

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

Tuesday – February 13, 2024 – 7:30 PM

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

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

	Item Description:	Board Action
A.	CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B.	AGENDA	Adopt
C.	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of January 9, 2024 b. Bills Paid Nos. 7997 – 8096	Approve
D.	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board at the conclusion of the public comment period. The President may refer the matter to staff or to a future meeting agenda.</i>	
E.	DISTRICT MATTERS	
	1. Fiscal Year 2023-2024: 2 nd Quarter Profit & Loss Budget-to-Actuals Report	Review
	2. Recommended Pay Schedule Wage Adjustments for Non-Represented Full-time Positions	Review
	3. District Manager Report	Review
F.	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of February 6, 2024	Review
	2. Chief Officer Report and Activity Summary	Review
G.	PARK AND RECREATION MATTERS	
	1. Draft Minutes of Park & Recreation Commission Meeting of January 23, 2024	Review
	2. Recreation and Park Maintenance Activity Reports	Review
H.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
I.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – March 12, 2024	

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 – January 9, 2024

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 Kathleen Kilkenny, Chris Case, Sivan Oyserman, Lisa Ruggeri and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Acting Fire Chief Abraham Roman, and Accounting & Payroll Manager Tiffany Combrink.

A. Call to Order

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

B. Agenda

Agenda adopted with changes as follows; Item D follows Item B. Item E.1 to be presented following Item D.

D. Public Comment Open Time for Items Not on Agenda

Board of Directors received public comment regarding:

- a. Improving the future of the community

E. District Matters

1. *Presentation of Fiscal Year 2022-2023 Audited Basic Financial Statements and Management Report – Michael O'Connor, CPA, O'Connor & Co.*

Board was presented Audited Financial Statements and accompanying Management Report for Fiscal Year 2022-2023

C. Consent Calendar

- a. *Draft Minutes of Regular Meeting of December 12, 2023*

- b. *Bills Paid Nos. 7948 – 7996*

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

All in favor. Motion carried unanimously.

E. District Matters

2. *Appointment of Board Liaisons to Fire Commission and Park & Recreation Commission for Calendar Year 2024*

Board President Kilkenny reappointed Director Case as liaison to the Park & Recreation Commission and reappointed herself as liaison to the Fire Commission for Calendar Year 2024.

3. *District Manager Report*

Board received District Manager Report

F. Fire Department Matters:

1. *Appointment of Fire Commissioners for Term Beginning January 1, 2024*

Board reappointed Commissioner Karsenti to the Fire Commission for a two-year term

2. *Monthly Activity Summary – December 2023*

Board received Monthly Activity Summary for December 2023 and was introduced to Acting Fire Chief Roman.

G. Park and Recreation Matters:

1. *Appointment of Park & Recreation Commissioners for Term Beginning January 1, 2024*
Board reappointed Commissioners Fein, Campo and Benesch to the Park & Recreation Commissions for two-year terms.
2. *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

- District Manager thanked Auditor Michael O'Connor for expediting completion of FY22/23 audit
- District Manager noted that review of Q2 P&L statements would be presented at the February Board meeting as well as non-safety staff wage analysis.

I. Adjourn

Meeting adjourned at 8:35PM

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 February 13, 2024

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7997	1/1/2024	Marinwood CSD	79,626.10	Fire salaries	Fire	5110110	General	29,090.53
				Fire OT	Fire	5120110	General	15,171.12
				FLSA	Fire	5110319	General	472.99
				Acting Pay	Fire	5110310	General	101.04
				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	126.00
				Building attendants	Rec	5110210	Building	186.00
				Pool staff	Rec	5110210	Pool	71.75
				Preschool	Rec	5110210	Preschool	5,516.00
				Afterschool	Rec	5110210	Afterschool	2,037.00
				Community Event	Rec	5110210	Community	450.00
				PR fees	Fire	5210230	General	142.76
				PR fees	Rec	5210230	General	79.16
				PR fees	Park	5210230	General	22.18
				SS + Medicare	Fire	5140140	General	2,428.11
				SS + Medicare	Rec	5140140	General	1,935.37
				SS + Medicare	Park	5140140	General	600.27
				EDU + SUI	Rec	5140145	General	41.25
				Benefits withholding	Park	2120066	General	-1,149.80
				Benefits withholding	Rec	2120066	General	-1,180.31
				Benefits withholding	Fire	2120066	General	-5,286.52
7998	1/1/2024	Patricia Olson	1,294.33	Olson - claim payment	Fire	5210530	General	1,294.33
7999	1/4/2024	PG&E	1,393.78	Electric - Nov	Rec	5210810	General	462.56
					Fire	5210810	General	563.49
					Park	5210810	General	367.73
8000	1/4/2024	PG&E	947.80	Gas - Nov	Fire	5210810	General	446.43
					Rec	5210810	General	501.37
8001	1/4/2024	PG&E	1,408.66	Streetlights - Dec	Streetlights	5210810	General	1,408.66
8002	1/4/2024	Delta Dental	2,042.48	Dental - Jan	Fire	5130120	General	1,158.27
					Park	5130120	General	468.83
					Rec	5130120	General	415.38
8003	1/4/2024	Project A	40.00	email hosting	Rec	5220110	General	20.00
					Fire	5220110	General	20.00
8004	1/4/2024	Pitney Bowes	268.16	postage meter lease Q2	Rec	5220110	General	268.16
8005	1/4/2024	SolEd Solar Holdings	918.43	Solar - Nov	Rec	5210810	General	676.72
					Fire	5210810	General	241.71
8006	1/4/2024	SDRMA	257.40	Life ins - Jan	Fire	5130120	General	81.22
					Park	5130120	General	83.52
					Rec	5130120	General	92.66
8007	1/4/2024	Staples	67.09	office supplies	Rec	5220110	General	67.09
8008	1/4/2024	T-mobile	153.20	cell phones	Fire	5210725	General	153.20
8009	1/4/2024	The Tree Man	58,650.00	Idylberry/LVE project	MWPA	5820200	General	56,000.00
				Idylberry project amendment	MWPA	5820200	General	2,650.00
8010	1/5/2024	US Bank	3,047.51	paramedic recert.	Fire	5211315	General	250.00
				zoom	Fire	5211325	General	27.99
				supplies	Fire	5220810	General	40.95
				zoom	Park	5211325	General	14.25
				supplies	Park	5220310	General	115.89
				gloves	Park	5220827	General	142.47
				CPR class fee	Rec	5220819	Adult	180.00
				supplies	Rec	5220819	Afterschool	280.75
				maintenance	Rec	5220310	Building	82.19
				xmas stamps for santa letter	Rec	5220819	Community	55.10
				marketing	Rec	5210122	General	261.00
				zoom	Rec	5211325	General	45.73
				office supplies	Rec	5220110	General	181.34
				lobby table repairs	Rec	5220310	General	11.90
				supplies	Rec	5220819	General	281.43
				pool sink parts	Rec	5220215	Pool	441.04
				supplies	Rec	5220819	Preschool	191.08
				supplies	Rec	5220819	Youth	444.40
8011	1/5/2024	Home Depot	354.45	supplies	Park	5220310	General	354.45
8012	1/5/2024	Marin Resource Recovery	137.50	debris dump	Park	5210815	General	137.50
8013	1/5/2024	Marin Ace	318.71	supplies	Park	5220310	General	318.71
8014	1/5/2024	Claddagh Refrigeration	638.00	ice machine repair	Fire	5220310	General	638.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8015	1/5/2024	Miller Pacific Engineering	4,483.70	construction oversight & test	Capital	5210120	FEMA	4,483.70
8016	1/5/2024	O'Connor & Co	12,410.00	FY23 Audit	Park	5210210	General	3,102.50
					Rec	5210210	General	3,102.50
					Fire	5210210	General	6,205.00
8017	1/5/2024	Westward Builders	118,205.84	creek repair	Capital	5220910	FEMA	118,205.84
8018	1/8/2024	Ryan Brackett	277.27	Q2 AFLAC reimb	Fire	5130120	General	277.27
8019	1/8/2024	Cesar Correa	277.27	Q2 AFLAC reimb	Fire	5130120	General	277.27
8020	1/8/2024	Sean Day	242.41	Q2 AFLAC reimb	Fire	5130120	General	242.41
8021	1/8/2024	William Kelly	277.27	Q2 AFLAC reimb	Fire	5130120	General	277.27
8022	1/8/2024	John Papanikolaou	259.07	Q2 AFLAC reimb	Fire	5130120	General	259.07
8023	1/8/2024	Brandon Selvitella	253.96	Q2 AFLAC reimb	Fire	5130120	General	253.96
8024	1/8/2024	Otis Smith	148.05	Q2 AFLAC reimb	Fire	5130120	General	148.05
8025	1/8/2024	Jeff Smith	247.24	Q2 AFLAC reimb	Fire	5130120	General	247.24
8026	1/8/2024	AFLAC	39.75	disability ins - Dec	Park	5130120	General	39.75
8027	1/8/2024	ASCAP	500.00	2024 fee	Rec	5220819	Pool	500.00
8028	1/8/2024	AT&T	90.24	park internet Dec	Park	5210725	General	90.24
8029	1/8/2024	AT&T	355.21	Phones - Nov	Fire	5210725	General	165.21
					Park	5210725	General	30.71
					Rec	5210725	General	159.29
8030	1/9/2024	void	-					0.00
8031	1/9/2024	CAPF	236.00	LTD Dec	Fire	5130120	General	236.00
8032	1/9/2024	Comcast	146.55	Internet - Dec	Rec	5210725	General	73.28
					Fire	5210725	General	73.27
8033	1/9/2024	Comcast	157.14	Cable - Dec	Fire	5210725	General	157.14
8034	1/9/2024	Coverall North America	1,176.00	janitorial - Jan	Rec	5211110	Building	1,176.00
8035	1/9/2024	DC Electric	315.40	SL maintenance - Nov	Streetlights	5210915	General	315.40
8036	1/11/2024	Got Gophers	275.00	pest control	Park	5211532	General	275.00
8037	1/11/2024	Grainger	175.70	small engine fuel	Fire	5220310	General	175.70
8038	1/11/2024	Landesign	3,168.00	landscape contractor	Park	5211125	General	3,168.00
8039	1/11/2024	Mike Testa Plumbing	695.07	CC restroom repairs	Rec	5220310	Building	695.07
8040	1/11/2024	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
8041	1/11/2024	Pitney Bowes	32.42	ink	Rec	5220110	General	32.42
8042	1/11/2024	Project A	40.00	email hosting	Rec	5220110	General	20.00
					Fire	5220110	General	20.00
8043	1/11/2024	Studio Weeren	647.64	web maint. Q3	Park	5210122	General	36.00
					Rec	5210122	General	108.00
					Fire	5210122	General	36.00
				3 years VPS hosting at Dre:	Rec	5210122	General	280.58
					Park	5210122	General	93.53
					Fire	5210122	General	93.53
8044	1/11/2024	T-mobile	153.20	cell phones	Fire	5210725	General	153.20
8045	1/11/2024	Cesar Alvarez	320.00	Pesticide Applicator CE	Park	5211315	General	320.00
8046	1/11/2024	Geomorph Design	1,330.00	Engineering services	Capital	5210120	FEMA	1,330.00
8047	1/11/2024	Jackson's Hardware	634.68	supplies	Park	5220310	General	634.68
8048	1/11/2024	Mill Valley Refuse Service	632.14	porta potty Dec	Park	5211220	General	316.07
				porta potty Jan	Park	5211220	General	316.07
8049	1/11/2024	Marin Landscape Materials	428.88	sand	Park	5220310	General	428.88
8050	1/11/2024	Marin Sanitary Service	2,313.25	Garbage - Dec	Park	5210815	General	1,619.28
					Rec	5210815	General	462.65
					Fire	5210815	General	231.32
8051	1/11/2024	Marinwood CSD	89,214.91	Fire salaries	Fire	5110110	General	32,233.60
				Fire OT	Fire	5120110	General	11,188.72
				FLSA	Fire	5110319	General	1,151.76
				Holiday	Fire	5110313	General	6,907.20
				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	144.00
				Building attendants	Rec	5110210	Building	160.00
				Pool staff	Rec	5110210	Pool	76.88
				Preschool	Rec	5110210	Preschool	288.00
				Winter Camp	Rec	5110210	Youth	8,451.75
				PR fees	Fire	5210230	General	163.84
				PR fees	Rec	5210230	General	81.02
				PR fees	Park	5210230	General	22.34
				SS + Medicare	Fire	5140140	General	4,219.59
				SS + Medicare	Rec	5140140	General	1,990.16
				SS + Medicare	Park	5140140	General	601.65
				EDU + SUI	Fire	5140145	General	796.73
				EDU + SUI	Rec	5140145	General	480.23
				EDU + SUI	Park	5140145	General	125.83
				Benefits withholding	Park	2120066	General	-1,183.29

