

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

Tuesday – March 9, 2021 – 6:45 PM

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

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

Meeting ID: 823 1481 3460

ATTENTION: This will be a virtual meeting of the Marinwood CSD Board of Directors pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting. Any interested member of the public can participate telephonically or via internet by utilizing the web link or dial-in information printed on this agenda.

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

	Item Description:	Board Action
A.	CALL TO ORDER & ROLL CALL OF DIRECTORS	
B.	PUBLIC COMMENT ON CLOSED SESSION ITEMS	
C.	CLOSED SESSION <i>Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Eric Dreikosen. Represented Employees: Marinwood Professional Firefighters</i>	
D.	OPEN SESSION: AGENDA (Open Session will begin no earlier than 7:30PM)	Adopt
E.	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of February 9, 2021 (Remote Meeting) b. Bills Paid Nos. 5190 – 5264	Approve
F.	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
G.	DISTRICT MATTERS	
	1. 1 st Draft District Budget for Fiscal Year 2020-2021	Review
	2. Public Pay Schedule Adjustment for Recreation Supervisor Position	Approve
	3. District Manager Report	Review
H.	FIRE DEPARTMENT MATTERS	
	1. Chief Officer Report and Activity Summary	Review
	2. Date of Next Fire Commission Meeting – March 16, 2021 (Joint meeting with P&R Commission)	
I.	PARK AND RECREATION MATTERS	
	1. Draft Minutes of Park & Recreation Commission Meeting of February 23, 2021	Review
	2. Recreation and Park Maintenance Activity Reports	Review
	3. Date of Next Park & Recreation Commission Meeting – March 16, 2021 (Joint meeting with Fire Commission)	
J.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
K.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – April 13, 2021	

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

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – February 9, 2021

Time and Place: 7:30 PM via Teleconference

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

Present:

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

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

A. Call to Order & Roll Call of Directors

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

B. Agenda

District Manager Dreikosen requested Agenda Item F.2. “Marin Wildfire Prevention Authority Update – *Mark Brown, MWPA Executive Officer*” be moved to after Agenda Item E.1. “Presentation of Fiscal Year 2019-2020 Audited Basic Financial Statements and Management Report – *Hiep Pham, CPA, RJ Ricciardi, Inc.*”

Oyserman to approve/Kilkenny to second Agenda as amended.

All in favor. Motion carried unanimously.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of January 12, 2021 (Remote Meeting)*

b. *Bills Paid Nos. 5148-5189*

Oyserman to approve/Kilkenny 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. Suggestions for more improvements to Open Space and activities for the community.

E. District Matters:

1. *Presentation of Fiscal Year 2019-2020 Audited Basic Financial Statements and Management Report – Hiep Pham, CPA, RJ Ricciardi, Inc.*

Oyserman to accept/Case to second “Fiscal Year 2019-2020 Audited Basic Financial Statements and Management Report” as presented.

All in favor. Motion carried unanimously.

F. Fire Department Matters:

2. *Marin Wildfire Prevention Authority Update – Mark Brown, MWPA Executive Officer*

Board of Directors received MWPA Update

E. District Matters (Continued):

2. *Fiscal Year 2020-2021: 2nd Quarter Profit & Loss Budget-to-Actuals Report*

Board of Directors received the P&L Budget-to-Actuals report

3. *District Manager Report*

Board of Directors received District Manager Report

F. Fire Department Matters (Continued):

1. *Draft Minutes of Fire Commission Meeting of February 2, 2021*

Board reviewed Draft Minutes of Fire Commission Meeting

3. *Chief Officer Report and Activity Summary*
Board of Directors received Chief Officer Report and Activity Summary
4. *Date of Next Fire Commission Meeting – March 2, 2021*

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of January 26, 2021*
Board reviewed Draft Minutes of P&R Commission Meeting
2. *Prop 68 Per Capita Funding Grant: Designation of Marinwood Park Play Structures Replacement as Priority Project*
Oyserman to approve/Ruggeri to second “Prop 68 Per Capita Funding Grant: Designation of Marinwood Park Play Structures Replacement as Priority Project.”
All in favor. Motion carried unanimously.
3. *Recreation and Park Maintenance Activity Reports*
Board received Recreation and Park Maintenance Activity Report
4. *Date of Next Park & Recreation Commission Meeting – February 23, 2021*

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

- Director Case requested a meeting with staff regarding open space as well as maintenance facility project.

Meeting adjourned at 10:04 PM

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 March 9, 2021

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
5190	2/1/2021	Marin County's Sheriff's Office	705.00	Mobile data Jan-Mar 2021	Fire	5210725	General	705.00
5191	2/1/2021	RJ Ricciardi	360.00	OPEB study consulting	Park	5210210	General	90.00
					Rec	5210210	General	90.00
					Fire	5210210	General	180.00
5192	2/1/2021	Bruce King	1,300.00	Plan check response work	Measure A	5220910	General	1,300.00
5193	2/1/2021	Pest Plus	259.00	Pest control - Feb	Rec	5220310	General	169.00
					Fire	5220310	General	90.00
5194	2/1/2021	Willscot	494.41	Mobile office - Feb	Park	5220910	General	494.41
5195	2/1/2021	All Star Rents	129.48	Equipment rental	Park	5211220	General	129.48
5196	2/1/2021	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
5197	2/1/2021	PG&E	1,590.19	Streetlights - Jan 2021	Streetlights	5210825	General	1,590.19
5198	2/1/2021	Comcast	252.27	Cable - Jan/Feb	Fire	5210725	General	252.27
5199	2/1/2021	Marinwood CSD	72,023.40	Fire salaries	Fire	5110110	General	28,833.28
				Fire OT	Fire	5120110	General	9,345.85
				FLSA	Fire	5110319	General	1,387.15
				4850 pay	Fire	5110110	General	2,928.80
				Holiday pay	Fire	5110313	General	3,403.08
				Admin Asst	Fire	5110110	Admin	900.80
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	900.80
				Admin Asst	Park	5110110	Admin	450.40
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec salary	Rec	5110110	General	7,100.00
				Park salary	Park	5110110	General	4,293.60
				Park hourly	Park	5110210	General	819.36
				Summer	Rec	5110210	Summer	442.00
				Preschool	Rec	5110210	Preschool	3,266.00
				Afterschool	Rec	5110210	Afterschool	1,310.01
				PR fees	Fire	5210230	General	134.31
				PR fees	Rec	5210230	General	56.03
				PR fees	Park	5210230	General	13.71
				SS + Medicare	Fire	5140140	General	3,508.11
				SS + Medicare	Rec	5140140	General	1,474.83
				SS + Medicare	Park	5140140	General	390.21
				EDU + SUI	Fire	5140145	General	282.98
				EDU + SUI	Rec	5140145	General	364.46
				EDU + SUI	Park	5140145	General	91.82
				Benefits withholding	Park	2120066	General	-740.38
				Benefits withholding	Rec	2120066	General	-1,194.47
				Benefits withholding	Fire	2120066	General	-5,859.34
5200	2/1/2021	Marinwood CSD	14,085.50	Retire 01/29/2021	Park	5130510	General	1,094.79
					Rec	5130510	General	1,881.73
					Fire	5130510	General	11,108.98
5201	2/2/2021	Pitney Bowes	500.00	postage	Fire	5220110	General	75.00
					Rec	5220110	General	425.00
5202	2/2/2021	AT&T	266.15	Phones - Dec	Fire	5210725	General	144.79
					Park	5210725	General	21.86
					Rec	5210725	General	99.50
5203	2/2/2021	Leslie's Pool Supply	119.59	pool chems	Rec	5220710	Pool	119.59
5204	2/2/2021	Marin Resource Recovery	180.00	Debris dump	Park	5210815	General	180.00
5205	2/2/2021	SDRMA	229.87	Life Ins - Feb	Fire	5130120	General	89.87
					Park	5130120	General	60.56
					Rec	5130120	General	79.44
5206	2/2/2021	ASCAP	367.00	2021 ASCAP fee	Rec	5220819	Community	367.00
5207	2/2/2021	County of Marin	183.25	gas - Nov	Park	5220610	General	183.25
5208	2/2/2021	Landscape Unlimited Nurser	255.04	Plants	Park	5220310	General	255.04
5209	2/2/2021	Able Tire & Brake	616.60	Tires - park ATV	Park	5210910	General	616.60
5210	2/2/2021	Buck's Saw	106.89	Equip maint	Park	5220310	General	106.89
5211	2/2/2021	Janet Carter	64.00	Pilates	Rec	5210146	Adult	64.00
5212	2/4/2021	US Bank Corp Pmt Svcs	2,771.94	Data	Fire	5210725	General	30.00
				EMT renewal J Smith	Fire	5211315	General	52.00
				Online meeting subscription	Fire	5211325	General	27.49
				Supplies	Fire	5220810	General	553.10
				Supplies	Fire	5220830	General	35.94
				Online meeting subscription	Park	5211325	General	47.67
				Tools	Park	5220220	General	270.50

