both John & Greg were heavily involved in the former Marinwood Volunteer Fire Department and have maintained their license allowing them to operate the engine.

*Several other items of note that staff have been working on during the past month are included as separate agenda items. These will be presented and discussed at those times.*

**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**MINUTES OF FIRE COMMISSION MEETING**  
**December 5, 2023**

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

**Present:**

Commissioners: Chair Steve Farac, Ron Marinoff, John Seratt, Greg Stilson (CSA 13 Alternate)

Absent: Tom Elsbree, Pascal Karsenti

Staff: District Manager Eric Dreikosen

Board: Kathleen Kilkenny

**1. Agenda**

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

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

No comments from the public were received.

**3. Commissioner Items of Interest**

-District Manager Dreikosen recognized Commissioner Marinoff who was attending his final meeting as a Fire Commissioner after informing of his intent to resign after 46 years on the Commission as CSA 13 representative.

-Commissioner Marinoff inquired about repainting the curbs red in front of fire hydrants and who was responsible for this work.

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

**4. Draft Minutes of October 3, 2023 Fire Commission Meeting**

M/s Marinoff/Seratt to approve Draft Minutes of October 3, 2023 Fire Commission Meeting as presented. Ayes: Farac, Marinoff, Seratt. Nays: None. Absent: Elsbree, Karsenti. Motion carried.

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

Commission was informed of commissioner terms expiring at end of 2024 as well as District's current efforts in notifying residents of upcoming appointment opportunities.

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

Commission received Chief Officer Report and Activity Summary.

**7. Requests for Future Agenda Items**

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

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

-District Manager Dreikosen suggested a future topic to identify possible strategic initiatives appropriate for the Commission to address.

The meeting was adjourned at 8:22 PM.

Eric Dreikosen



**To:** Marinwood Board of Directors

**From** Darin White, Fire Chief

**Date:** December 12, 2023

**Re:** Fire Department Update

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### **Marin Wildfire Prevention Authority- (MWPA)**

Mark Brown shared that there is now a working group consisting of Matthew Hymel, Dan Eilerman, Dan Schwarz, Jason Weber, Megan Acevedo and Mark Brown that will make recommendations to an ad hoc subcommittee of the Board who will make any other suggested language changes and then bring those proposed changes to the Board of Supervisors. After that, the changes will require visits to every member agency's council or board. Other changes include:

- Clean-up of language such as 17 agencies instead of 19.
- When and how an agency leaves (such as Mill Valley after the merger with Southern Marin Fire Department).
- How to onboard an agency (Tiburon and Belvedere).
- Amending the language that discusses the MWPA being disbanded if Measure C fails (since that has come and gone).
- Amending some of the startup language since we've already started up.
- Removing the Brown Act language for the ATC.
- Removing the 2% deduction from D-Space funding for the abatement fund.
- Clarifying the COC's role and responsibilities (minor wording tweaks that have caused confusion within the COC).

### **Vegetation Management Activities**

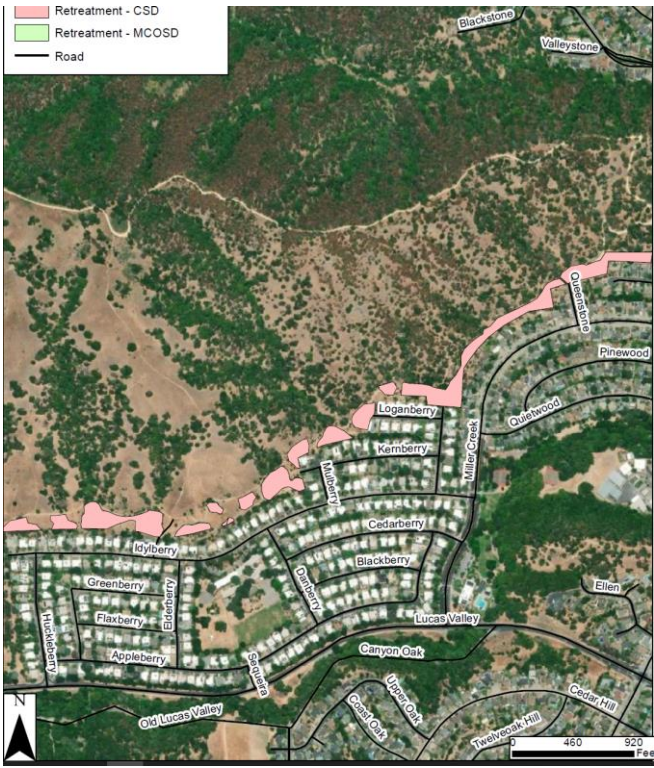
Staff have been involved in an open space project that is near completion in Marinwood. Photos and maps of the project areas are also attached below for reference.