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Benefits withholding	Rec	2120066	General	-1,531.83
				Benefits withholding	Fire	2120066	General	-5,924.47
8052	1/11/2024	Marinwood CSD	17,700.32	Retire 01/12	Park	5130510	General	1,778.36
					Rec	5130510	General	2,412.85
					Fire	5130510	General	13,509.11
8053	1/11/2024	Shift Calendars	90.69	calendars	Fire	5220110	General	90.69
8054	1/11/2024	SolEd Solar Holdings	628.91	Solar - Dec	Rec	5210810	General	462.99
					Fire	5210810	General	165.92
8055	1/11/2024	SDRMA	257.40	Life ins - Feb	Fire	5130120	General	81.22
					Park	5130120	General	83.52
					Rec	5130120	General	92.66
8056	1/11/2024	State of CA - Industrial Relat	880.00	blue slide inspection	Rec	5211610	Pool	440.00
				green slide inspection	Rec	5211610	Pool	440.00
8057	1/17/2024	Robyn Bruton	101.97	supplies	Rec	5220819	Preschool	101.97
8058	1/17/2024	Marinwood CSD	51,355.16	Health - Feb	Park	5130120	General	11,009.06
					Rec	5130120	General	9,341.31
					Fire	5130120	General	31,004.79
8059	1/17/2024	Laura Winter	2,194.50	Artful Afternoons	Rec	5210146	Youth	2,194.50
8060	1/17/2024	A&S Landscape Materials	244.72	sand	Park	5220310	General	244.72
8061	1/17/2024	AT&T	342.95	Phones - Dec	Fire	5210725	General	160.32
					Park	5210725	General	29.28
					Rec	5210725	General	153.35
8062	1/17/2024	AT&T	90.24	park internet Jan	Park	5210725	General	90.24
8063	1/17/2024	calPERS	8,333.00	CERBT Jan	Park	5130130	General	2,000.00
					Rec	5130130	General	750.00
					Fire	5130130	General	5,583.00
8064	1/17/2024	Comcast	196.75	Cable - Jan	Fire	5210725	General	196.75
8065	1/17/2024	County of Marin	269.19	Fuel	Park	5220610	General	269.19
8066	1/17/2024	EverBank	687.51	copier lease	Rec	5220130	General	446.88
					Fire	5220130	General	171.88
					Park	5220130	General	68.75
8067	1/17/2024	Home Depot	343.62	supplies	Park	5220310	General	343.62
8068	1/18/2024	Delta Dental	2,042.48	Dental - Feb	Fire	5130120	General	1,158.27
					Park	5130120	General	468.83
					Rec	5130120	General	415.38
8069	1/18/2024	Landesign	3,168.00	landscape contractor	Park	5211125	General	3,168.00
8070	1/18/2024	Marin Municipal Water Distri	3,668.22	Water Nov/Dec	Fire	5210835	General	420.00
					Rec	5210835	General	620.91
					Park	5210835	General	2,627.31
8071	1/18/2024	Marin Resource Recovery	290.00	debris dump	Park	5210815	General	290.00
8072	1/18/2024	SiteOne Landscape Supply	278.26	irrigation maintenance	Park	5220310	General	278.26
8073	1/18/2024	Southern Marin Fire Protecti	334.74	Emergency Preparedness C	Fire	5211610	General	334.74
8074	1/18/2024	State of CA - Dept of Justice	32.00	fingerprinting	Rec	5210128	General	32.00
8075	1/18/2024	Carolyn Sullivan	58.50	supplies	Rec	5220819	Youth	58.50
8076	1/22/2024	Janet Carter	88.00	Yoga	Rec	5210146	Adult	88.00
8077	1/22/2024	County of Marin	128.81	park fuel Dec	Park	5220610	General	128.81
8078	1/22/2024	PG&E	1,226.00	Gas - Dec	Fire	5210810	General	637.14
					Rec	5210810	General	588.86
8079	1/22/2024	PG&E	2,500.95	Electric - Dec	Rec	5210810	General	1,343.27
					Fire	5210810	General	814.32
					Park	5210810	General	343.36
8080	1/22/2024	SDRMA	1,293.16	Bldg valuation adjustment	Park	5210525	General	427.97
					Rec	5210525	General	420.58
					Fire	5210525	General	444.61
8081	1/22/2024	TL Computer Repair	846.69	Park shop computer	Park	5220110	General	846.69
8082	1/26/2024	AFLAC	26.50	disability ins - Jan	Park	5130120	General	26.50
8083	1/26/2024	CAPF	472.00	LTD Jan	Fire	5130120	General	236.00
				LTD Feb	Fire	5130120	General	236.00
8084	1/26/2024	Comcast	159.80	Internet - Jan	Rec	5210725	General	79.90
					Fire	5210725	General	79.90
8085	1/26/2024	DC Electric	315.40	SL maintenance - Dec	Streetslights	5210915	General	315.40
8086	1/26/2024	Pamela Fox	495.00	camp advertising	Rec	5210122	Summer	495.00
8087	1/26/2024	Marinwood CSD	80,376.26	Fire salaries	Fire	5110110	General	32,233.60
				Fire OT	Fire	5120110	General	8,870.04
				Acting Pay	Fire	5110310	General	144.00
				Holiday	Fire	5110313	General	3,453.60
				Admin Asst	Fire	5110110	Admin	1,063.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,063.36
				Admin Asst	Park	5110110	Admin	531.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,848.72
				Rec Dir	Park	5110110	General	1,220.88
				Rec salary	Rec	5110110	General	8,540.80
				Rec hourly	Rec	5110210	General	861.44
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	247.50
				Building attendants	Rec	5110210	Building	224.00
				Preschool	Rec	5110210	Preschool	4,986.50

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Afterschool	Rec	5110210	Afterschool	2,118.00
				PR fees	Fire	5210230	General	152.75
				PR fees	Rec	5210230	General	84.70
				PR fees	Park	5210230	General	24.50
				SS + Medicare	Fire	5140140	General	3,700.89
				SS + Medicare	Rec	5140140	General	1,937.92
				SS + Medicare	Park	5140140	General	601.65
				EDU + SUI	Fire	5140145	General	99.26
				EDU + SUI	Rec	5140145	General	378.47
				EDU + SUI	Park	5140145	General	125.83
				Benefits withholding	Park	2120066	General	-1,183.29
				Benefits withholding	Rec	2120066	General	-1,531.83
				Benefits withholding	Fire	2120066	General	-5,924.47
8088	1/26/2024	Marinwood CSD	16,336.21	Retire 01/26	Park	5130510	General	1,778.36
					Rec	5130510	General	2,412.85
					Fire	5130510	General	12,145.00
8089	1/29/2024	Airgas	816.26	pool chems	Rec	5220710	Pool	816.26
8090	1/29/2024	City of San Rafael	249.50	First Arriving subscription	Fire	5220110	General	249.50
8091	1/29/2024	Costco	240.00	2024 membership	Rec	5220110	General	240.00
8092	1/29/2024	PG&E	1,553.60	Streetlights - Dec	Streetlights	5210825	General	1,553.60
8093	1/29/2024	Marin Ace	74.25	supplies	Fire	5220310	General	74.25
8094	1/29/2024	TL Computer Repair	120.00	preschool laptop repair	Rec	5220110	Preschool	120.00
8095	1/29/2024	VSP	387.94	Vision - Feb	Fire	5130120	General	214.51
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
8096	1/29/2024	Wells Fargo	719.08	new copier lease - Jan	Park	5220130	General	71.91
					Rec	5220130	General	467.40
					Fire	5220130	General	179.77
TOTAL:			593,996.40					593,996.40

Total by Department:

Streetlights	3,593.06
Fire Department	230,153.34
Recreation Department	106,729.15
Park Department	70,851.31
Measure A	0.00
MWPA	58,650.00
Capital	124,019.54
Unclassified	0.00



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: February 13, 2024
Re: FY 23/24 1st & 2nd Quarter P&L Statement

Directors,

Please see the included P&L statement detailing District revenues and expenditures through the first two quarters of FY 23/24 and the accompanying variance summary notes.

The P&L statement details actual performance versus budgeted projections as of 12/31/2023. The summary notes are intended to provide further information regarding select general ledger (GL) account balances. It is important to note that under the Governmental Accounting Standards Board (GASB), the District follows a *modified accrual* accounting basis. While we may be at the halfway point of the year, that does not mean the majority of GL accounts should be at 50% of their total amount budgeted as would more typically be the case under a *full accrual* accounting basis.

As of 12/31/2023, the District received the first installment of ad valorem property taxes and special assessment revenue. The primary ad valorem tax revenue is derived from Current Secured property taxes and the District typically receives 55% of the anticipated annual total with the December allocations. Given the amount received, the District is slightly ahead of budgeted projections and is anticipated to end the year with higher total tax revenue than budgeted. To date, the District has received \$1.368 million in net property taxes and over \$981K in net special assessments.

As of 12/31/2023, the total cash balance in the District's Treasury Fund was stated at \$6.58 million. Of this total, \$600K are held as Board Designated Reserves and approximately \$187K is designated for MWPA expenditures. Taking these funds into account, the net cash balance as of 12/31/23 was \$5.793 million (an increase of approximately \$270K over the same point in time last fiscal year).

It is important to note that this is simply a reflection of cash flow. While it does represent a continued positive financial trend and net revenue gains continue to amass, Unfunded Accrued Liabilities continue to grow, required annual pension UAL cash payments are forecast to increase at greater rates and the need for future capital expenditures are also anticipated.

The cash balance stated above is also impacted by the current Creek Bank Repair capital project which is not reflected in the annual operating budget. As of 12/31/23, the District has expended just over \$345K on this project. However, staff remains optimistic that a significant portion (~90%) of total spending on this project will be reimbursed through FEMA and Cal OES disaster funding allocations.

In addition to the District's current cash assets, as of 12/31/23 (quarter end) the District's OPEB Trust Fund had a stated balance of \$675,670.

Looking forward, Q3 is typically the period when the District opens recreation program registration, which represent a significant cash inlay. Additionally, in January the District received the first payment towards our agreement with the County to provide fire protection services to CSA 13, representing 50% of the total revenue with the remaining balance to be received in April (25%) and June (25%) in accordance with the agreement.

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2023/2024: Quarter 2

	DISTRICT TOTAL		
	Jul - Dec 23	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	1,152,374.99	1,996,500.00	57.72%
4110111 · PropTax - Admin Fee (Contra)	-11,970.93	-25,000.00	47.88%
4110115 · PropTax - Unitary	0.00	11,500.00	0.0%
4110120 · PropTax - Current Unsecured	34,490.50	32,000.00	107.78%
4110140 · ERAF - Excess	142,930.82	200,000.00	71.47%
4110145 · ERAF - PY/Reverse	36,253.57	13,500.00	268.55%
4110210 · PropTax - Supplemental Current	11,556.29	36,000.00	32.1%
4110215 · PropTax - Supplemental Unsecure	0.00	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	135.15	1,000.00	13.52%
4110510 · PropTax - Prior Unsecured	2,008.02	1,000.00	200.8%
4120610 · Special Tax Assessment	984,577.86	1,784,404.00	55.18%
4120611 · Special Tax- Admin Fee (contra)	-2,733.00	-4,000.00	68.33%
4220115 · Building Plan Review	6,018.00	8,500.00	70.8%
4410125 · Interest- Co. Pooled Investment	57,290.22	5,000.00	1,145.8%
4410127 · Interest- ERAF Co. Pooled	363.52	100.00	363.52%
4410215 · Rental Income - Pool & Picnic	15,037.66	30,000.00	50.13%
4410225 · Rental Income - Community Ctr	3,947.56	5,000.00	78.95%
4511210 · HOPTR	1,107.95	7,500.00	14.77%
4530527 · Grant Rev - Designated	0.00	177,952.00	0.0%
4570110 · Expense Reimbursements	1,081.11	500.00	216.22%
4631145 · Service Contract Revenue	0.00	107,226.00	0.0%
4631911 · Advertising Sales	1,645.41	4,000.00	41.14%
4631912 · Vending Sales	31,471.97	27,000.00	116.56%
4631914 · Community Events	8,419.09	17,840.00	47.19%
4631915 · Tennis	46,975.11	82,500.00	56.94%
4631917 · Pool Operating Rev	145,452.45	212,000.00	68.61%
4631918 · Pool Memberships	40,607.11	70,000.00	58.01%
4631919 · Adult Rec Programs	9,898.40	13,160.00	75.22%
4631920 · Summer Rec Programs	814,825.54	1,141,791.00	71.36%
4631922 · Youth Rec Programs	95,648.24	248,646.00	38.47%
4640321 · CSA 13 Contract Rev	0.00	723,630.00	0.0%
4710615 · Donations (General)	0.00	1,000.00	0.0%
4710631 · Paramedic Reimbursement	0.00	35,000.00	0.0%
4710642 · Miscellaneous Rev	2,197.45	900.00	244.16%
Total Revenue	3,631,610.06	6,966,649.00	52.13%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2023/2024: Quarter 2

	DISTRICT TOTAL		
	Jul - Dec 23	Budget	% of Budget
Expenditures			
5110110 · Salaries - Regular Staff	705,422.08	1,634,496.00	43.16%
5110210 · Salaries - PT/Seasonal/Temp	580,398.59	894,532.00	64.88%
5110310 · Acting Pay	1,024.18	10,000.00	10.24%
5110313 · Holiday Pay	13,697.04	41,835.00	32.74%
5110319 · FLSA Pay	5,543.53	24,847.00	22.31%
5120110 · Overtime Pay	194,368.70	150,500.00	129.15%
5130120 · Benefits - Group Medical	318,629.58	619,606.00	51.43%
5130130 · OPEB Trust Contribution	49,998.00	100,000.00	50.0%
5130510 · PERS - Pension	627,259.49	773,336.00	81.11%
5140115 · Workers Comp Ins.	165,827.72	182,961.00	90.64%
5140116 · 4850 Reimbursements (Contra)	-1,590.87	0.00	100.0%
5140130 · Physician Services	170.00	2,450.00	6.94%
5140140 · Social Security & Medicare	111,411.18	210,348.00	52.97%
5140145 · Unemployment Ins.	8,050.08	19,792.00	40.67%
5210120 · Consultant Fees	1,750.00	12,700.00	13.78%
5210122 · Marketing & Recruiting	18,920.48	43,400.00	43.6%
5210128 · Fingerprinting/Background	1,049.00	7,000.00	14.99%
5210131 · Legal Services	0.00	17,000.00	0.0%
5210146 · Indep. Contractor Fees	93,320.26	221,173.00	42.19%
5210210 · Audit & Accounting	3,180.00	15,000.00	21.2%
5210230 · Payroll Service Fees	7,558.50	10,750.00	70.31%
5210525 · Insurance - General	71,042.72	73,190.00	97.07%
5210725 · Telecom - Phone/Internet/Cable	3,974.10	12,220.00	32.52%
5210810 · Utilities - Gas & Electric	25,998.59	80,000.00	32.5%
5210815 · Garbage Removal	19,543.98	37,110.00	52.67%
5210825 · Utilities - Street Light Elec.	10,049.37	17,700.00	56.78%
5210835 · Utilities - Water & Sewer	44,309.62	50,000.00	88.62%
5210910 · Maint. - Vehicles	5,889.06	19,500.00	30.2%
5210915 · Maint. - Streetlights	2,452.51	5,925.00	41.39%
5210920 · MERA Operating	30,012.00	30,010.00	100.01%
5211110 · Janitorial Services	7,675.06	16,000.00	47.97%
5211125 · Community Landscape Contract	15,840.00	38,500.00	41.14%
5211140 · Vegetation Management	0.00	5,000.00	0.0%
5211220 · Equipment Rental	3,197.00	7,500.00	42.63%
5211310 · Awards & Incentives	0.00	1,500.00	0.0%
5211315 · Professional Development	2,685.72	24,500.00	10.96%
5211325 · Conferences & Meetings	2,084.91	6,600.00	31.59%
5211330 · Memberships & Dues	11,025.16	11,800.00	93.43%
5211440 · Travel	0.00	3,300.00	0.0%
5211520 · Publications & Legal Notices	113.96	750.00	15.2%
5211528 · Tree Maint. & Services	4,860.00	20,000.00	24.3%
5211532 · Weed & Pest Control	1,650.00	3,800.00	43.42%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2023/2024: Quarter 2

	DISTRICT TOTAL		
	Jul - Dec 23	Budget	% of Budget
5211610 · County-Wide Fees	7,916.82	13,160.00	60.16%
5211710 · Long Term Debt - Principal	100,118.14	100,112.00	100.01%
5211715 · Long Term Debt - Interest	16,290.34	16,296.00	99.97%
5220110 · Admin & Office Supplies	7,488.57	21,800.00	34.35%
5220130 · Copier Lease & Printing	5,736.83	8,885.00	64.57%
5220210 · Equip. Maintenance/Replacement*	9,142.92	33,900.00	26.97%
5220215 · Pool Maintenance	3,400.52	20,000.00	17.0%
5220220 · Small Tools	162.38	2,500.00	6.5%
5220310 · Land & Buildings Maintenance	30,893.54	63,000.00	49.04%
5220610 · Gasoline/Fuel	2,198.91	4,500.00	48.87%
5220710 · Pool Chemicals	5,122.95	12,500.00	40.98%
5220810 · Miscellaneous Supplies	824.29	26,000.00	3.17%
5220819 · Rec Program Supplies & Services	95,699.92	231,300.00	41.38%
5220825 · Uniforms & Apparel	85.93	15,500.00	0.55%
5220826 · Vending Supplies	21,249.80	18,000.00	118.05%
5220827 · Janitorial Supplies	5,382.68	12,000.00	44.86%
5220830 · Volunteer Fire Department	0.00	2,000.00	0.0%
5220910 · Capital Outlay - Improvements	0.00	91,000.00	0.0%
5220916 · Capital Outlay - New Equipment	222,097.12	273,940.00	81.08%
5220920 · Capital Reserves Designation	0.00	100,000.00	0.0%
Total Expenditures	3,702,202.96	6,523,024.00	56.76%
Net Gain/Loss	-70,592.90	443,625.00	-15.91%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2023/2024: Quarter 2

	Park Dept		
	Jul - Dec 23	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	480,540.37	832,540.00	57.72%
4110111 · PropTax - Admin Fee (Contra)	-4,991.87	-10,425.00	47.88%
4110115 · PropTax - Unitary	0.00	4,795.00	0.0%
4110120 · PropTax - Current Unsecured	14,382.53	13,344.00	107.78%
4110140 · ERAF - Excess	59,602.15	83,400.00	71.47%
4110145 · ERAF - PY/Reverse	15,117.74	5,629.00	268.57%
4110210 · PropTax - Supplemental Current	4,818.97	15,012.00	32.1%
4110215 · PropTax - Supplemental Unsecure	0.00	208.00	0.0%
4110225 · PropTax - Supplemental Redempt	56.36	417.00	13.52%
4110510 · PropTax - Prior Unsecured	837.35	417.00	200.8%
4120610 · Special Tax Assessment	241,566.23	439,211.00	55.0%
4120611 · Special Tax- Admin Fee (contra)	-669.59	-1,000.00	66.96%
4410125 · Interest- Co. Pooled Investment	23,890.02	2,085.00	1,145.8%
4410127 · Interest- ERAF Co. Pooled	151.59	100.00	151.59%
4511210 · HOPTR	462.02	3,127.00	14.78%
4530527 · Grant Rev - Designated	0.00	177,952.00	0.0%
4570110 · Expense Reimbursements	1,081.11		
4710642 · Miscellaneous Rev	0.00	150.00	0.0%
Total Revenue	836,844.98	1,566,962.00	53.41%
Expenditures			
5110110 · Salaries - Regular Staff	130,501.60	268,056.00	48.68%
5110210 · Salaries - PT/Seasonal/Temp	6,201.00	14,400.00	43.06%
5120110 · Overtime Pay	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	70,228.90	136,810.00	51.33%
5130130 · OPEB Trust Contribution	12,000.00	24,000.00	50.0%
5130510 · PERS - Pension	52,629.48	65,473.00	80.38%
5140115 · Workers Comp Ins.	28,356.54	31,514.00	89.98%
5140140 · Social Security & Medicare	7,520.60	21,646.00	34.74%
5140145 · Unemployment Ins.	34.89	892.00	3.91%
5210120 · Consultant Fees	350.00	6,550.00	5.34%
5210122 · Marketing & Recruiting	867.00	2,300.00	37.7%
5210131 · Legal Services	0.00	5,000.00	0.0%
5210210 · Audit & Accounting	795.00	3,750.00	21.2%
5210230 · Payroll Service Fees	532.59	750.00	71.01%
5210525 · Insurance - General	23,279.92	23,910.00	97.37%
5210725 · Telecom - Phone/Internet/Cable	549.41	2,450.00	22.43%
5210810 · Utilities - Gas & Electric	1,211.42	4,000.00	30.29%
5210815 · Garbage Removal	14,005.92	27,000.00	51.87%
5210835 · Utilities - Water & Sewer	22,224.61	27,500.00	80.82%
5210910 · Maint. - Vehicles	1,500.92	2,000.00	75.05%
5210920 · MERA Operating	3,000.00	3,000.00	100.0%
5211125 · Community Landscape Contract	15,840.00	38,500.00	41.14%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2023/2024: Quarter 2

	Park Dept		
	Jul - Dec 23	Budget	% of Budget
5211220 · Equipment Rental	3,197.00	7,500.00	42.63%
5211315 · Professional Development	50.00	2,000.00	2.5%
5211325 · Conferences & Meetings	227.50	1,200.00	18.96%
5211330 · Memberships & Dues	2,250.00	2,750.00	81.82%
5211440 · Travel	0.00	800.00	0.0%
5211520 · Publications & Legal Notices	113.96	250.00	45.58%
5211528 · Tree Maint. & Services	4,860.00	20,000.00	24.3%
5211532 · Weed & Pest Control	1,650.00	3,800.00	43.42%
5211610 · County-Wide Fees	742.45	875.00	84.85%
5211710 · Long Term Debt - Principal	59,813.11	59,813.00	100.0%
5211715 · Long Term Debt - Interest	13,842.38	13,842.00	100.0%
5220110 · Admin & Office Supplies	631.76	1,800.00	35.1%
5220130 · Copier Lease & Printing	690.04	890.00	77.53%
5220210 · Equip. Maintenance/Replacement*	3,989.22	12,500.00	31.91%
5220220 · Small Tools	162.38	2,000.00	8.12%
5220310 · Land & Buildings Maintenance	26,742.86	40,500.00	66.03%
5220610 · Gasoline/Fuel	2,126.61	4,000.00	53.17%
5220810 · Miscellaneous Supplies	28.13	2,000.00	1.41%
5220825 · Uniforms & Apparel	67.54	1,000.00	6.75%
5220827 · Janitorial Supplies	43.29	1,000.00	4.33%
5220916 · Capital Outlay - New Equipment	222,097.12	244,440.00	90.86%
5220920 · Capital Reserves Designation	0.00	11,000.00	0.0%
Total Expenditures	734,955.15	1,143,961.00	64.25%
Net Gain/Loss	101,889.83	423,001.00	24.09%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2023/2024: Quarter 2

	Recreation Dept		
	Jul - Dec 23	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	218,951.25	379,335.00	57.72%
4110111 · PropTax - Admin Fee (Contra)	-2,274.48	-4,750.00	47.88%
4110115 · PropTax - Unitary	0.00	2,185.00	0.0%
4110120 · PropTax - Current Unsecured	6,553.20	6,080.00	107.78%
4110140 · ERAF - Excess	27,156.86	38,000.00	71.47%
4110145 · ERAF - PY/Reverse	6,888.18	2,565.00	268.55%
4110210 · PropTax - Supplemental Current	2,195.70	6,840.00	32.1%
4110215 · PropTax - Supplemental Unsecure	0.00	95.00	0.0%
4110225 · PropTax - Supplemental Redempt	25.68	190.00	13.52%
4110510 · PropTax - Prior Unsecured	381.52	190.00	200.8%
4410125 · Interest- Co. Pooled Investment	10,885.14	950.00	1,145.8%
4410127 · Interest- ERAF Co. Pooled	69.07		
4410215 · Rental Income - Pool & Picnic	15,037.66	30,000.00	50.13%
4410225 · Rental Income - Community Ctr	3,947.56	5,000.00	78.95%
4511210 · HOPTR	210.51	1,425.00	14.77%
4570110 · Expense Reimbursements	0.00	500.00	0.0%
4631911 · Advertising Sales	1,645.41	4,000.00	41.14%
4631912 · Vending Sales	31,471.97	27,000.00	116.56%
4631914 · Community Events	8,419.09	17,840.00	47.19%
4631915 · Tennis	46,975.11	82,500.00	56.94%
4631917 · Pool Operating Rev	145,452.45	212,000.00	68.61%
4631918 · Pool Memberships	40,607.11	70,000.00	58.01%
4631919 · Adult Rec Programs	9,898.40	13,160.00	75.22%
4631920 · Summer Rec Programs	814,825.54	1,141,791.00	71.36%
4631922 · Youth Rec Programs	95,648.24	248,646.00	38.47%
4710615 · Donations (General)	0.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	1,309.81	250.00	523.92%
Total Revenue	1,486,280.98	2,286,792.00	64.99%
Expenditures			
5110110 · Salaries - Regular Staff	166,095.04	345,365.00	48.09%
5110210 · Salaries - PT/Seasonal/Temp	574,197.59	880,132.00	65.24%
5130120 · Benefits - Group Medical	58,318.33	102,953.00	56.65%
5130130 · OPEB Trust Contribution	4,500.00	9,000.00	50.0%
5130510 · PERS - Pension	67,069.45	80,092.00	83.74%
5140115 · Workers Comp Ins.	38,306.20	42,661.00	89.79%
5140140 · Social Security & Medicare	59,514.89	93,249.00	63.82%
5140145 · Unemployment Ins.	8,015.19	17,500.00	45.8%
5210120 · Consultant Fees	350.00	2,050.00	17.07%
5210122 · Marketing & Recruiting	15,682.89	38,000.00	41.27%
5210128 · Fingerprinting/Background	1,049.00	6,500.00	16.14%
5210131 · Legal Services	0.00	2,000.00	0.0%
5210146 · Indep. Contractor Fees	93,320.26	110,596.00	84.38%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2023/2024: Quarter 2

	Recreation Dept		
	Jul - Dec 23	Budget	% of Budget
5210210 · Audit & Accounting	795.00	3,750.00	21.2%
5210230 · Payroll Service Fees	3,620.85	5,000.00	72.42%
5210525 · Insurance - General	22,317.60	22,745.00	98.12%
5210725 · Telecom - Phone/Internet/Cable	1,121.46	2,850.00	39.35%
5210810 · Utilities - Gas & Electric	20,044.93	60,000.00	33.41%
5210815 · Garbage Removal	3,692.10	6,740.00	54.78%
5210835 · Utilities - Water & Sewer	15,327.51	15,000.00	102.18%
5211110 · Janitorial Services	7,675.06	16,000.00	47.97%
5211315 · Professional Development	2,635.72	12,500.00	21.09%
5211325 · Conferences & Meetings	1,404.96	4,050.00	34.69%
5211330 · Memberships & Dues	2,760.00	3,850.00	71.69%
5211440 · Travel	0.00	1,500.00	0.0%
5211520 · Publications & Legal Notices	0.00	250.00	0.0%
5211610 · County-Wide Fees	742.45	2,160.00	34.37%
5220110 · Admin & Office Supplies	6,061.34	15,000.00	40.41%
5220130 · Copier Lease & Printing	3,725.70	5,775.00	64.51%
5220215 · Pool Maintenance	3,400.52	20,000.00	17.0%
5220310 · Land & Buildings Maintenance	2,654.34	15,000.00	17.7%
5220710 · Pool Chemicals	5,122.95	12,500.00	40.98%
5220819 · Rec Program Supplies & Services	95,699.92	231,300.00	41.38%
5220825 · Uniforms & Apparel	18.39	6,000.00	0.31%
5220826 · Vending Supplies	21,249.80	18,000.00	118.05%
5220827 · Janitorial Supplies	5,101.95	10,000.00	51.02%
5220910 · Capital Outlay - Improvements	0.00	31,000.00	0.0%
5220916 · Capital Outlay - New Equipment	0.00	16,500.00	0.0%
5220920 · Capital Reserves Designation	0.00	9,000.00	0.0%
Total Expenditures	1,311,591.39	2,276,568.00	57.61%
Net Gain/Loss	174,689.59	10,224.00	1,708.62%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2023/2024: Quarter 2

	Fire Dept		
	Jul - Dec 23	Budget	% of Budget
Revenue			
4110110 · PropTax - Current Secured	452,883.37	784,625.00	57.72%
4110111 · PropTax - Admin Fee (Contra)	-4,704.58	-9,825.00	47.88%
4110115 · PropTax - Unitary	0.00	4,520.00	0.0%
4110120 · PropTax - Current Unsecured	13,554.77	12,576.00	107.78%
4110140 · ERAF - Excess	56,171.81	78,600.00	71.47%
4110145 · ERAF - PY/Reverse	14,247.65	5,306.00	268.52%
4110210 · PropTax - Supplemental Current	4,541.62	14,148.00	32.1%
4110215 · PropTax - Supplemental Unsecure	0.00	197.00	0.0%
4110225 · PropTax - Supplemental Redempt	53.11	393.00	13.51%
4110510 · PropTax - Prior Unsecured	789.15	393.00	200.8%
4120610 · Special Tax Assessment	729,687.88	1,320,968.00	55.24%
4120611 · Special Tax- Admin Fee (contra)	-2,025.15	-2,900.00	69.83%
4220115 · Building Plan Review	6,018.00	8,500.00	70.8%
4410125 · Interest- Co. Pooled Investment	22,515.06	1,965.00	1,145.81%
4410127 · Interest- ERAF Co. Pooled	142.86		
4511210 · HOPTR	435.42	2,948.00	14.77%
4631145 · Service Contract Revenue	0.00	107,226.00	0.0%
4640321 · CSA 13 Contract Rev	0.00	723,630.00	0.0%
4710631 · Paramedic Reimbursement	0.00	35,000.00	0.0%
4710642 · Miscellaneous Rev	397.64	500.00	79.53%
Total Revenue	1,294,708.61	3,088,770.00	41.92%
Expenditures			
5110110 · Salaries - Regular Staff	408,825.44	1,021,075.00	40.04%
5110310 · Acting Pay	1,024.18	10,000.00	10.24%
5110313 · Holiday Pay	13,697.04	41,835.00	32.74%
5110319 · FLSA Pay	5,543.53	24,847.00	22.31%
5120110 · Overtime Pay	194,368.70	150,000.00	129.58%
5130120 · Benefits - Group Medical	190,082.35	379,843.00	50.04%
5130130 · OPEB Trust Contribution	33,498.00	67,000.00	50.0%
5130510 · PERS - Pension	507,560.56	627,771.00	80.85%
5140115 · Workers Comp Ins.	99,164.98	108,786.00	91.16%
5140116 · 4850 Reimbursements (Contra)	-1,590.87		
5140130 · Physician Services	170.00	2,450.00	6.94%
5140140 · Social Security & Medicare	44,375.69	95,453.00	46.49%
5140145 · Unemployment Ins.	0.00	1,400.00	0.0%
5210120 · Consultant Fees	1,050.00	4,100.00	25.61%
5210122 · Marketing & Recruiting	2,370.59	3,100.00	76.47%
5210128 · Fingerprinting/Background	0.00	500.00	0.0%
5210131 · Legal Services	0.00	10,000.00	0.0%
5210146 · Indep. Contractor Fees	0.00	110,577.00	0.0%
5210210 · Audit & Accounting	1,590.00	7,500.00	21.2%
5210230 · Payroll Service Fees	3,405.06	5,000.00	68.1%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2023/2024: Quarter 2

	Fire Dept		
	Jul - Dec 23	Budget	% of Budget
5210525 · Insurance - General	25,445.20	26,535.00	95.89%
5210725 · Telecom - Phone/Internet/Cable	2,303.23	6,920.00	33.28%
5210810 · Utilities - Gas & Electric	4,742.24	16,000.00	29.64%
5210815 · Garbage Removal	1,845.96	3,370.00	54.78%
5210835 · Utilities - Water & Sewer	6,757.50	7,500.00	90.1%
5210910 · Maint. - Vehicles	4,388.14	17,500.00	25.08%
5210920 · MERA Operating	27,012.00	27,010.00	100.01%
5211140 · Vegetation Management	0.00	5,000.00	0.0%
5211310 · Awards & Incentives	0.00	1,500.00	0.0%
5211315 · Professional Development	0.00	10,000.00	0.0%
5211325 · Conferences & Meetings	452.45	1,350.00	33.52%
5211330 · Memberships & Dues	6,015.16	5,200.00	115.68%
5211440 · Travel	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	0.00	250.00	0.0%
5211610 · County-Wide Fees	5,931.92	9,625.00	61.63%
5211710 · Long Term Debt - Principal	40,305.03	40,299.00	100.02%
5211715 · Long Term Debt - Interest	2,447.96	2,454.00	99.75%
5220110 · Admin & Office Supplies	795.47	5,000.00	15.91%
5220130 · Copier Lease & Printing	1,321.09	2,220.00	59.51%
5220210 · Equip. Maintenance/Replacement*	5,153.70	21,400.00	24.08%
5220220 · Small Tools	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	1,496.34	7,500.00	19.95%
5220610 · Gasoline/Fuel	72.30	500.00	14.46%
5220810 · Miscellaneous Supplies	796.16	24,000.00	3.32%
5220825 · Uniforms & Apparel	0.00	8,500.00	0.0%
5220827 · Janitorial Supplies	237.44	1,000.00	23.74%
5220830 · Volunteer Fire Department	0.00	2,000.00	0.0%
5220910 · Capital Outlay - Improvements	0.00	60,000.00	0.0%
5220916 · Capital Outlay - New Equipment	0.00	13,000.00	0.0%
5220920 · Capital Reserves Designation	0.00	80,000.00	0.0%
Total Expenditures	1,642,654.54	3,078,370.00	53.36%
Net Gain/Loss	-347,945.93	10,400.00	-3,345.63%

Marinwood Community Services District
Profit & Loss Budget vs. Actual
FY 2023/2024: Quarter 2