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Keys/lock, battery charger, e	Park	5220310	General	364.50
				Scheduling subscription	Rec	5220819	Afterschool	165.00
				Stamps, banners, Timer outl	Rec	5220819	Community	143.65
				Program subscription	Rec	5210122	General	101.98
				Online meeting subscription	Rec	5211325	General	78.36
				IJ subscription, Adobe subsc	Rec	5220110	General	290.78
				Music subscription	Rec	5220819	General	14.99
				Red cross instructor course	Rec	5211340	Pool	350.00
				pool chems	Rec	5220710	Pool	56.25
				Supplies	Rec	5220819	Preschool	27.20
				Supplies	Rec	5220819	Youth	162.53
5213	2/9/2021	Marin Municipal Water Dist	3,948.44	Water Nov/Dec	Fire	5210835	General	266.52
					Rec	5210835	General	548.52
					Park	5210835	General	3,133.40
5214	2/9/2021	Shanmuga Puttaswamy	150.00	refund preschool	Rec	4631922	Preschool	150.00
5215	2/9/2021	Delta Dental	1,986.32	Dental - Feb	Fire	5130120	General	1,337.80
					Park	5130120	General	220.26
					Rec	5130120	General	428.26
5216	2/9/2021	Robyn Bruton	15.00	preschool supplies	Rec	5220819	Preschool	15.00
5217	2/9/2021	Mill Valley Refuse Service	416.76	porta potty's Jan 2021	Park	5211220	General	416.76
5218	2/9/2021	TIAA Commercial Finance	661.11	Copier lease - Feb	Park	5220130	General	66.11
					Rec	5220130	General	429.72
					Fire	5220130	General	165.28
5219	2/9/2021	DC Electric Group	281.78	SL maintenance - Dec	Streetslights	5210915	General	281.78
5220	2/9/2021	Pet Waste Eliminator	259.80	Pet waste bags	Park	5220810	General	259.80
5221	2/9/2021	Marin Prof Firefighters Local	882.00	Dues - Feb	Fire	5211330	General	882.00
5222	2/9/2021	Marin Landscape Materials	789.88	grounds maintenance	Park	5220310	General	789.88
5223	2/9/2021	SolEd Solar Holdings	813.94	Solar - Jan	Rec	5210810	General	597.85
					Fire	5210810	General	216.09
5224	2/9/2021	RJ Ricciardi	9,477.50	Audit FY 19/20	Park	5210210	General	2,369.37
					Rec	5210210	General	2,369.38
					Fire	5210210	General	4,738.75
5225	2/12/2021	Marinwood CSD	71,010.68	Fire salaries	Fire	5110110	General	28,908.32
				Fire OT	Fire	5120110	General	13,541.52
				4850 pay	Fire	5110110	General	2,928.80
				Admin Asst	Fire	5110110	Admin	900.80
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	900.80
				Admin Asst	Park	5110110	Admin	450.40
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec salary	Rec	5110110	General	7,100.00
				Park salary	Park	5110110	General	4,293.60
				Park hourly	Park	5110210	General	546.24
				Preschool	Rec	5110210	Preschool	3,771.00
				Afterschool	Rec	5110210	Afterschool	1,494.64
				PR fees	Fire	5210230	General	127.18
				PR fees	Rec	5210230	General	54.44
				PR fees	Park	5210230	General	12.33
				SS + Medicare	Fire	5140140	General	3,468.36
				SS + Medicare	Rec	5140140	General	1,493.78
				SS + Medicare	Park	5140140	General	369.32
				EDU + SUI	Rec	5140145	General	243.19
				EDU + SUI	Park	5140145	General	86.91
				Benefits withholding	Park	2120066	General	-740.38
				Benefits withholding	Rec	2120066	General	-1,194.47
				Benefits withholding	Fire	2120066	General	-5,866.10
5226	2/12/2021	Marinwood CSD	12,783.55	Retire 02/12/2021	Park	5130510	General	1,094.79
					Rec	5130510	General	1,881.73
					Fire	5130510	General	9,807.03
5227	2/12/2021	AFLAC	39.75	Disability ins - Jan	Park	5130120	General	39.75
5228	2/12/2021	SDRMA	210.30	Life Ins - Mar	Fire	5130120	General	97.16
					Park	5130120	General	27.38
					Rec	5130120	General	85.76
5229	2/12/2021	PG&E	2,471.96	Gas - Dec	Rec	5210810	General	638.33
					Fire	5210810	General	565.66
				Gas - Jan	Rec	5210810	General	666.06
					Fire	5210810	General	601.91
5230	2/12/2021	Sprint	520.63	Cell phones	Fire	5210725	General	520.63
5231	2/16/2021	Comcast	149.92	Internet - Jan	Fire	5210725	General	74.96
					Rec	5210725	General	74.96
5232	2/16/2021	Verizon	42.69	Data - Dec	Fire	5210725	General	42.69
5233	2/16/2021	County of Marin	783.25	Q2 County Counsel	Park	5210131	General	286.18
					Rec	5210131	General	286.19
					Fire	5210131	General	210.88

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
5234	2/16/2021	City of San Rafael Fire Dept	53,280.94	Fire Chief Officer Services C SR SSA OT Q1/Q2	Fire	5210146	General	50,100.94
					Fire	5120110	General	3,180.00
5235	2/16/2021	Hagel Services	598.73	Janitorial supply	Rec	5220827	Building	598.73
5236	2/16/2021	SiteOne Landscape Supply	79.66	Irrigation supplies	Park	5220310	General	79.66
5237	2/16/2021	Grainger	1,119.04	supplies	Fire	5220810	General	426.88
					Rec	5220310	General	692.16
5238	2/16/2021	Marin Ace	394.21	supplies	Park	5220810	General	151.96
					Rec	5220810	Building	56.64
					Fire	5220810	General	37.04
					Rec	5220810	Pool	148.57
5239	2/16/2021	Marin Resource Recovery	180.00	Debris dump	Park	5210815	General	180.00
5240	2/17/2021	Marinwood CSD	48,215.38	Health Ins March	Park	5130120	General	10,959.04
					Rec	5130120	General	7,824.86
					Fire	5130120	General	29,431.48
5241	2/17/2021	PG&E	909.30	electric - Jan	Rec	5210810	General	532.22
					Fire	5210810	General	218.64
					Park	5210810	General	158.44
5242	2/18/2021	Jerry Mehciz	624.00	Tennis - adult beg Winter	Rec	5210146	Tennis	624.00
5243	2/18/2021	VSP	387.94	Vision - Mar	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
5244	2/18/2021	Delta Dental	2,105.84	Dental - Mar	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
5245	2/18/2021	National Appliance	175.00	Service call	Fire	5220310	General	175.00
5246	2/18/2021	AT&T	138.39	Internet	Park	5210725	General	138.39
5247	2/18/2021	National Academy of Athleti	2,027.20	Afterschool sports	Rec	5210146	Youth	2,027.20
5248	2/18/2021	Lucas Fretwell	63.44	supplies	Rec	5220110	General	31.58
					Rec	5220819	Youth	8.99
					Rec	5220827	General	22.87
5249	2/18/2021	Mill Valley Refuse Service	416.76	porta potty Feb	Park	5211220	General	416.76
5250	2/18/2021	Staples	125.74	office supplies	Rec	5220110	General	125.74
5251	2/18/2021	Marin Sanitary Service	2,164.96	Garbage - Jan	Park	5210815	General	1,515.47
					Rec	5210815	General	432.99
					Fire	5210815	General	216.50
5252	2/26/2021	Marinwood CSD	76,250.39	Payroll 02/26/2021	Fire	5110110	General	28,908.32
				Fire OT	Fire	5120110	General	10,331.94
				FLSA	Fire	5110319	General	1,256.79
				Shift Differential	Fire	5110310	General	243.36
				4850 pay	Fire	5110110	General	2,928.80
				Holiday	Fire	5110313	General	6,822.24
				Admin Asst	Fire	5110110	Admin	900.80
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	900.80
				Admin Asst	Park	5110110	Admin	450.40
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec salary	Rec	5110110	General	6,971.00
				Park salary	Park	5110110	General	4,293.60
				Park hourly	Park	5110210	General	409.68
				Preschool	Rec	5110210	Preschool	2,615.25
				Afterschool	Rec	5110210	Afterschool	829.15
				Winter Camp	Rec	5110210	Winter Camp	1,833.63
				PR fees	Fire	5210230	General	137.63
				PR fees	Rec	5210230	General	52.79
				PR fees	Park	5210230	General	11.53
				SS + Medicare	Fire	5140140	General	3,859.49
				SS + Medicare	Rec	5140140	General	1,484.86
				SS + Medicare	Park	5140140	General	358.87
				EDU + SUI	Fire	5140145	General	11.30
				EDU + SUI	Rec	5140145	General	113.93
				EDU + SUI	Park	5140145	General	28.18
				Benefits withholding	Park	2120066	General	-740.38
				Benefits withholding	Rec	2120066	General	-1,017.47
				Benefits withholding	Fire	2120066	General	-5,866.10
5253	2/26/2021	AT&T	274.20	Phones - Jan	Fire	5210725	General	148.32
					Park	5210725	General	22.63
					Rec	5210725	General	103.25
5254	2/26/2021	William Scotsman	494.66	Mobile office - Mar	Park	5220910	General	494.66
5255	2/26/2021	Marinwood CSD	15,092.58	Retire 02/26/2021	Park	5130510	General	1,094.79
					Rec	5130510	General	1,863.04
					Fire	5130510	General	12,134.75
5256	2/26/2021	CalPERS	8,333.00	CERBT Feb2021	Park	5130130	General	3,416.00
					Rec	5130130	General	667.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
					Fire	5130130	General	4,250.00
5257	2/26/2021	American Family Life Assura	26.50	Disability Ins - Feb	Park	5130120	General	26.50
5258	2/26/2021	Landesign Construction & M	2,985.00	Landscape contractor	Park	5211125	General	2,985.00
5259	2/26/2021	Jerry Mehcz	1,780.40	Tennis	Rec	5210146	Tennis	1,780.40
5260	2/26/2021	National Academy of Athleti	3,120.00	Afterschool sports	Rec	5210146	Youth	3,120.00
5261	2/26/2021	Robyn Bruton	103.31	preschool supplies	Rec	5220819	Preschool	103.31
5262	2/26/2021	Airgas	391.23	pool chems	Rec	5220710	Pool	391.23
5263	2/26/2021	Landscape Unlimited Nurser	1,020.15	plants	Park	5220310	General	1,020.15
5264	2/26/2021	A&S Landscape Materials	194.02	grounds maintenance	Park	5220310	General	194.02
TOTAL:			427,666.81					427,666.81