#### **Project Summary:**

During recent weeks, a contracted tree service crew has been working in Marinwood CSD open space to complete a large-scale shaded fuel break project. Crews are focusing on removing invasive species, dead debris, and potential ladder fuels within 100 feet of structures to improve the defensible space buffer between the open space and residences. Following initial treatment two years ago, 11 acres of land are being retreated to maintain the previous shaded fuel break. Additionally, 3.3 acres of Marinwood land received initial treatment to improve conditions in previously dense and overgrown areas near homes that had yet to receive work. This project provides improved defensible space for hundreds of homes in the event of a wildfire by reducing the amount of fuel near homes and improving spacing between vegetation.



It is estimated that the project will be complete within the next week. Retreatment areas are displayed in red on the maps while initial treatment areas are displayed in blue.



East



West







**Before**



**After**





**Before**



**After**



### **Marinwood Fire Department Statistics: November 2023**

The Marinwood Fire Department responded to 146 emergency calls in November 2023. A little over half were for medical assistance. Engine 58 responded to two fires in San Rafael and one in Novato. On November 28th, a fire was reported in Mont Marin. Callers reported outdoor furniture on fire and E58 was first on scene. The fire was extinguished by the time E58 arrived but there was evidence of an outdoor furniture fire up against the house. E58 ensured that the fire was fully extinguished before leaving the scene.

<i><b>Incidents by Area and Type</b></i>								
<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	22	11	2	0	2	N/A	0	37
CSA 13	6	1	0	0	0	N/A	0	7
Old JPA (Mont Marin)	4	0	1	1	0	N/A	0	6
New JPA (East of 101)	34	8	4	0	1	N/A	0	47
SR Mutual Aid	9	8	2	1	2	1	0	23
MC JPA	0	1	0	0	0	N/A	0	1
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	7	8	0	1	0	9	0	25
<b>Total number</b>	<b>82</b>	<b>37</b>	<b>9</b>	<b>3</b>	<b>5</b>	<b>10</b>	<b>0</b>	<b>146</b>
<i>Percentage of total</i>	<i>56.2%</i>	<i>25.3%</i>	<i>6.2%</i>	<i>2.1%</i>	<i>3.4%</i>	<i>6.8%</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, 39 seconds

# Marinwood Community Services District

## Minutes of Park & Recreation Commission Meeting Tuesday – November 28, 2023

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

**Present:**

Commissioners: Chair Michael Benesch, Jon Campo, Ian Fein,

Absent: Angela Bliss-Steiner, Ryan Madden

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Directors: Chris Case

**1. Agenda**

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

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

No comments from the public were received.

**3. Draft Minutes of September 26, 2023 P&R Commission Meeting**

M/s Campo/Fein to approve Draft Minutes of September 26, 2023 P&R Commission Meeting. Ayes: Benesch, Campo, Fein. Nays: None. Absent: Bliss-Steiner, Madden. Motion carried.

**4. Minutes of October 10, 2023 and November 14, 2023 Board Meetings**

Commission reviewed minutes.

**5. Initial Discussion Regarding Potential Installation of Pickleball Lines on Existing Tennis Court(s)**

Commission discussed item and reached consensus that of the existing Marinwood tennis courts, the most appropriate potential placement would be only on “lower” tennis court(s) located on Miller Creek Middle School campus. The Commission requested item be placed on the next meeting agenda to discuss appropriate public engagement strategies in effort to better inform the Commission on levels of community support and/or concerns.

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

Commission was informed of commissioner terms expiring at end of 2024 as well as District’s current efforts in notifying residents of upcoming appointment opportunities.

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

Commission received Recreation and Park Maintenance Activity Report.

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

-All commissioners requested continuation of pickleball topic.

-Commissioner Fein recognized Commissioner Madden’s prior request for discussion on potential ways to make street crosswalks safer, notably the crosswalk on Miller Creek Road connecting the pedestrian pathways to/from Pinewood Drive and Peachstone Terrace and staff’s suggestion to invite a Marin County DPW representative to a future commission meeting. Also recognized his prior request for discussion of potential “volunteer work days” for items such as roadway median beautification & pedestrian pathway projects. Suggested discussion happens as a follow-up to potential meeting with County DPW representative.

-District Manager Dreikosen reminded Commission they will appoint a Commission Chair and Vice-Chair for calendar year 2024 at their next meeting.