	Streetlights		
	Jul - Dec 23	Budget	% of Budget
Revenue			
4120610 · Special Tax Assessment	13,323.75	24,225.00	55.0%
4120611 · Special Tax- Admin Fee (contra)	-38.26	-100.00	38.26%
4710642 · Miscellaneous Rev	490.00		
Total Revenue	13,775.49	24,125.00	57.1%
Expenditures			
5210825 · Utilities - Street Light Elec.	10,049.37	17,700.00	56.78%
5210915 · Maint. - Streetlights	2,452.51	5,925.00	41.39%
5211610 · County-Wide Fees	500.00	500.00	100.0%
Total Expenditures	13,001.88	24,125.00	53.89%
Net Gain/Loss	773.61	0.00	100.0%

Marinwood Community Services District
Fiscal Year 2023-24 2nd 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 January payments (7 months)</i>
5130510	PERS - Pension	<i>Includes lump-sum payment for entirety of Unfunded Accrued Liabilities for 23/24</i>
5210120	Consultant Fees	<i>PERS GASB 68 fees only. Pension/OPEB actuarial & Geotech Conting (Park) outstanding</i>
5210835	Util-Water/Sewer	<i>Includes annual sewer fees of \$18K (\$3K over amount estimated)</i>
5211610	County-Wide Fees	<i>Awaiting invoicing for several budgeted fees.</i>

PARK DEPT:

4530527	Grant Rev - Desig.	<i>Anticipate full \$177,952 to be received late April - early May</i>
5220916	Cap. Outlay	<i>Play Structure Replacement Project</i>

RECREATION:

5110210	PT/Seasonal/Temp	<i>Seasonal Impact of summer staffing</i>
5210146	Rec Program Contract	<i>Includes tennis and contracted sports programs as well as specialty classes</i>
5220826	Vending Supplies	<i>Reflective of higher sales than anticipated</i>

FIRE DEPT:

4631145	Service Contract Rev	<i>Rec'd \$112,027 in January (100% of total contracts)</i>
4640321	CSA 13 Contract Rev	<i>Rec'd \$367,480 in January (50% of total contract)</i>
4710631	Paramedic Reimb.	<i>Anticipate approx. \$14K for Q1-Q2 medic reimbursement via shared services</i>
5120110	Overtime Pay	<i>Portion due to non-work injury leave & vacant position.</i>
5210146	Indep. Contractor	<i>Awaiting invoice for Q1-Q2 Chief Services (approx. 50% of total)</i>
5211330	Memberships & Dues	<i>Over due to timing of union dues payments and employee withholding transfers</i>



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: February 13, 2024
Re: Proposed Pay Schedule Adjustments for Non-Represented Full-time Positions

Directors,

This item is for review and discussion only. There is no formal action to be taken by the Board at this time.

In accordance with the District's *Pay Schedule Review of Non-Represented Full-Time Positions Policy* (Policy), each February the Board is to review current pay schedules of non-represented full-time positions and to consider initial proposals for potential pay schedule adjustments. The Policy established the following factors to be reviewed when considering Pay Schedule adjustments: *(the complete Policy can be viewed on the District website at <https://www.marinwood.org/finance>)*

- a. Current District Pay Schedules of non-represented full-time positions within the following departments and functions:
 - i. Park
 - ii. Recreation
 - iii. Administrative
- b. Pay Schedules of similar positions identified within comparable agencies and/or organizations. To the extent possible and practical, the same agencies/organizations will be utilized each year as points of comparison, and those agencies will be made known to the Board of Directors.
- c. Consumer Price Index (CPI) change factor for the preceding December as published by the U.S. Bureau of Labor & Statistics (BLS).

In determining the District's ability to afford the proposed pay schedule adjustments, the Policy also identifies Board review of the most recent audited financial statements as well as the impact to the respective operating budget.

Audited financial statements for fiscal year 2022-2023 were presented during the January 2024 board meeting and can be found on the District website at <https://www.marinwood.org/finance>.

In the coming months staff will be creating and presenting drafts of the FY 2024-2025 operating budget for which any pay schedule adjustments would become effective. Final adoption of the FY 2024-2025 operating budget is anticipated to occur during the May 2024 board meeting.

The following information will focus on Policy items A - C as stated above.

Item A – Current District Pay Schedules

While the current pay schedules for the applicable positions are included within this report, the complete pay schedules of all District positions can be viewed on the District website at <https://www.marinwood.org/finance>.

Item C – Consumer Price Index (CPI) change factor

The CPI change factor for December 2023 as published by the U.S. Bureau of Labor & Statistics for the San Francisco Region was stated at 2.6%. (<https://www.bls.gov/data/>)

Item B – Pay Schedules of Comparable Agencies

Marinwood CSD is a fairly unique agency. While we represent one of the smaller agencies in our region in regards to financial and staffing resources available, the offerings provided by our Recreation Department rival and often exceed those of much larger agencies in terms of scope and individuals served. Our Parks Maintenance staff perform a wide range of duties that are often performed by specialized employees or focused individual departments within comparable agencies. Staff made their best efforts to identify similar positions of comparable agencies, recognizing it was not an *apples-to-apples* comparison.

With that understanding, staff believes the data presented in this report does represent an accurate assessment of how our agency currently compares to pay schedules offered by similar local agencies for similar positions.

Parks Maintenance:

The chart below shows the current base salary pay schedule for our park maintenance position as well as the current base salary pay schedule for similar positions in the area:

<u>Maintenance Worker II</u>		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		A	B	C	D	E	EE	
Marinwood	Monthly:	4,481	4,705	4,940	5,187	5,446	5,718	
	Annual:	53,772	56,460	59,280	62,244	65,352	68,616	
Marin County	Monthly:	6,427				7,018		
	Annual:	77,123				84,221		
Tamalpais CSD	Monthly:	5,668	5,967	6,281	6,611	6,959		
	Annual:	68,021	71,601	75,369	79,336	83,512		
San Rafael	Monthly:	5,357	5,625	5,906	6,202	6,512		
	Annual:	64,284	67,500	70,872	74,424	78,144		
San Anselmo	Monthly:	5,355	5,620	5,902	6,197	6,507		
	Annual:	64,260	67,440	70,824	74,364	78,084		
Corte Madera	Monthly:	5,336	5,603	5,883	6,177	6,486		
	Annual:	64,032	67,236	70,596	74,124	77,832		
Novato	Monthly:	5,289	5,553	5,831	6,123	6,429		
	Annual:	63,468	66,636	69,972	73,476	77,148		

Mill Valley	Monthly:	4,535	4,762	5,000	5,250	5,513	5,789	6,078
	Annual:	54,420	57,144	60,000	63,000	66,156	69,468	72,936

As illustrated in the preceding chart, the District's pay schedule for this position remains significantly lower than that of similar positions for all but one (1) of the comparable agencies. This equates to those comparable positions being compensated between 18% - 43% greater than Marinwood's park maintenance positions. In an effort to make our positions more attractive in a competitive workforce, staff recommends the Board consider implementing a 6% pay schedule adjustment for the Parks Maintenance position to be applied to all steps as listed above. Such an adjustment would reduce the compensation disparity to approximately 11% - 35%, with the majority of comparable positions (4 of 7) being in the 11% - 12% disparity range.

The following chart illustrates the impact of a 6% pay schedule adjustment to the Parks Maintenance position:

Maintenance Worker II

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE (10 Yrs)
Marinwood	Monthly:	4,481	4,705	4,940	5,187	5,446	5,718
(current)	Annual:	53,772	56,460	59,280	62,244	65,352	68,616
6% Increase	Monthly:	4,750	4,987	5,237	5,499	5,773	6,062
	Annual:	56,998	59,848	62,841	65,983	69,282	72,746

Fiscal Impact: Applying a 6% pay schedule adjustment for this position (3 total personnel) would result in a fully burdened fiscal impact of approximately \$16,225 to the FY24-25 operating budget.

Of Note: Staff are currently considering the creation of a "Lead Maintenance Worker" position to replace one of the three current Maintenance Worker II positions. Once this position is further refined by staff it will be presented at that time to the Board for consideration and potential approval.

Recreation Dept Positions:

Given the varying degree of tasks and responsibilities identified from agency to agency, comparing our specific recreation positions to those of similar position titles made comparing pay schedules a challenging exercise. Again though, staff believes the data presented below does represent an accurate assessment of how our agency currently compares to pay schedules offered by similar local agencies.

Recreation Director:

The following chart shows the current base salary pay schedule for our recreation director position as well as the current base salary pay schedule for other recreation director positions in the area:

Recreation Director

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE
Marinwood	Monthly	7,253	7,616	7,997	8,397	8,817	9,258
(current)	Annual	87,036	91,392	95,964	100,764	105,804	111,096
San Rafael	Monthly	14,366	15,085	15,839	16,631	17,462	
	Annual	172,392	181,020	190,068	199,572	209,544	

Albany	Monthly	14,046	14,749	15,486	16,260	17,073	17,927
	Annual	168,552	176,988	185,832	195,120	204,876	215,124
Novato	Monthly	12,863	13,506	14,181	14,890	15,635	15,945
	Annual	154,352	162,070	170,173	178,682	187,616	191,340
Mill Valley	Monthly	11,898	12,493	13,118	13,774	14,463	15,186
	Annual	142,776	149,916	157,416	165,288	173,556	182,232
Corte Madera	Monthly	11,637	12,220	12,830	13,471	14,145	
	Annual	139,644	146,640	153,960	161,652	169,740	
San Anselmo	Monthly	10,853	11,425	12,026	12,659	13,325	
	Annual	130,236	137,100	144,312	151,908	159,900	

As clearly illustrated, the pay schedule for our recreation director position is significantly lower than the vast majority of comparable agencies. It should also be noted our recreation director position is responsible for the overall management of both the Recreation Department and Park Department.

Considering the District's anticipated financial resources, staff proposes the Board consider implementing a 4.5% pay schedule adjustment for the Recreation Director position to be applied to all steps as listed above. The following chart illustrates the impact of a 4.5% pay schedule adjustment to the position:

Recreation Director

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE
Marinwood (current)	Monthly	7,253	7,616	7,997	8,397	8,817	9,258
	Annual	87,036	91,392	95,964	100,764	105,804	111,096
4.5% Increase	Monthly	7,579	7,959	8,357	8,775	9,214	9,675
	Annual	90,953	95,505	100,282	105,298	110,565	116,095

Assistant Recreation Director and Recreation Supervisor:

As stated, identifying matching position titles & responsibilities proved to be challenging for the specific positions. As such, the chart below shows the current base salary pay schedule for our assistant recreation director position and our recreation supervisor position compared to current base salary pay schedules for only "recreation supervisor" positions identified in other agencies:

Recreation Supervisor

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
		A	B	C	D	E	EE	
Marinwood Asst Rec Dir.	Monthly	5,473	5,747	6,034	6,336	6,653	6,986	
	Annual	65,676	68,964	72,408	76,032	79,836	83,832	
Marinwood Rec Supervisor	Monthly	4,975	5,224	5,485	5,759	6,047	6,349	
	Annual	59,700	62,688	65,820	69,108	72,564	76,188	

San Rafael	Monthly	8,242	8,654	9,087	9,541	10,019		
	Annual	98,904	103,848	109,044	114,492	120,228		
Corte Madera	Monthly	7,117	7,473	7,847	8,239	8,651		
	Annual	85,404	89,676	94,164	98,868	103,812		
Albany	Monthly	6,726	7,062	7,415	7,786	8,175	8,584	
	Annual	80,712	84,744	88,980	93,432	98,100	103,008	
Novato	Monthly	6,679	7,013	7,364	7,732	8,119		
	Annual	80,154	84,161	88,369	92,787	97,427		
Strawberry	Monthly							
	Annual	80,000					93,000	
Mill Valley	Monthly	6,630	6,962	7,310	7,675	8,059	8,462	8,885
	Annual	79,560	83,544	87,720	92,100	96,708	101,544	106,620
San Anselmo	Monthly	6,315	6,633	6,964	7,311	7,678		
	Annual	75,780	79,596	83,568	87,732	92,136		
Tamalpais CSD	Monthly	5,941	6,254	6,583	6,929	7,294		
	Annual	71,292	75,044	78,994	83,152	87,528		

As the chart illustrates, the pay schedules of both of our respective positions are once again significantly lower than the recreation supervisor position of all other agencies.

Once again considering the District's anticipated financial resources, staff proposes the Board consider implementing a 4.5% pay schedule adjustment for both the Assistant Recreation Director position and the Recreation Supervisor position to be applied to all steps as listed above. The following charts illustrate the impact of a 4.5% pay schedule adjustment to both positions:

Assistant Recreation Director*

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE
Marinwood (current)	Monthly	5,473	5,747	6,034	6,336	6,653	6,986
	Annual	65,676	68,964	72,408	76,032	79,836	83,832
4.5% Increase	Monthly	5,719	6,005	6,306	6,621	6,952	7,299
	Annual	68,631	72,063	75,666	79,449	83,422	87,593

Recreation Supervisor

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE
Marinwood Rec Supervisor	Monthly	4,975	5,224	5,485	5,759	6,047	6,349
	Annual	59,700	62,688	65,820	69,108	72,564	76,188
4.5% Increase	Monthly	5,199	5,459	5,732	6,018	6,319	6,635
	Annual	62,387	65,506	68,781	72,220	75,831	79,623

Senior Administrative Assistant:

This position which almost exclusively serves the recreation department was extremely challenging to identify comparable positions without extensive direct conversations with personnel from the comparable agencies. While most every agency shows varying levels of administrative assistant positions, information readily available did not list specific responsibilities and/or departments served. That said, our research showed the same trend as with the above positions in that our pay schedules for administrative positions were below, and in some cases significantly, those of the comparable agencies.

Staff proposes the Board consider implementing a 4.5% pay schedule adjustment for the Senior Administrative Assistant position to be applied to all steps. The following chart illustrates the impact of a 4.5% pay schedule adjustment to the Senior Administrative Assistant position:

Senior Administrative Assistant

		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
		A	B	C	D	E	EE
Marinwood	Monthly	4,776	5,015	5,266	5,529	5,805	6,095
	Annual	57,312	60,180	63,192	66,348	69,660	73,140
4.5% Increase							
	Monthly	4,991	5,240	5,502	5,778	6,066	6,370
	Annual	59,891	62,886	66,030	69,331	72,798	76,438

Fiscal Impact: Applying a 4.5% pay schedule adjustment for all recreation department positions listed above (4 total personnel) would result in a fully burdened fiscal impact of approximately \$18,157 to the FY24-25 operating budget.

District Administration Position:

Beyond the District Manager position, the District relies on only one other position to manage all District-wide business administration needs.

Accounting & Payroll Manager:

Much like the senior administrative assistant position, staff were challenged to find similar positions amongst comparable agencies. For the District, this position is primarily responsible for all accounting, payroll, and benefit management needs, amongst other responsibilities.

The pay schedule for this position is fairly unique amongst the District in that rather than being presented as a step system, it was established as a traditional salary range. The current salary range for this position as approved by the Board is \$60,000 - \$78,000 annual salary.

Consistent with the Recreation Department positions, staff is proposing a 4.5% salary adjustment for this position. Of note, a 4.5% salary adjustment will remain within the established Board-approved salary range and does not require formal Board approval. It is being presented here for transparency and to be added to the total fiscal impact of all recommended pay schedule adjustments.

Fiscal Impact: Applying a 4.5% salary adjustment for the administrative assistant position above would result in a fully burdened fiscal impact of approximately \$3,635 to the FY24-25 operating budget.

Summary:

If all proposed pay schedule adjustments were to be formally approved, the fully burdened total fiscal impact (wages, workers' comp, pension, payroll taxes) to the FY24-25 operating budget would be \$38,017.

In accordance with the District's *Pay Schedule Review of Non-Represented Full-Time Positions Policy*, at the direction of the Board the pay schedule adjustments proposed will be incorporated into forthcoming drafts of the FY24-25 operating budget. As the budget is developed and total anticipated revenues and expenditures are further established, the Board and staff will be better informed as to the overall affordability of the proposed adjustments. If warranted, the proposed adjustments can be further refined right up until final adoption of the FY24-25 operating budget anticipated to occur at the May board meeting.

The formal board action of approving the pay schedule adjustments would occur during the June board meeting when the Board approves the FY24-25 Pay Schedules for all positions.

Staff Recommendation: Direct staff to incorporate the proposed Pay Schedule Adjustments for Non-Represented Full-time Positions into forthcoming FY24-25 operating budget drafts for further review and potential refinement.

District Manager Report
February 13, 2024
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:

While the recent storms have caused days in which work was not able to be performed, work does continue to progress as conditions allow. We remain on schedule for this project to be completed by the end of February, assuming weather forecasts continue to cooperate. Regarding the recent inclement weather, all work completed to date was not impacted. I visited the site during the peak of the storm on February 4th. The water levels in the creek were very high and swift moving, approaching the top of the recently installed boulders forming the foundation of the embankment. As water levels began to recede in the following days, I am happy to report the reconstructed embankment did indeed serve its intended purposes quite well.

The past month has been relatively quiet in regards to our ongoing FEMA claim as our application and supporting documentation is in the next stage(s) of review.

As has been reiterated in each of the previous updates, it is going to be several months before we should anticipate receiving any level final confirmation of funding obligations. Assuming the funding is obligated, which I anticipate it will be, it will then be several more months before we can expect to receive actual funding. To provide perspective, during the past few weeks I have been contacted by and have worked with a CalOES representative in regards to finally closing out a previous FEMA claim from 2017! While we have already received the federal share in regards to damage reimbursement, I do expect a small amount of additional reimbursement funding from the State as a result of the close-out process.

Marinwood Park Playground Play Structures Replacement Project:

This past week I had a virtual meeting with our grant representative to review the grant close-out process. At this point the only deliverable we have remaining is for the required signage to be completed and installed. The sign is in production now and once completed I will be submitting the required close-out documents. In our meeting it was clarified that we should receive the allocated grant funding prior to the end of the fiscal year.

Fire Station Bunk Room Conversion Initiative

I recently met with a group of Marinwood firefighters to discuss this initiative and eventual project. They shared a preliminary sketch they had created of potential layouts for converting the bunkroom into three separate sleeping quarters. They will be meeting as a group in the near future to continue to refine possible layout designs. I have also met with a local contractor at my request to visit the fire station and provide feedback. All parties remain optimistic we should be able to complete this project within this fiscal year and well within the preliminary budget allocated and approved.

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
February 6, 2024

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

Present:

Commissioners: Chair Steve Farac, Pascal Karsenti, Greg Stilson

Absent: Tom Elsbree, John Seratt

Staff: District Manager Eric Dreikosen, San Rafael Fire Chief Abe Roman

Board: Kathleen Kilkenny

1. Agenda

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

2. Introduction of Acting Fire Chief Abraham Roman

Chief Roman introduced himself to the Commission.

3. Public Comment on Non-Agenda Items

No comments from the public were received.

4. Commissioner Items of Interest

-Chair Farac inquired as to any updates to the ongoing home insurance concerns in regards to wildfires.

-Chair Farac inquired as to any update regarding cost recovery efforts for emergency response calls.

-Chair Farac followed-up on future plans to identify strategic initiatives appropriate for the Commission that would benefit the fire department and community. It was agreed that an ad hoc working group would be created at the next commission meeting to address this topic and bring ideas back to the Commission.

5. Draft Minutes of December 5, 2023 Fire Commission Meeting

M/s Karsenti/Stilson to approve Draft Minutes of December 5, 2023 Fire Commission Meeting as presented. Ayes: Farac, Karsenti, Stilson. Nays: None. Absent: Elsbree, Seratt. Motion carried.

6. Chief Officer Report and Activity Summary

Commission received Chief Officer Report and Activity Summary.

7. Requests for Future Agenda Items

-Creation of strategic initiative ad hoc working group

The meeting was adjourned at 8:17 PM.

Eric Dreikosen



Marinwood Board of Directors Meeting – Fire Chief’s Report -

Meeting Date: February 13th, 2024

Submitted by: Abraham Roman, Interim Fire Chief

STAFFING UPDATES

- Continue to pursue the hiring of one vacancy; that has been vacant for over 1 year

OPERATIONS DIVISION UPDATES

- Forward progress for the launch of the new County regional fire dispatch center set to launch July 1, 2024, continues to move forward.
 - Located at 1600 Los Gatos Dr adjacent space to Marin County Com Center.
 - To be operated by Marin County Fire Department. Staffed by County employees.
 - To be 100% fire/ems/all-risk focused. To have multiple service-level enhancements.
 - To have a 24/7 captain assigned.
- Next Gen MERA system update
 - Anticipating activation of system in October 2024 and final system acceptance 06/30/2025.
 - Fire station alerting installations now in progress.
 - Cut over plan development now in progress.
 - Training materials being developed for all users.

Marinwood Fire Department Statistics: January 2024

The Marinwood Fire Department responded to 141 emergency calls in January 2024. A little over half were for medical assistance. Engine 58 responded to two fires, one in San Rafael and one in Novato. The fire in San Rafael was in Terra Linda on New Year's day and E58 responded to find a barbeque that was smoking on the patio. E58 moved it away from the structure, cooled it with water, and no other damage was reported.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	13	9	11	0	0	N/A	0	33
CSA 13	3	6	0	0	0	N/A	0	9
Old JPA (Mont Marin)	13	3	0	0	1	N/A	0	17
New JPA (East of 101)	34	8	6	0	1	N/A	0	49
SR Mutual Aid	6	9	0	1	1	0	0	17
MC JPA	1	0	1	0	0	N/A	0	2
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	6	5	0	1	0	2	0	14
Total number	76	40	18	2	3	2	0	141
<i>Percentage of total</i>	<i>53.9%</i>	<i>28.4%</i>	<i>12.8%</i>	<i>1.4%</i>	<i>2.1%</i>	<i>1.4%</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: 6 minutes, 6 seconds

TRAINING DIVISION UPDATES

- Low-angle equipment orientation training was conducted on 1/12.
- Monthly company training was completed on ground ladder operations 1/24.
- CPR/ACLS recertification was completed on 1/30.
- FF/PM Kelly is undergoing officer training and completing supervised acting rotations. This is ongoing.

MAJOR INCIDENTS UPDATES

- On January 8, crews responded to a major trauma incident as a result of a domestic disturbance. The patient, who did not survive the attack was pronounced deceased upon arrival at the hospital.

PREVENTION DIVISION UPDATES

- January apartment inspections were completed at Highlands of Marin.
- 73 Permits were pulled in 2023, which resulted 2-4 inspections per permit
- We continue to perform 3-4 permits per week related to remodels
- Talus Reserve, permits are actively being issued

WILDFIRE MITIGATION DIVISION UPDATES

- An additional note regarding Marinwood vegetation management – SRFD vegetation management specialists Calvin and Simon are scheduled to meet with Eric Dreikosen and Marinwood staff during the week of February 12th to discuss potential priority projects/goals for Marinwood CSD open space and Queenstone Fire Road for this year. We will use the results of that meeting to assist with prioritizing and preparing for the next vegetation management projects in Marinwood.

OES - DISASTER PREPAREDNESS DIVISION UPDATES

- Currently in the process of conducting a sound study to address the feasibility of installing LRAD speaker system. Marinwood will be part of the study.

Marinwood Community Services District

Minutes of Park & Recreation Commission Meeting Tuesday – January 23, 2024

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

Present:

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

Absent: Ian Fein

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Directors: Chris Case, Sivan Oyserman

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 November 28, 2023 P&R Commission Meeting

M/s Campo/Madden to approve Draft Minutes of November 28, 2023 P&R Commission Meeting. Ayes: Benesch, Bliss-Steiner, Campo, Madden. Nays: None. Absent: Fein. Motion carried.

4. Minutes of December 12, 2023 and January 9, 2024 Board Meetings

Commission reviewed minutes.

5. Discussion Regarding Planning Process for Potential Installation of Pickleball Lines on Existing Tennis Court(s)

Commission discussed topic and reviewed draft community interest survey. Final adjustments to survey were made. Staff will create the final online survey and promote participation.

6. Designation of Commission Chair and Vice Chair for 2024

M/s Campo/Madden to approve Michael Benesch as Commission Chair and Ian Fein as Commission Vice-Chair. Ayes: Benesch, Bliss-Steiner, Campo, Madden. Nays: None. Absent: Fein. Motion carried.

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

-Commissioner Bliss-Steiner requested information and discussion regarding maintenance of pedestrian pathways.

9. Adjourn

Meeting adjourned at 8:58 PM

Eric Dreikosen, District Manager

Parks and Recreation Report
February 2024
Submitted by: Luke Fretwell, Recreation Director

RECREATION ACTIVITY REPORT

Marinwood Review

Staff have completed the spring/summer issue of the Marinwood Review and have posted it on our website. It is currently at the printer and physical copies are expected to go out in the mail in the next week.

In addition to providing information about our spring and summer recreation programs and events, the latest issue of the catalog also includes information from the fire department about wildfire prevention as well as special interest features on some of our community members. I want to acknowledge Carolyn Sullivan for organizing and assembling another terrific looking catalog.

Summer Camp / Swim Lesson Registration

We will be opening registration for all of our summer camps and swim lessons on Tuesday, March 12th at 9:00am for Marinwood residents and Thursday, March 14th at 9:00am for non-residents. Staff have been hard at work double-checking all the information and testing the links in our registration system to ensure everything goes smoothly when registration opens.

"The Big Alta" Trail Running Event

On February 24th and 25th an organization called Daybreak Racing will be hosting a trail running event centered in Marinwood. The event will feature a 50K trail race on Saturday and 28K race on Sunday, both of which will include sections of Queenstone Fire Road and Horne Trail in the Marinwood Open Space, as well as several other trails in the area. The event will be staged in Marinwood Park where the races will start and finish.

Raise a Glass – Wine Tasting

"Raise a Glass," our annual wine tasting event will take place Saturday, March 2nd from 2-5pm at the community center. We have 11 wineries attending, as well as live music by French cafe band Duo Gadjo and food provided by Marinwood Market. The event will also feature a raffle to raise money for our summer camp scholarship fund.

Spring Art Show

Our Spring Art Show will take place on Saturday, April 27th in the community center. The theme of this year's show is "Finding the Familiar" and will feature artwork from 40-50 of Marin's finest artists. More details will be announced in the coming months.

Recreation programs currently taking place this winter 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

Lucas Valley Estates Sign Landscaping

This past month the Parks Staff relandscaped the area surrounding the entrance to Lucas Valley Estates at Bridgegate Drive and Lucas Valley Road. Staff cleaned out the shrubs surrounding the Lucas Valley Estates sign, many of which were either overgrown, failing, or covered in poison oak. Staff then laid down a border, weed barrier, and woodchips, and added new plantings. Last week a couple landscape boulders were added to the area. In the coming weeks we will be adding a couple more plantings and touching up the paint on the sign. The area is looking much improved.

Continued Pool Facility Upgrades

Staff is currently in the process of prepping the pool for the 2024 season, including replacing the shower, repainting several doors and walls, sanding and staining some of the benches and tables, adding new lighting and replacing several plantings. Weather permitting, everything should be ready to go for the start of the season.

Creebank Restoration and Erosion Control

Staff has continued to spend time in the creek planting willow shoots in areas that become eroded after heavy storms. Staff has also spent time removing invasive ivy from the trees along the creek. Though we have had some strong winds and heavy rains in recent weeks, the creek has been flowing well and we have not had any major concerns.

Community Center and Pool Woodwork

In the next week or two the woodwork around the community center and pool buildings will be cleaned and stained and some of the framing repainted. The areas most exposed to sunlight become faded and dried out over time and need to be retreated every so often. This work was last performed in 2016.

Concrete Cutting

This spring we will be having the sidewalks and paths along the 3 parks and the walking paths throughout the community inspected for damage and hazards due to settling and tree roots. Lifted areas will be shaved down and damaged areas will be repaired.

Tree Work

Last month we had trees trimmed along Creekside path where some dead branches were in danger of falling on a resident's fence. A large dead tree and a fallen tree were also removed from a nearby drainage area.

Storm Monitoring

During the recent storms, staff have made regular visits to the drains and culverts around the community to address issues and ensure everything is flowing properly, as well as actively monitoring the creek for damming and erosion concerns. In addition to that staff have been regularly monitoring the roofs of the community center and parks facility and maintaining a supply of sand and sandbags at the community center for flood control needs.