Total by Department:

Streetlights	1,871.97
Fire Department	280,126.15
Recreation Department	86,719.27
Park Department	56,660.35



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: March 9, 2021
Re: Fiscal Year 2021-2022 Operating Budget: 1st Draft

Directors,

Please see the included first draft of the FY 21-22 Operating Budget. Please note, this is very much a preliminary draft and work in progress. As such it is anticipated to change significantly throughout the budget creation process. Also included in the draft are the current year (FY20-21) budget-to-actuals as of 2/28/21. However, actuals from Q3 (Jan-Feb) have not been fully reviewed and are subject to subsequent journaling. They are included for budget reference only and will be covered in detail with the conclusion of Q3, similar to prior P&L reports.

Staff has yet had the opportunity to thoroughly analyze many line items including the majority of revenue drivers. Areas still needing further analysis and updating include but are not limited to:

Revenue: ad valorem property taxes (not including special taxes), Recreation programs including camps, classes, and special events, facility rentals, service contracts (CSA 13, County Farm)

Expenditures: part-time & seasonal staff wages, recreation program contractors, insurances (P/L & workers' comp), utilities (telecom, gas/electric, water/sewer, etc.), County-wide fees, land & building maintenance needs, recreation program supplies & services, capital expenditures

For these items, anticipated revenues and expenditures are temporarily stated at or near the same levels as the current fiscal year. Meetings with personnel from all three departments will continue in the coming weeks to further develop the operating budgets for the individual departments.

The ongoing public health crisis continues to impact our recreation programs preventing consistency with not only the previous year in which various public health programs were in place but most certainly with years prior to the pandemic when we were at full operations. Recreation department staff are finalizing their conservative budget projections based on the most recent public health guidance which at this time does allow for some level of increased operations and enrollment when compared to last year. These updates, including part-time/seasonal staff costs, are anticipated to be included in the next budget draft.

The draft budget as a whole will continue to evolve and shall be presented at each scheduled board meeting leading up to adoption. Additionally, the District will conduct a stand-alone public budget hearing tentatively scheduled for April 27th. Final budget adoption is anticipated to take place at the regular board meeting scheduled for May 11, 2021. In the event we experience any notable fluctuations in the current public health status and related restrictions causing significant impact to our planned programs and services, the budget adoption process could potentially be pushed back to June. However, that is not anticipated at this time.

In preparing the draft being presented now, full-time staffing wages and staff-related costs have been updated to current staff census models including, pensions (incl. UAL payment totals), medical benefits, etc. Please also see the following items of note:

District-wide:

- We are still awaiting updates from our insurance carrier as to any adjustments in Property/Liability rates as well as Workers' Comp rates, including our experience modification factor for workers' comp. They have informed they are expected to be completed within the few weeks.
- Contributions to the District's OPEB Trust Fund and Capital Reserves Designations remain the same as the past several fiscal years, both at \$100,000. OPEB Trust allocations to each department will be revised based on percentage of current retiree healthcare costs while capital reserve allocations will be revised based on our internal capital reserves needs forecast models.
- Proposed capital expenditures are still being analyzed. Amounts currently stated are for items budgeted in FY 20/21 but not expended or anticipated to be expended this year and may result in carrying over this planned expenditure into FY 21/22 in addition to potential additional proposed items.

Park Dept:

- A 5% salary increase to the pay schedule for park maintenance staff has been included within this draft budget. Since 2013, the park maintenance pay schedule has increased by a total of 5% during the eight (8) year period. In researching wages of similar positions in 10 comparable agencies, the top of the District's park maintenance wage scale comes in near, and in most cases below, the entry-level of comparable wage scales.
- For the vacant park maintenance position, it has been assumed the future hire would participate in "family" medical and dental insurance and the associated premiums have been budgeted accordingly. Should "employee-only" or "employee +1" plan be needed, associated costs would be lower than currently assumed.
- Reduction in long-term debt due to the primary MERA bond debt the District has been obligated to was retired in FY 20/21. The remaining smaller MERA bond will be retired in FY 21/22.

Recreation Dept:

As mentioned, staff are finalizing the analysis and projections for the total of recreation programs, camps and pool operations. This will be completed in the coming weeks and the budgeted revenues and expenditures will be updated accordingly at that time.

- Salaries for regular full-time staff include the proposed wages for the recreation supervisor position as will be presented as a separate topic later in this meeting.
- For the vacant recreation supervisor position, it has been assumed the future hire would participate in "family" medical and dental insurance and the associated premiums have been budgeted accordingly. Should "employee-only" or "employee +1" plan be needed, associated costs would be lower than currently assumed.
- Facility rental revenue opportunities for the community center as well as the pool and park picnic areas remain unknown in accordance with public health restrictions. These will likely be zeroed out to reflect no revenue in future budget drafts.
- Staff and community partners/colleagues continue to discuss what types of special events, if any, may be possible in the coming year. However, for budget purposes these items will most

likely be removed from the budget while we await further information and updates, assuming the possibility of community-based events to be highly unlikely in the coming year.

Fire Dept:

Meetings with fire department personnel will continue in the coming weeks to identify operating budget needs as well as potential capital outlay needs. The budget will be updated accordingly as that process progresses.

- Service Contract Revenue (juvenile hall and county facilities site) and CSA 13 revenue are placeholders and will change. Final figures are not able to be calculated until the close of the fiscal year and the current agreements are reconciled against the relative projections used at the time for CSA 13.
- Pension costs increased by approximately \$50K due to a significant increase in the required UAL payment as well as moderate increases to the normal rate associated with payroll wages.
- The current agreement costs for Chief Officer Services with San Rafael have been updated to reflect the annual escalator of 3%.
- Reduction in long-term debt due to the primary MERA bond debt the District has been obligated to was retired in FY 20/21. The remaining smaller MERA bond will be retired in FY 21/22. The current fire engine debt owed is also included in this account and will not be fully paid for another few years.

Marinwood Community Services District
FY 2021-2022 BUDGET
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	DISTRICT TOTAL			
	20/21 Budget	Actuals* 2/28/2021	21/22 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	1,680,000.00	982,619.74	1,680,000.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	-25,000.00	-12,714.84	-25,000.00	0.0%
4110115 · PropTax - Unitary	10,000.00	6,226.59	10,000.00	0.0%
4110120 · PropTax - Current Unsecured	29,000.00	33,789.97	29,000.00	0.0%
4110140 · ERAF - Excess	155,500.00	133,144.97	155,500.00	0.0%
4110145 · ERAF - PY/Reverse	13,500.00	12,351.67	13,500.00	0.0%
4110210 · PropTax - Supplemental Current	33,000.00	17,644.78	33,000.00	0.0%
4110215 · PropTax - Supplemental Unsecure	500.00	677.06	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	1,000.00	969.01	1,000.00	0.0%
4110510 · PropTax - Prior Unsecured	1,000.00	1,011.20	1,000.00	0.0%
4120610 · Special Tax Assessment	1,598,327.00	879,874.45	1,631,320.00	2.06%
4120611 · Special Tax- Admin Fee (contra)	-4,900.00	-2,683.50	-4,900.00	0.0%
4220115 · Building Plan Review	4,500.00	9,912.00	4,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	25,000.00	18,693.68	25,000.00	0.0%
4410127 · Interest- ERAF Co. Pooled	100.00	86.81	100.00	0.0%
4410215 · Rental Income - Pool & Picnic	12,500.00	-120.10	12,500.00	0.0%
4410225 · Rental Income - Community Ctr	21,500.00	-580.77	21,500.00	0.0%
4511210 · HOPTR	7,500.00	2,763.80	7,499.00	-0.01%
4570110 · Expense Reimbursements	500.00	41,740.42	500.00	0.0%
4631145 · Service Contract Revenue	94,156.00	96,219.00	97,087.00	3.11%
4631911 · Advertising Sales	8,000.00	1,510.32	8,000.00	0.0%
4631912 · Vending Sales	0.00	1,973.74	0.00	0.0%
4631914 · Community Events	8,490.00	45.00	8,490.00	0.0%
4631915 · Tennis	30,500.00	20,334.13	30,500.00	0.0%
4631917 · Pool Operating Rev	19,000.00	36,996.60	19,000.00	0.0%
4631919 · Adult Rec Programs	26,085.00	2,408.92	26,085.00	0.0%
4631920 · Summer Rec Programs	420,976.00	228,103.95	420,976.00	0.0%
4631922 · Youth Rec Programs	335,859.00	97,161.42	335,859.00	0.0%
4640321 · CSA 13 Contract Rev	611,357.00	311,529.00	619,032.00	1.26%
4710615 · Donations (General)	1,000.00	117.80	1,000.00	0.0%
4710631 · Paramedic Reimbursement	33,000.00	16,546.73	33,000.00	0.0%
4710642 · Miscellaneous Rev	900.00	38,613.99	900.00	0.0%
Total Revenue	5,152,850.00	2,976,967.54	5,196,448.00	0.85%

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	DISTRICT TOTAL			
	20/21 Budget	Actuals* 2/28/2021	21/22 Budget	% Change in Budget
Expenditures				
5110110 · Salaries - Regular Staff	1,433,712.00	977,692.27	1,460,709.00	1.88%
5110210 · Salaries - PT/Seasonal/Temp	464,269.00	262,665.30	464,269.00	0.0%
5110310 · Acting Pay	10,000.00	1,537.64	10,000.00	0.0%
5110313 · Holiday Pay	37,496.00	30,498.96	37,677.00	0.48%
5110319 · FLSA Pay	22,509.00	11,677.79	22,616.00	0.48%
5120110 · Overtime Pay	100,500.00	258,316.95	100,500.00	0.0%
5130120 · Benefits - Group Medical	554,255.00	454,881.58	624,312.00	12.64%
5130130 · OPEB Trust Contribution	100,000.00	66,664.00	100,000.00	0.0%
5130510 · PERS - Pension	637,770.00	539,422.78	688,214.00	7.91%
5140115 · Workers Comp Ins.	146,698.00	140,553.93	148,549.00	1.26%
5140116 · 4850 Reimbursements (Contra)	0.00	-32,104.26	0.00	0.0%
5140130 · Physician Services	1,830.00	20.00	1,830.00	0.0%
5140140 · Social Security & Medicare	157,608.00	108,683.54	159,905.00	1.46%
5140145 · Unemployment Ins.	19,805.00	6,953.58	19,805.00	0.0%
5210120 · Consultant Fees	16,500.00	4,000.00	16,500.00	0.0%
5210122 · Marketing	38,310.00	2,047.77	38,310.00	0.0%
5210128 · Fingerprinting/Background	6,000.00	1,834.00	6,000.00	0.0%
5210131 · Legal Services	17,000.00	3,251.50	17,000.00	0.0%
5210146 · Indep. Contractor Fees	154,708.00	119,071.15	157,744.00	1.96%
5210210 · Audit & Accounting	14,000.00	9,837.50	14,000.00	0.0%
5210230 · Payroll Service Fees	11,450.00	6,186.05	11,450.00	0.0%
5210525 · Insurance - General	59,935.00	52,159.55	59,935.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	13,370.00	9,753.76	13,370.00	0.0%
5210810 · Utilities - Gas & Electric	58,365.00	26,244.04	58,365.00	0.0%
5210815 · Garbage Removal	36,030.00	20,255.01	36,030.00	0.0%
5210825 · Utilities - Street Light Elec.	17,500.00	12,585.49	17,500.00	0.0%
5210835 · Utilities - Water & Sewer	47,830.00	39,171.78	47,830.00	0.0%
5210910 · Maint. - Vehicles	18,000.00	13,112.04	18,000.00	0.0%
5210915 · Maint. - Streetlights	6,125.00	2,240.12	6,125.00	0.0%
5210920 · MERA Operating	18,566.00	18,565.00	18,566.00	0.0%
5210940 · Maint. - Park Heavy Equipment	3,500.00	27.00	3,500.00	0.0%
5211110 · Janitorial Services	20,000.00	0.00	20,000.00	0.0%
5211125 · Community Landscape Contract	38,500.00	23,880.00	38,500.00	0.0%
5211140 · Vegetation Management	40,000.00	0.00	10,000.00	-75.0%
5211220 · Equipment Rental	4,500.00	3,342.43	4,500.00	0.0%
5211310 · Awards & Incentives	2,000.00	0.00	2,000.00	0.0%
5211315 · Professional Development	18,000.00	988.50	18,000.00	0.0%
5211325 · Conferences & Meetings	4,250.00	1,327.80	4,250.00	0.0%
5211330 · Memberships & Dues	11,015.00	11,914.02	11,015.00	0.0%
5211440 · Travel	3,300.00	471.20	3,300.00	0.0%
5211520 · Publications & Legal Notices	900.00	0.00	900.00	0.0%

Marinwood Community Services District
FY 2021-2022 BUDGET
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	DISTRICT TOTAL			
	20/21 Budget	Actuals* 2/28/2021	21/22 Budget	% Change in Budget
5211528 · Tree Maint. & Services	18,000.00	6,250.00	18,000.00	0.0%
5211532 · Weed & Pest Control	3,800.00	1,400.00	3,800.00	0.0%
5211545 · Election Expense	5,000.00	0.00	0.00	-100.0%
5211610 · County-Wide Fees	10,655.00	9,071.98	10,655.00	0.0%
5211710 · Long Term Debt - Principal	56,260.00	56,265.66	39,904.00	-29.07%
5211715 · Long Term Debt - Interest	6,650.00	6,643.23	4,845.00	-27.14%
5220110 · Admin & Office Supplies	23,500.00	11,448.11	23,500.00	0.0%
5220130 · Copier Lease & Printing	9,955.00	4,627.45	9,955.00	0.0%
5220210 · Equip. Maintenance/Replacement*	27,100.00	5,637.32	27,100.00	0.0%
5220215 · Pool Maintenance	2,500.00	1,833.68	2,500.00	0.0%
5220220 · Small Tools	2,000.00	2,419.67	2,000.00	0.0%
5220310 · Land & Buildings Maintenance	59,000.00	39,741.79	59,000.00	0.0%
5220610 · Gasoline/Fuel	3,500.00	1,113.77	3,500.00	0.0%
5220710 · Pool Chemicals	1,500.00	4,239.89	1,500.00	0.0%
5220810 · Miscellaneous Supplies	23,650.00	7,321.68	23,650.00	0.0%
5220819 · Rec Program Supplies & Services	112,440.00	43,691.31	112,440.00	0.0%
5220825 · Uniforms & Apparel	8,900.00	1,031.99	8,900.00	0.0%
5220826 · Vending Supplies	0.00	1,117.57	0.00	0.0%
5220827 · Janitorial Supplies	18,000.00	4,421.94	18,000.00	0.0%
5220830 · Volunteer Fire Department	10,000.00	35.94	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	50,500.00	0.00	42,600.00	-15.64%
5220916 · Capital Outlay - New Equipment	53,700.00	5,194.44	31,000.00	-42.27%
5220920 · Capital Reserves Designation	100,000.00	0.00	100,000.00	0.0%
Total Expenditures	4,972,716.00	3,423,237.19	5,043,925.00	1.43%
Net Gain/Loss	180,134.00	-446,269.65	152,523.00	-15.33%

Marinwood Community Services District
FY 2021-2022 BUDGET
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	Park Dept			
	20/21 Budget	Actuals* 2/28/2021	21/22 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	488,880.00	285,942.34	493,920.00	1.03%
4110111 · PropTax - Admin Fee (Contra)	-7,275.00	-3,700.02	-7,350.00	1.03%
4110115 · PropTax - Unitary	2,910.00	1,811.94	2,940.00	1.03%
4110120 · PropTax - Current Unsecured	8,439.00	9,832.88	8,526.00	1.03%
4110140 · ERAF - Excess	45,250.00	38,745.18	45,717.00	1.03%
4110145 · ERAF - PY/Reverse	3,928.00	3,594.34	3,969.00	1.04%
4110210 · PropTax - Supplemental Current	9,603.00	5,134.63	9,702.00	1.03%
4110215 · PropTax - Supplemental Unsecure	145.00	197.03	147.00	1.38%
4110225 · PropTax - Supplemental Redempt	291.00	281.97	294.00	1.03%
4110510 · PropTax - Prior Unsecured	291.00	294.26	294.00	1.03%
4120610 · Special Tax Assessment	392,890.00	216,079.46	400,739.00	2.0%
4120611 · Special Tax- Admin Fee (contra)	-1,200.00	-660.14	-1,200.00	0.0%
4410125 · Interest- Co. Pooled Investment	7,275.00	5,439.87	7,350.00	1.03%
4410127 · Interest- ERAF Co. Pooled	100.00	25.26	100.00	0.0%
4511210 · HOPTR	2,182.00	1,099.93	2,204.00	1.01%
4710642 · Miscellaneous Rev	150.00	36,750.00	150.00	0.0%
Total Revenue	953,859.00	600,868.93	967,502.00	1.43%
Expenditures				
5110110 · Salaries - Regular Staff	223,827.00	144,178.35	233,621.00	4.38%
5110210 · Salaries - PT/Seasonal/Temp	7,200.00	6,896.28	7,200.00	0.0%
5120110 · Overtime Pay	500.00	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	142,727.00	103,114.99	164,984.00	15.59%
5130130 · OPEB Trust Contribution	41,000.00	27,328.00	41,000.00	0.0%
5130510 · PERS - Pension	58,790.00	45,909.73	60,092.00	2.21%
5140115 · Workers Comp Ins.	25,732.00	24,601.65	26,828.00	4.26%
5140140 · Social Security & Medicare	17,712.00	8,210.90	18,461.00	4.23%
5140145 · Unemployment Ins.	765.00	331.44	765.00	0.0%
5210120 · Consultant Fees	7,500.00	1,000.00	7,500.00	0.0%
5210122 · Marketing	530.00	237.98	530.00	0.0%
5210131 · Legal Services	5,000.00	1,279.18	5,000.00	0.0%
5210210 · Audit & Accounting	3,500.00	2,459.37	3,500.00	0.0%
5210230 · Payroll Service Fees	750.00	404.09	750.00	0.0%
5210525 · Insurance - General	18,550.00	16,868.10	18,550.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	1,450.00	850.57	1,450.00	0.0%
5210810 · Utilities - Gas & Electric	4,515.00	1,356.84	4,515.00	0.0%
5210815 · Garbage Removal	25,630.00	15,244.03	25,630.00	0.0%
5210835 · Utilities - Water & Sewer	23,450.00	20,880.72	23,450.00	0.0%
5210910 · Maint. - Vehicles	2,000.00	2,674.74	2,000.00	0.0%
5210920 · MERA Operating	1,857.00	1,856.00	1,857.00	0.0%
5210940 · Maint. - Park Heavy Equipment	3,500.00	27.00	3,500.00	0.0%
5211125 · Community Landscape Contract	38,500.00	23,880.00	38,500.00	0.0%

Marinwood Community Services District
FY 2021-2022 BUDGET
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	Park Dept			
	20/21 Budget	Actuals* 2/28/2021	21/22 Budget	% Change in Budget
5211220 · Equipment Rental	4,500.00	3,342.43	4,500.00	0.0%
5211315 · Professional Development	2,000.00	0.00	2,000.00	0.0%
5211325 · Conferences & Meetings	500.00	514.92	500.00	0.0%
5211330 · Memberships & Dues	2,540.00	1,951.00	2,540.00	0.0%
5211440 · Travel	800.00	0.00	800.00	0.0%
5211528 · Tree Maint. & Services	18,000.00	6,250.00	18,000.00	0.0%
5211532 · Weed & Pest Control	3,800.00	1,400.00	3,800.00	0.0%
5211545 · Election Expense	1,250.00	0.00	0.00	-100.0%
5211610 · County-Wide Fees	1,250.00	904.50	1,250.00	0.0%
5211710 · Long Term Debt - Principal	1,938.00	1,938.06	192.00	-90.09%
5211715 · Long Term Debt - Interest	78.00	77.53	8.00	-89.74%
5220110 · Admin & Office Supplies	2,000.00	300.28	2,000.00	0.0%
5220130 · Copier Lease & Printing	765.00	462.76	765.00	0.0%
5220210 · Equip. Maintenance/Replacement*	10,500.00	816.95	10,500.00	0.0%
5220220 · Small Tools	1,500.00	2,419.67	1,500.00	0.0%
5220310 · Land & Buildings Maintenance	37,000.00	32,381.74	37,000.00	0.0%
5220610 · Gasoline/Fuel	2,500.00	1,113.77	2,500.00	0.0%
5220810 · Miscellaneous Supplies	2,350.00	2,083.63	2,350.00	0.0%
5220825 · Uniforms & Apparel	500.00	0.00	500.00	0.0%
5220827 · Janitorial Supplies	1,000.00	319.33	1,000.00	0.0%
5220910 · Capital Outlay - Improvements	19,500.00	0.00	21,600.00	10.77%
5220916 · Capital Outlay - New Equipment	18,000.00	0.00	18,000.00	0.0%
5220920 · Capital Reserves Designation	12,500.00	0.00	12,500.00	0.0%
Total Expenditures	799,756.00	505,866.53	833,988.00	4.28%
Net Gain/Loss	154,103.00	95,002.40	133,514.00	-13.36%

Marinwood Community Services District
FY 2021-2022 BUDGET
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	Recreation Dept			
	20/21 Budget	Actuals* 2/28/2021	21/22 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	546,000.00	319,351.42	547,680.00	0.31%
4110111 · PropTax - Admin Fee (Contra)	-8,125.00	-4,132.32	-8,150.00	0.31%
4110115 · PropTax - Unitary	3,250.00	2,023.64	3,260.00	0.31%
4110120 · PropTax - Current Unsecured	9,425.00	10,981.74	9,454.00	0.31%
4110140 · ERAF - Excess	50,538.00	43,272.12	50,693.00	0.31%
4110145 · ERAF - PY/Reverse	4,388.00	4,014.29	4,401.00	0.3%
4110210 · PropTax - Supplemental Current	10,725.00	5,734.56	10,758.00	0.31%
4110215 · PropTax - Supplemental Unsecure	163.00	220.04	163.00	0.0%
4110225 · PropTax - Supplemental Redempt	325.00	314.93	326.00	0.31%
4110510 · PropTax - Prior Unsecured	325.00	328.64	326.00	0.31%
4410125 · Interest- Co. Pooled Investment	8,125.00	6,075.44	8,150.00	0.31%
4410127 · Interest- ERAF Co. Pooled		28.21		0.0%
4410215 · Rental Income - Pool & Picnic	12,500.00	-120.10	12,500.00	0.0%
4410225 · Rental Income - Community Ctr	21,500.00	-580.77	21,500.00	0.0%
4511210 · HOPTR	2,438.00	1,228.44	2,445.00	0.29%
4570110 · Expense Reimbursements	500.00	0.00	500.00	0.0%
4631911 · Advertising Sales	8,000.00	1,510.32	8,000.00	0.0%
4631912 · Vending Sales	0.00	1,973.74	0.00	0.0%
4631914 · Community Events	8,490.00	45.00	8,490.00	0.0%
4631915 · Tennis	30,500.00	20,334.13	30,500.00	0.0%
4631917 · Pool Operating Rev	19,000.00	36,996.60	19,000.00	0.0%
4631919 · Adult Rec Programs	26,085.00	2,408.92	26,085.00	0.0%
4631920 · Summer Rec Programs	420,976.00	228,103.95	420,976.00	0.0%
4631922 · Youth Rec Programs	335,859.00	97,161.42	335,859.00	0.0%
4710615 · Donations (General)	1,000.00	117.80	1,000.00	0.0%
4710642 · Miscellaneous Rev	250.00	1,626.88	250.00	0.0%
Total Revenue	1,512,237.00	779,019.04	1,514,166.00	0.13%
Expenditures				
5110110 · Salaries - Regular Staff	300,894.00	207,381.24	310,259.00	3.11%
5110210 · Salaries - PT/Seasonal/Temp	457,069.00	255,769.02	457,069.00	0.0%
5130120 · Benefits - Group Medical	90,693.00	75,176.47	110,015.00	21.3%
5130130 · OPEB Trust Contribution	8,000.00	5,336.00	8,000.00	0.0%
5130510 · PERS - Pension	77,066.00	64,461.46	77,745.00	0.88%
5140115 · Workers Comp Ins.	23,550.00	22,606.58	23,807.00	1.09%
5140130 · Physician Services		20.00		0.0%
5140140 · Social Security & Medicare	57,353.00	39,264.47	58,279.00	1.61%
5140145 · Unemployment Ins.	17,500.00	5,591.55	17,500.00	0.0%
5210120 · Consultant Fees	3,000.00	1,000.00	3,000.00	0.0%
5210122 · Marketing	36,750.00	1,571.81	36,750.00	0.0%
5210128 · Fingerprinting/Background	5,500.00	1,834.00	5,500.00	0.0%
5210131 · Legal Services	2,000.00	869.69	2,000.00	0.0%

Marinwood Community Services District
FY 2021-2022 BUDGET
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	Recreation Dept			
	20/21 Budget	Actuals* 2/28/2021	21/22 Budget	% Change in Budget
5210146 · Indep. Contractor Fees	53,514.00	68,970.21	53,514.00	0.0%
5210210 · Audit & Accounting	3,500.00	2,459.38	3,500.00	0.0%
5210230 · Payroll Service Fees	5,500.00	2,133.78	5,500.00	0.0%
5210525 · Insurance - General	16,935.00	15,457.01	16,935.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	2,200.00	1,406.64	2,200.00	0.0%
5210810 · Utilities - Gas & Electric	40,350.00	19,316.16	40,350.00	0.0%
5210815 · Garbage Removal	6,810.00	3,340.65	6,810.00	0.0%
5210835 · Utilities - Water & Sewer	16,980.00	12,506.78	16,980.00	0.0%
5211110 · Janitorial Services	20,000.00	0.00	20,000.00	0.0%
5211315 · Professional Development	6,000.00	401.50	6,000.00	0.0%
5211325 · Conferences & Meetings	2,500.00	620.45	2,500.00	0.0%
5211330 · Memberships & Dues	3,800.00	3,066.00	3,800.00	0.0%
5211440 · Travel	1,500.00	0.00	1,500.00	0.0%
5211520 · Publications & Legal Notices	500.00	0.00	500.00	0.0%
5211545 · Election Expense	1,250.00	0.00	0.00	-100.0%
5211610 · County-Wide Fees	2,750.00	904.50	2,750.00	0.0%
5220110 · Admin & Office Supplies	14,500.00	8,460.78	14,500.00	0.0%
5220130 · Copier Lease & Printing	7,275.00	3,007.84	7,275.00	0.0%
5220215 · Pool Maintenance	2,500.00	1,833.68	2,500.00	0.0%
5220310 · Land & Buildings Maintenance	16,000.00	4,836.44	16,000.00	0.0%
5220710 · Pool Chemicals	1,500.00	4,239.89	1,500.00	0.0%
5220819 · Rec Program Supplies & Services	112,440.00	43,691.31	112,440.00	0.0%
5220826 · Vending Supplies	0.00	1,117.57	0.00	0.0%
5220827 · Janitorial Supplies	15,000.00	3,678.73	15,000.00	0.0%
5220910 · Capital Outlay - Improvements	31,000.00	0.00	21,000.00	-32.26%
5220916 · Capital Outlay - New Equipment	23,000.00	0.00	11,000.00	-52.17%
5220920 · Capital Reserves Designation	10,500.00	0.00	10,500.00	0.0%
Total Expenditures	1,497,179.00	882,331.59	1,504,478.00	0.49%
Net Gain/Loss	15,058.00	-103,312.55	9,688.00	-35.66%

Marinwood Community Services District
FY 2021-2022 BUDGET
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	Fire Dept			
	20/21 Budget	Actuals* 2/28/2021	21/22 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	645,120.00	377,325.98	638,400.00	-1.04%
4110111 · PropTax - Admin Fee (Contra)	-9,600.00	-4,882.50	-9,500.00	-1.04%
4110115 · PropTax - Unitary	3,840.00	2,391.01	3,800.00	-1.04%
4110120 · PropTax - Current Unsecured	11,136.00	12,975.35	11,020.00	-1.04%
4110140 · ERAF - Excess	59,712.00	51,127.67	59,090.00	-1.04%
4110145 · ERAF - PY/Reverse	5,184.00	4,743.04	5,130.00	-1.04%
4110210 · PropTax - Supplemental Current	12,672.00	6,775.59	12,540.00	-1.04%
4110215 · PropTax - Supplemental Unsecure	192.00	259.99	190.00	-1.04%
4110225 · PropTax - Supplemental Redempt	384.00	372.11	380.00	-1.04%
4110510 · PropTax - Prior Unsecured	384.00	388.30	380.00	-1.04%
4120610 · Special Tax Assessment	1,181,212.00	650,471.24	1,206,356.00	2.13%
4120611 · Special Tax- Admin Fee (contra)	-3,600.00	-1,983.11	-3,600.00	0.0%
4220115 · Building Plan Review	4,500.00	9,912.00	4,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	9,600.00	7,178.37	9,500.00	-1.04%
4410127 · Interest- ERAF Co. Pooled		33.34		0.0%
4511210 · HOPTR	2,880.00	435.43	2,850.00	-1.04%
4570110 · Expense Reimbursements		41,740.42		0.0%
4631145 · Service Contract Revenue	94,156.00	96,219.00	97,087.00	3.11%
4640321 · CSA 13 Contract Rev	611,357.00	311,529.00	619,032.00	1.26%
4710631 · Paramedic Reimbursement	33,000.00	16,546.73	33,000.00	0.0%
4710642 · Miscellaneous Rev	500.00	241.25	500.00	0.0%
Total Revenue	2,662,629.00	1,583,800.21	2,690,655.00	1.05%
Expenditures				
5110110 · Salaries - Regular Staff	908,991.00	626,132.68	916,829.00	0.86%
5110310 · Acting Pay	10,000.00	1,537.64	10,000.00	0.0%
5110313 · Holiday Pay	37,496.00	30,498.96	37,677.00	0.48%
5110319 · FLSA Pay	22,509.00	11,677.79	22,616.00	0.48%
5120110 · Overtime Pay	100,000.00	258,316.95	100,000.00	0.0%
5130120 · Benefits - Group Medical	320,835.00	276,590.12	349,313.00	8.88%
5130130 · OPEB Trust Contribution	51,000.00	34,000.00	51,000.00	0.0%
5130510 · PERS - Pension	501,914.00	429,051.59	550,377.00	9.66%
5140115 · Workers Comp Ins.	97,416.00	93,345.70	97,914.00	0.51%
5140116 · 4850 Reimbursements (Contra)		-32,104.26		0.0%
5140130 · Physician Services	1,830.00	0.00	1,830.00	0.0%
5140140 · Social Security & Medicare	82,543.00	61,208.17	83,165.00	0.75%
5140145 · Unemployment Ins.	1,540.00	1,030.59	1,540.00	0.0%
5210120 · Consultant Fees	6,000.00	2,000.00	6,000.00	0.0%
5210122 · Marketing	1,030.00	237.98	1,030.00	0.0%
5210128 · Fingerprinting/Background	500.00	0.00	500.00	0.0%
5210131 · Legal Services	10,000.00	1,102.63	10,000.00	0.0%
5210146 · Indep. Contractor Fees	101,194.00	50,100.94	104,230.00	3.0%

Marinwood Community Services District
FY 2021-2022 BUDGET
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	Fire Dept			
	20/21 Budget	Actuals* 2/28/2021	21/22 Budget	% Change in Budget
5210210 · Audit & Accounting	7,000.00	4,918.75	7,000.00	0.0%
5210230 · Payroll Service Fees	5,200.00	3,648.18	5,200.00	0.0%
5210525 · Insurance - General	24,450.00	19,834.44	24,450.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	9,720.00	7,496.55	9,720.00	0.0%
5210810 · Utilities - Gas & Electric	13,500.00	5,571.04	13,500.00	0.0%
5210815 · Garbage Removal	3,590.00	1,670.33	3,590.00	0.0%
5210835 · Utilities - Water & Sewer	7,400.00	5,784.28	7,400.00	0.0%
5210910 · Maint. - Vehicles	16,000.00	10,437.30	16,000.00	0.0%
5210920 · MERA Operating	16,709.00	16,709.00	16,709.00	0.0%
5211140 · Vegetation Management	40,000.00	0.00	10,000.00	-75.0%
5211310 · Awards & Incentives	2,000.00	0.00	2,000.00	0.0%
5211315 · Professional Development	10,000.00	587.00	10,000.00	0.0%
5211325 · Conferences & Meetings	1,250.00	192.43	1,250.00	0.0%
5211330 · Memberships & Dues	4,675.00	6,897.02	4,675.00	0.0%
5211440 · Travel	1,000.00	471.20	1,000.00	0.0%
5211520 · Publications & Legal Notices	400.00	0.00	400.00	0.0%
5211545 · Election Expense	2,500.00	0.00	0.00	-100.0%
5211610 · County-Wide Fees	6,155.00	6,762.98	6,155.00	0.0%
5211710 · Long Term Debt - Principal	54,322.00	54,327.60	39,712.00	-26.9%
5211715 · Long Term Debt - Interest	6,572.00	6,565.70	4,837.00	-26.4%
5220110 · Admin & Office Supplies	7,000.00	2,687.05	7,000.00	0.0%
5220130 · Copier Lease & Printing	1,915.00	1,156.85	1,915.00	0.0%
5220210 · Equip. Maintenance/Replacement*	16,600.00	4,820.37	16,600.00	0.0%
5220220 · Small Tools	500.00	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	6,000.00	2,523.61	6,000.00	0.0%
5220610 · Gasoline/Fuel	1,000.00	0.00	1,000.00	0.0%
5220810 · Miscellaneous Supplies	21,300.00	5,238.05	21,300.00	0.0%
5220825 · Uniforms & Apparel	8,400.00	1,031.99	8,400.00	0.0%
5220827 · Janitorial Supplies	2,000.00	423.88	2,000.00	0.0%
5220830 · Volunteer Fire Department	10,000.00	35.94	10,000.00	0.0%
5220916 · Capital Outlay - New Equipment	12,700.00	5,194.44	2,000.00	-84.25%
5220920 · Capital Reserves Designation	77,000.00	0.00	77,000.00	0.0%
Total Expenditures	2,651,656.00	2,019,713.46	2,681,334.00	1.12%
Net Gain/Loss	10,973.00	-435,913.25	9,321.00	-15.06%

Marinwood Community Services District
FY 2021-2022 BUDGET
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	Streetlights			
	20/21 Budget	Actuals* 2/28/2021	21/22 Budget	% Change in Budget
Revenue				
4120610 · Special Tax Assessment	24,225.00	13,323.75	24,225.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	-100.00	-40.25	-100.00	0.0%
Total Revenue	<u>24,125.00</u>	<u>13,283.50</u>	<u>24,125.00</u>	<u>0.0%</u>
Expenditures				
5210825 · Utilities - Street Light Elec.	17,500.00	12,585.49	17,500.00	0.0%
5210915 · Maint. - Streetlights	6,125.00	2,240.12	6,125.00	0.0%
5211610 · County-Wide Fees	500.00	500.00	500.00	0.0%
Total Expenditures	<u>24,125.00</u>	<u>15,325.61</u>	<u>24,125.00</u>	<u>0.0%</u>
Net Gain/Loss	<u>0.00</u>	<u>-2,042.11</u>	<u>0.00</u>	<u>0.0%</u>



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: March 9, 2021
Re: Pay Schedule Adjustment for Recreation Supervisor Position

Directors,

Effective January 1, 2021, the minimum annual salary threshold required for an employee to be classified as "exempt" increased in accordance with the increase in the State's minimum wage. In short, for an employee to be classified as exempt, they must earn an annual salary equal to at least twice the State minimum wage, currently set at \$14/hr. This equates to a minimum annual salary of \$58,240 (\$14 * 2 * 2080 hours). They must also meet defined "job duties" as set forth by both the Federal and State Government.

While the District's currently vacant Recreation Supervisor position clearly meets the defined job duties to classify as an exempt employee, its current respective pay schedule does not meet the minimum salary threshold requirements, with the exception of the top two steps within the approved salary schedule. For reference, the current approved pay schedule for the Recreation Supervisor position is as follows:

RECREATION SUPERVISOR (Current)

	STEP A	STEP B	STEP C	STEP D	STEP E	STEP EE
Base Pay - Hour	23.40	24.57	25.80	27.09	28.45	29.87
Base Pay - Month	4056	4259	4472	4696	4931	5178
Base Pay - Year	48,672.00	51,105.60	53,664.00	56,347.20	59,176.00	62,129.60

Additionally, effective January 1, 2022, the State minimum wage will increase to \$15/hr, increasing the minimum annual salary threshold for exempt classification to \$62,400 accordingly. As of now, the State has not set any further requirements for an increase in minimum wage beyond 2023 and the above stated \$15/hour, though, it may increase again in calendar year 2024.

As such, it is recommended the Board consider increasing the pay schedule allowing the position to meet the needed exempt status requirements as well as making the position more wage-competitive in the market, increasing the possibility of recruiting and retaining high quality prospective candidates. As you are aware, in the past three years the District has had two different employees in this position and are currently recruiting for our third person to manage, and hopefully stay, in this important role.

To accomplish the needs as stated above, staff is suggesting the following pay schedule for the Recreation Supervisor position:

RECREATION SUPERVISOR (Proposed)

	STEP A	STEP B	STEP C	STEP D	STEP E	STEP EE
Base Pay - Hour	26.68	28.01	30.00	30.90	31.83	33.42
Base Pay - Month	4625	4855	5200	5356	5517	5793
Base Pay - Year	55,494.40	58,260.80	62,400.00	64,272.00	66,206.40	69,513.60

The proposed Recreation Supervisor pay schedule allows the District to meet the minimum salary threshold requirements to maintain the position's exempt classification for the current year (assuming hire at Step B) as well as into 2022 (Step C) when the next State minimum wage increase becomes effective. However, it also provides the District some flexibility in hiring by allowing us to hire at Step A (or Step B in 2022) should such a determination be warranted based on the experience and readiness of the potential candidate(s). Though, the intent in hiring would be to find and select a candidate who has the needed experience and readiness to warrant a wage allowing them to be classified as an exempt employee.

Furthermore, given the significant increases from the current pay schedule to the proposed pay schedule, as well as the needed increase from Step B to Step C needed to maintain the exempt salary requirements, the percentage increases for Step D & Step E have been reduced from the District's standard scale. Instead of the 5% increase traditionally used for each annual Step increase, Step D and Step E have been calculated at 3% above the prior step. Step EE, which represents an informal "longevity step" achieved with the 10th year of District employment is calculated at the traditional 5% above Step E.

Staff Recommendation: Approve and adopt the Proposed Recreation Supervisor Pay Schedule as presented, to be effective immediately.

District Manager Report
March 9, 2021
Submitted by: Eric Dreikosen, District Manager

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

Park Maintenance Facility Replacement Project

Construction plan sets have been submitted to our 3rd-party plan check service for final review and the District expects their feedback and final approval in the coming week. With approval of the plan sets we will be able to submit for permitting with the County of Marin. Staff and the project architect are finalizing the RFP document (current draft at 90+ pages) with the intention to notice contractors and engage the bidding process as soon as possible.

Marin Wildfire Prevention Authority and Wildfire Prevention Plans:

I, along with Recreation Director Luke Fretwell, recently met with SFRD vegetation management specialists as we finalized our initial open space fire prevention/vegetation management project plans for both the upcoming year as well as beginning the establishments of our long-term planning efforts. A joint Fire Commission/Park & Rec Commission meeting will be conducted on Tuesday March 16, 2021 in which our collective planning efforts will be presented. In addition to Chief White, the vegetation management specialists who have been incredibly instrumental in guiding our planning efforts will also be participating in the meeting.

Other Items of Note:

- LAFCo will not be conducting an election to fill their upcoming Special District Representative position. As a result of their recent *Call for Nominations* only one potential candidate, Craig Murray, submitted themselves for nomination and will be appointed to the position accordingly. Mr. Murray would have been the incumbent should there have been an election. Mr. Murray has represented special district's well in his capacity with LAFCo and I feel we are fortunate he has agreed to continue serving in this position.

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.



To: Marinwood Board of Directors

From Darin White, Fire Chief

Date: March 9, 2021

Re: Fire Department Update

Marin Wildfire Prevention Authority-Vegetation Management

The MWPA Operations Committee met on Thursday February 25, 2021 and Director Mark Brown advised that the Executive team's next meeting would center around goals, values, and objectives. The Finance Committee started on the FY '21-'22 budget framework and the Chipper program, Public Education programs, and signage (see photos of some examples on page 2) will all be funded via the \$10M Core allocation.

The Planning and Program Manager interviews were scheduled for and held on March 8 and the selection occurred earlier today. Director Brown anticipates hiring the selected individual with a start date sometime in April. The search for the environmental expertise closes on March 31st and the person/agency providing the environmental compliance guidance to the MWPA will be available to provide the same services and fees for assistance to individual agencies. A reminder that local projects will often be paid for through local allocation pots and CORE projects will be paid for via the MWPA administration.

The Advisory Technical Committee has a few draft versions of an overhauled project submission form (the original from last year will be enhanced and used for future submissions). This form will have the selection criteria already identified. Rich Shortall, of Fire Safe Marin reported that the 2021-22 Curbside Chipper Program will now consist of 2 opportunities for each of the residents to receive service. The chipping will follow the Defensible Space evaluations. They are seeking greater participation and will strive to increase a greater amount of materials, chippings being chipped and/or redistributed. Marin will be divided into 4 equal sized zones (North, South, East, and West) and four phases of operations:

- Phase 1 May 17- July 30
- Phase 2 August 16-October 29
- Phase 3 May-July of 2022
- Phase 4 will include everyone in Phase 1 and the second service in Phase 2 (14 weeks after the first chipping service was provided)

The operations will occur an average of 4 days per week. At the same meeting there was a presentation about Air Curtain Burners and the value and utility they may provide through their mobile and larger units. More information will follow about the acquisition and future use of this equipment.

Fire Safe Marin Sign Prototypes



Guidelines/COVID-19:

The most recent surge continues to decrease in Marin as the targeted efforts in areas of San Rafael's Canal District, and areas of Novato yield favorable results. On February 22, 2021, Marin County along with four others were reduced to the Red tier. This was met with renewed optimism as numerous businesses are now able to resume some degree of indoor operations at ranges from 10-50% capacity. Hair salons and barbershops; personal services (nail salons, estheticians, massage studios, tattoo parlors, piercing shops). Additional businesses that are allowed to serve customers indoors include: restaurants; places of worship; gyms and fitness/dance/yoga studios; family entertainment centers; movie theaters; day camps; wineries; card rooms; campgrounds and playgrounds; and youth and adult recreational athletics programs.

In another sign that things are loosening up a bit, Governor Newsom has signed an agreement which allows indoor sports to resume. This is the result of a legal settlement with the state of California that will remove the state's additional restrictions on sports like basketball, volleyball, and wrestling.

The settlement, which will allow all sports to operate under the same reopening tier uses similar protocols to those which college and professional athletes use to play. This applies to counties with adjusted case rates below 14 per 100,000, possibly as early as Friday March 5, 2021.

Student-athletes in nearly all of California's 58 counties will be allowed under state rules to play indoor sports. However, local counties and school districts will still have the option to opt-out of the agreement. Those counties with case rates between 7 and 14 per 100,000, will be subject to the same weekly testing requirement as high-contact outdoor sports.

Vaccinations:

Point of Dispensing (POD) operations are ramping up significantly within the county and a recent report from the Marin Health and Human Services indicates that all of Marin County's adult population should be vaccinated by June 30, 2021. The POD at the Marin Civic Center in San Rafael has been operational since

Thursday January 14, 2021 and plans are being built for a Southern Marin POD which will be run with Marin Health.

Marin County's newest vaccine site was stood up on Monday February 22, 2021, providing 400 doses to Marin residents age 65 & older. The new site, operated in partnership with Curative and Golden Gate Bridge District, is expected to deliver up to 2,000 doses this week and will continue to grow in capacity as Marin County's weekly allocations continue to increase. It is estimated that only around 4,000 residents aged 75 and older have not received a vaccination.

Sonoma-Marín Area Rail Transit (SMART) is offering Marin residents free train rides to the Larkspur station for vaccine appointment holders at the ferry terminal POD.

As of March 2, 2021, the groups currently eligible for vaccine include:

Phase 1B groups:

- everyone 65 years and older
- Education and Childcare Workers
- Food Service and Agriculture Workers
- Emergency Workers

March 15, 2021: persons ages 16-64 with pre-existing medical conditions will be eligible to receive the vaccine.

There are 15 pharmacies in Marin County giving the vaccines. They can be found on the Marin Health and Human Services website; www.marinhhs.org

The stated goal is to have all Marin County School Staff fully vaccinated with first and second doses by Spring Break (April 3, 2021). This will be accomplished through Super Saturday vaccination events held on Saturdays March 6 and 13, 2021. On March 6, 2021, 2,000 doses will be administered and the number of doses on the 13th is to be determined. Public Health, Kaiser Hospital, Sutter Hospital and Marin Health will provide vaccine doses for these two events.

As of March 3, 2021, approximately 59,664 persons in Marin have received at least one dose of COVID vaccine. This represents approximately 25% of the population in Marin County. 26,890 persons have received two doses of the vaccine. It is worth noting that **Marin County now has the second highest vaccination rate in the state of California.**

Emergency Incidents:



Marinwood and San Rafael crews assisted Novato Fire District with a structure fire at the Novato RV Park on Armstrong Avenue on the morning of February 8, 2021. One occupant of the mobile home died in the fire and another was transported to the hospital with serious injuries. The mobile home was destroyed and the adjacent mobile home received damage.

Donations:

On February 27, 2021 and after spending the morning training near 200 Smith Ranch Road, the men and women of the San Rafael and Marinwood Fire Departments were treated to a delightful surprise: The Lucas Valley Elementary School donated large boxes of Johnny Donuts to their favorite public safety members.



Marinwood Fire Department Statistics: February 2021

The Marinwood Fire Department responded to 73 emergency calls in February 2021; of these, 5 calls were cancelled en route. Nearly two-thirds of the calls were medical incidents; one call involved a confirmed COVID-19 case. The department responded to one structure fire in San Rafael and one outside equipment fire in Novato.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	6	3	0	0	0	N/A	0	9
CSA 13	5	1	0	0	0	N/A	0	6
Old JPA (Mont Marin)	5	0	0	0	0	N/A	0	5
New JPA (East of 101)	23	7	1	0	0	N/A	0	31
SR Mutual Aid	4	1	3	1	0	0	0	9
MC JPA	2	0	0	0	0	N/A	0	2
MC Mutual Aid	1	0	0	0	0	N/A	0	1
Novato	2	4	0	1	0	3	0	10
Total number	48	16	4	2	0	3	0	73
<i>Percentage of total</i>	<i>65.8%</i>	<i>21.9%</i>	<i>5.5%</i>	<i>2.7%</i>	<i>0.0%</i>	<i>4.1%</i>	<i>0.0%</i>	

Call types:

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

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – February 23, 2021

Time and Place: 7:00PM via Teleconference

Present:

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

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Director: Lisa Ruggeri

1. Agenda

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

2. Public Comment on Non-Agenda Items

Commissioners received public comment regarding:

- a. Growth in use of parks & open space; Creation of “bike only” trails

3. Draft Minutes of January 26, 2021 P&R Commission Meeting

Fein to approve/Campo to second Draft Minutes of January 26, 2021 P&R Commission Meeting.
All approved. Motion carried unanimously.

4. Draft Minutes of February 9, 2021 Board Meeting

Commission reviewed minutes.

5. Prop 68 Per Capita Funding Grant: Marinwood Park Play Structures Replacement Project

Commission discussed project. Commissioner Fein volunteered to assist staff in the initial planning phases of the project. Commissioner Sjahsam expressed potential interest in volunteering for the same and will confirm with staff in the coming weeks.

6. Marinwood Park Maintenance Facility Project Update

Commission reviewed status update regarding the project.

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

- Campo suggested the possibility and practicality of Commission meeting every other month at some point in the future.
- Dreikosen informed Commission of the possibility for a March joint-meeting with the Fire Commission in lieu of their regular March meeting for the purpose of reviewing District’s open space fire prevention/vegetation management plan for upcoming year.

9. Adjourn

Meeting adjourned at 8:51 PM

Eric Dreikosen

RECREATION

In addition to supervising and advertising our current offering of classes and programs, this past month the Recreation staff published the Spring/Summer 2021 edition of the Marinwood Review, began taking Lap Swim and Tot Pool reservations for the spring, oversaw the start of new classes, and continued interviewing applicants for summer camp and lifeguard positions.

Marinwood Review

The Spring/Summer edition of the Marinwood Review was published to our website on February 18th. We emailed the link to all our customers and promoted it on our social media sites. This issue includes all the spring and summer classes, camps, and pool information. In the likely event that health guidelines change and affect our programs, we will update the catalog as needed.

I want to acknowledge our Senior Administrative Assistant Carolyn Sullivan for working so hard to get our catalog assembled and published so quickly, and with half the normal lead time. Since Carolyn took over as our resident (and self-taught) “graphic designer,” our catalog has become the envy of several other local rec departments--some of whom outsource their own catalogs to graphic design firms—for its attractive layout, clear presentation of information, and intuitive flow. We are fortunate to have Carolyn’s skills and design instincts at our disposal.

Spring Classes and Programs

Enrollment for our spring recreation classes accelerated with the release of our catalog and most of our classes will completely fill. The current health guidelines restrict how many participants we can allow in our programs and the rec staff is working with our program instructors to add additional sessions and timeslots, where possible, to meet demand.

Virtual Spring Art Show

This April we are pleased to be hosting our 2nd virtual art show through our Facebook and Instagram pages. Susan Press has assembled a lineup of local artists whose works will be featured on our social media pages throughout the month. The show will be professionally adjudicated, and 1st, 2nd, and 3rd prizes awarded.

Pool Season

The pool season will commence on April 12th. On March 1st we began taking Lap Swim and Tot Pool reservations for the month of April. Several timeslots have already filled, and we expect to fill the remaining spots in the coming weeks. This spring we are offering lap swim and tot pool reservations 7 days/week.

Summer Camp

Registration for summer camp will open on March 8th for Marinwood residents and March 11th for non-residents. With available spots in each camp severely limited by the current COVID-19 health guidelines, we expect registration to be much busier and competitive than normal. Marinwood operates the largest and most popular summer day camp in Marin, and while we are grateful to be able to operate at all this summer, it is disappointing to know we cannot accommodate all of our regular campers. Staff have sent out reminders about the dates and instructions about the registration process to all our camp families.

PARKS & BUILDING MAINTENANCE

This past month, in addition to regular daily and weekly maintenance, the Parks staff completed improvements to the landscaping in the Mini Park and Main Park, oversaw the pruning of several trees along the tennis courts and on the firemen's hill, and began prepping the pool facility for opening next month.

Mini Park

Over the past few weeks staff have spent time sprucing up the mini park, including adding several plantings, replacing an aging drip system, adding and compacting decomposed granite along the path, adding fall material to low spots around the playground, sanding and staining the benches and picnic table, and replacing the borders along the paths.

Pool

In preparation for opening the pool, staff have painted the restrooms, sanded and stained the benches and picnic tables, repaired the tot pool fence, cleaned up the landscaping throughout the facility, and made repairs to the waterslide. In the coming weeks staff will also revitalize the turf, trim some of the trees and ivy, and perform annual maintenance on some of the pool equipment.

New pool covers have been ordered to replace the current ones which have become worn and damaged over time. The new covers will arrive just before we open in April.

The tot pool pump motor began to give out last year and will be replaced in the coming weeks. This motor served us for 8 years, 3 years longer than expected. The other pool equipment appears to be in good operating condition.

Tree Trimming/Landscaping on Firemen's Hill

This past couple weeks we had contractors lighten the trees along the tennis courts, which will allow for more sunlight on the turf and reduce leaves and debris on the courts. We also had the trees along the hill next to the firehouse trimmed and the thick brush removed. In the coming months staff will be adding plantings and groundcover, repairing the rotting retaining walls, and resurfacing the walking path.

Panhandle Entrance at Quietwood

Improvements at the entrance to Panhandle from Quietwood Drive will commence the week of March 8th. Staff will be adding and compacting base rock to reduce the grade, add traction to the slope, and stabilize the area. Staff will continue to monitor the area and keep the entrance free of leaves and debris as needed.

Daily/Weekly Duties:

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