**9. Adjourn**

Meeting adjourned at 9:10 PM

Eric Dreikosen, District Manager

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

## **RECREATION ACTIVITY REPORT**

### Jingle Bell Jazz

Our annual Jingle Bell Jazz Winter Concert will take place on Friday, December 8<sup>th</sup> from 5-6:30pm in the community center. This year's event will feature live music by the Merry Gentlemen, photos with Santa, refreshments, and a food truck.

### Raise a Glass – Wine Tasting

Staff have begun preparing for our upcoming "Raise a Glass" wine tasting, which takes place Saturday, March 2<sup>nd</sup> from 2-5pm at the community center. Invitations to wineries are currently being sent out and we are expecting a great lineup for next year's installment. We have several wineries return each year, but we always strive to add at least a few new names to the roster. More details will be announced as the event approaches.

### Winter Programming

The Recreation Department will once again be running a camp program over the two weeks of winter break from school. The program will be staffed by our summer camp counselors and director home from school for the holidays. Participants will be lead through games, sports, arts & crafts, music time, playground time, and many other fun activities.

### Summer Staff Interviews & Planning

With so many of our summer staff members home on winter break this month, Robyn and John Paul will be conducting interviews throughout the month for next summer's staff positions, as well as holding planning meetings with senior staff members to get ideas for the summer and plan the schedule of activities and events. It's always great to catch up with our part-time seasonal staff (as well as remind them how much they like working for us so they return.)

### Spring & Summer 2024 Preparation

Staff are currently working on the schedule of programs for the spring and summer for inclusion in our spring/summer issue of the Marinwood Review. The next issue is scheduled to come out in mid-late February 2024 and will feature information about our spring and summer camps, pool programs, classes, and events, plus a lot of other resources and information relevant to our community members.

Recreation programs currently taking place this fall include Tae Kwon Do, White Crane Silat, Feldenkrais, Mahjong, Pilates, LEGO engineering, Irish Dance, Babysitter's Training, Little Explorers Art, Zumba, Watercolor Workshops, CPR/First Aid, All Sorts of Sport Camps, Preschool, and the After School Program.

## PARKS MAINTENANCE ACTIVITY REPORT

### Bench Installation Project

On Tuesday, November 21<sup>st</sup>, staff installed two benches on Queenstone Fire Road. The project involved hauling the two park benches, several bags of concrete, a water tank, tools, and personnel up the steep road. I want to acknowledge the Parks staff for engineering an inventive and efficient way to safely transport everything and everyone up in one trip. After much prep and a very slow and steady ascent, the installations went smoothly. The first bench is located about 1.3 miles from the trailhead, next to a standalone tree on the lefthand side when ascending. The second bench is located about 1.9 miles from the trailhead, just past the intersection of Queenstone Fire Road and Blackstone Canyon Trail. Both benches host views of Marinwood, Lucas Valley, San Francisco (on a clear day), San Pablo Bay, and Mount Diablo, but at different elevations and from notably different perspectives.



### Creek Erosion Control

This past month the staff spent time working in the creek, performing some erosion control measures ahead of the rainy season. Some fallen trees were trimmed to prevent damming, ivy was cut off several trees along the banks, and staff have begun cutting willow shoots for planting along vulnerable areas later this month.

### Christmas Lights

During the first week of December staff put up the Christmas lights on the community center roof and on the trees around the north patio. Everything is looking festive for our Jingle Bell Jazz holiday concert.

### Playground Update

- Installation of the new playground equipment was completed on Friday December 1<sup>st</sup>. At the time of writing, we are still awaiting delivery of 2 small plastic panels that were mistakenly left out of the original equipment delivery, which we expect any day.
- On Thursday, December 7<sup>th</sup>, a third-party Certified Playground Safety Inspector completed the initial inspection to certify the playground, and once we receive his report we can open to the public.
- On Friday, December 8<sup>th</sup> we received a delivery of engineered wood fiber to add a fresh layer of fall material to the playground, replacing what was compacted and displaced during the installation process.

- During the week of December 4<sup>th</sup> staff replaced a freshwater line that was damaged during the playground installation and also installed a new drinking fountain to replace the old one that had stopped working. They have also made minor repairs to the fencing and sandbox ahead of opening to the public. Everything is looking great and we can't wait to open it up.



#### Upcoming Projects

Upcoming projects include willow planting in several areas of the creek, adding plantings at Creekside Park, reinstalling the gagaball pit in the north end of the park, and installing new drinking fountains at the pool.

#### Daily/Weekly Tasks:

- Clean and restock Community Center
- Clean and restock park bathroom
- Empty garbage in all 3 parks and at trailheads
- Restock dog waste bags at dog stations
- Mow, edge, and blow in all 3 parks
- Check playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry