

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

Tuesday – April 11, 2023 – 7:30 PM

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

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

	Item Description:	Board Action
A.	CALL TO ORDER & ROLL CALL OF DIRECTORS	
B.	AGENDA	Adopt
C.	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of March 14, 2023 b. Bills Paid Nos. 7162 – 7231	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. 2 nd Draft District Operating Budget for Fiscal Year 2023-2024	Review
	2. Resolution 2023-03: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services	Approve
	3. Resolution 2023-04: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance	Approve
	4. District Manager Report	Review
F.	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of April 4, 2023	Review
	2. Chief Officer Report and Activity Summary	Review
G.	PARK AND RECREATION MATTERS	
	1. Draft Minutes of Park & Recreation Commission Meeting of March 28, 2023	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 – May 9, 2023	

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 – March 14, 2023

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

Present:

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

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

A. Call to Order & Roll Call of Directors

B. Agenda

- a. Item D. “Public Comment” was moved to immediately follow Item B: “Agenda”
- b. Item E.1. “Presentation of Fiscal Year 2021-2022 Audited Basic Financial Statements and Management Report” was moved to immediately follow Item D: “Public Comment”

D. Public Comment Open Time for Items Not on Agenda

Board of Directors received public comment regarding

- a. Landscaping bordering neighbor property; Parties in the park

E. District Matters

1. *Presentation of Fiscal Year 2021-2022 Audited Basic Financial Statements and Management Report – Michelle Nguyen, CPA, O'Connor & Co*
Board received Presentation of Audited Basic Financial Statements and Management Report
Oyserman to approve/Case to second acceptance of “Fiscal Year 2021-2022 Audited Basic Financial Statements and Management Report” as presented. All in favor. Motion carries unanimously.

C. Consent Calendar

- a. *Draft Minutes of Regular Meeting of February 14, 2023 (Remote Meeting)*
- b. *Bills Paid 7088-7161*
Shea to approve/Ruggeri to second “Consent Calendar” as presented. All in favor. Motion carries unanimously.

E. District Matters:

2. *First Draft District Operating Budget for Fiscal Year 2023-2024*
District Manager presented 1st Draft of District Budget to the Board
3. *CalOES Resolution Designating District Manager to Act as the Applicant’s Agent on Behalf of Marinwood CSD*
Case to approve/Shea to second “CalOES Resolution Designating District Manager to Act as the Applicant’s Agent on Behalf of Marinwood CSD”. All in favor. Motion carries unanimously.
4. *District Manager Report*
Board received the District Manager’s Report.

F. Fire Department Matters:

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

G. Park and Recreation Matters:

1. *Appointment of Park & Recreation Commissioner for Term Ending December 31, 2024*
Kilkenny moves to appoint/ Shea to second appointment of Angela Bliss-Steiner to the Park and Recreation Commission for the term ending December 31, 2024.
All in favor. Motion carried unanimously.
2. *Miller Creek Trail Initiative: Authorization to Engage Independent Consultants to Perform Required Biological and Cultural Studies*

Case to approve/Ruggeri to second “Authorization to Engage Independent Consultants to Perform Required Biological and Cultural Studies”

Aye: Case, Oyserman, Ruggeri, Shea. No: Kilkenny. Motion carried.

3. *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

- resolutions for Special Tax CPI increases in April
- Oyserman requests updates on FEMA projects

I. Adjourn

Meeting adjourned at 9:05PM

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 April 11, 2023

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7162	3/1/2023	Chrissy Costello	176.80	Zumba	Rec	5210146	Adult	176.80
7163	3/1/2023	DC Electric	1,507.20	Removal of temp power fec	Park	5220310	General	1,507.20
7164	3/1/2023	Ann McBride	431.90	Irish Dance	Rec	5210146	Youth	431.90
7165	3/1/2023	PG&E	1,840.17	Streetlights Feb	Streetlights	5210825	General	1,840.17
7166	3/1/2023	Sprint	355.19	cell phones Dec	Fire	5210725	General	177.68
				cell phones Jan	Fire	5210725	General	177.51
7167	3/1/2023	TIAA	697.38	copier lease	Rec	5220130	General	450.05
					Fire	5220130	General	173.10
					Park	5220130	General	74.23
7168	3/1/2023	Van Midde & Son Concrete	5,800.00	pool deck patching & repairs	Rec	5220910	General	5,800.00
7169	3/1/2023	VSP	387.94	Vision - Mar	Fire	5130120	General	214.51
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
7170	3/13/2023	Marinwood CSD	91,680.30	Fire salaries	Fire	5110110	General	31,951.12
				Fire OT	Fire	5120110	General	11,403.00
				FLSA	Fire	5110319	General	284.21
				Acting Pay	Fire	5110310	General	92.40
				Holiday Pay	Fire	5110313	General	6,281.04
				Admin Asst	Fire	5110110	Admin	1,008.00
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,008.00
				Admin Asst	Park	5110110	Admin	504.00
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,699.76
				Rec Dir	Park	5110110	General	1,157.04
				Rec salary	Rec	5110110	General	8,096.80
				Park salary	Park	5110110	General	7,088.80
				Building attendants	Rec	5110210	Building	248.00
				Pool staff	Rec	5110210	Pool	410.00
				Swim Team	Rec	5110210	Swim Team	520.00
				Aquatics	Rec	5110210	Aquatics	512.50
				Preschool	Rec	5110210	Preschool	3,860.50
				Afterschool	Rec	5110210	Afterschool	954.00
				MidWinter Break Camp	Rec	5110210	Youth	7,788.79
				Raise a Glass	Rec	5110210	Community	382.50
				PR fees	Fire	5210230	General	165.89
				PR fees	Rec	5210230	General	101.49
				PR fees	Park	5210230	General	20.82
				SS + Medicare	Fire	5140140	General	4,099.00
				SS + Medicare	Rec	5140140	General	2,373.53
				SS + Medicare	Park	5140140	General	541.36
				EDU + SUI	Rec	5140145	General	254.94
				Benefits withholding	Park	2120066	General	-1,060.29
				Benefits withholding	Rec	2120066	General	-1,355.16
				Benefits withholding	Fire	2120066	General	-5,481.34
7171	3/13/2023	Marinwood CSD	15,345.02	Retire 03/10/2024	Park	5130510	General	1,537.90
					Rec	5130510	General	2,107.50
					Fire	5130510	General	11,699.62
7172	3/13/2023	Pitney Bowes Reserve Acco	500.00	postage	Rec	5220110	General	475.00
					Fire	5220110	General	25.00
7173	3/13/2023	State of CA - Industrial Relat	299.20	blue pool slide inspection	Rec	5211610	Pool	299.20
7174	3/14/2023	Bay Area Janitorial Force	1,250.00	March janitorial	Rec	5211110	Building	1,250.00
7175	3/14/2023	Capstone Land Surveying	3,465.00	FEMA - topo map completio	Capital	5210120	General	3,465.00
7176	3/14/2023	Ewing	130.20	irrigation maintenance	Park	5220310	General	130.20
7177	3/14/2023	Got Gophers	275.00	pest control	Park	5211532	General	275.00
7178	3/14/2023	Grainger	62.14	batteries	Fire	5220810	General	62.14
7179	3/14/2023	Hagel Services	610.90	janitorial supplies	Rec	5220827	Building	610.90
7180	3/14/2023	Jackson's Hardware	7.82	supplies	Rec	5220310	General	7.82
7181	3/14/2023	Marin Professional Firefighte	735.00	March dues	Fire	5211330	General	735.00
7182	3/14/2023	Marin Sanitary Service	2,313.25	Garbage - Feb	Park	5210815	General	1,619.28
					Rec	5210815	General	462.65
					Fire	5210815	General	231.32
7183	3/14/2023	O'Connor & Company	5,865.00	FY22 Audit fees #2	Park	5210210	General	1,466.25
					Rec	5210210	General	1,466.25
					Fire	5210210	General	2,932.50
7184	3/14/2023	Ongaro & Sons	1,645.17	Heater repair	Rec	5220310	Building	1,645.17
7185	3/16/2023	Marinwood CSD	44,977.06	Health - April	Park	5130120	General	10,634.44
					Rec	5130120	General	8,362.60
					Fire	5130120	General	25,980.02
7186	3/16/2023	Rent-a-fence	222.87	Fence rental	Park	5211220	General	222.87
7187	3/16/2023	Schultz Entertainment	1,050.00	deposit 06/15/23	Rec	5220819	Summer	350.00
				deposit 08/03/23	Rec	5220819	Summer	350.00
				deposit 08/09/23	Rec	5220819	Summer	350.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7188	3/16/2023	Slambrouck Many Corp	450.57	replace smoke/heat detector	Park	5220310	General	450.57
7189	3/16/2023	SDRMA	214.53	Life Ins - Apr	Fire	5130120	General	71.42
					Park	5130120	General	69.93
					Rec	5130120	General	73.18
7190	3/16/2023	TL Computer Repair	120.00	computer repair	Rec	5220110	General	120.00
7191	3/16/2023	TIAA	697.38	copier lease	Rec	5220130	General	450.05
					Fire	5220130	General	173.10
					Park	5220130	General	74.23
7192	3/16/2023	Uline	196.42	safety fence	Park	5220310	General	196.42
7193	3/16/2023	US Bank Corp Pmt Svcs	15,377.69	online meeting subscription	Fire	5211325	General	75.36
				office supplies	Fire	5220110	General	128.14
				E58 siren parts	Fire	5220210	General	385.88
				Extractor detergent	Fire	5220810	General	235.20
				Tuff shed	Measure A	5220910	General	3,000.00
				online meeting subscription	Park	5211325	General	13.75
				trailer hitch, paint cabinet	Park	5220310	General	1,725.31
				supplies	Park	5211325	General	37.61
				storage racks	Park	5220310	General	465.12
				vehicle maintenance	Park	5210910	General	87.70
				supplies	Rec	5220819	General	525.54
				swim lesson trifold	Rec	5210122	Aquatics	137.50
				event rentals, wine glasses	Rec	5220819	Community	1,084.87
				job listings, banners, magazi	Rec	5210122	General	2,397.12
				CPR training masks	Rec	5211315	General	64.84
				online meeting subscription	Rec	5211325	General	43.73
				subscriptions, calendars, bu:	Rec	5220110	General	768.64
				subscription	Rec	5220110	General	15.99
				supplies	Rec	5220819	General	155.00
				software	Rec	5220110	General	19.99
				Playground operator class	Rec	5211315	General	575.00
				pool trifold	Rec	5210122	Pool	137.50
				pool training gear	Rec	5211315	Pool	447.75
				refrigerator	Rec	5220819	Pool	291.19
				pool passes, storage bins, u	Rec	5220819	Pool	1,065.67
				preschool trifold	Rec	5210122	Preschool	87.00
				supplies	Rec	5220819	Preschool	596.12
				camp trifold	Rec	5210122	Summer	125.04
				subscription	Rec	5220110	Youth	40.38
				supplies	Rec	5220819	Youth	611.05
				maintenance supplies	Park	5220310	General	33.70
7194	3/17/2023	Jerry Mehciz	7,681.60	Tennis	Rec	5210146	Tennis	7,681.60
7195	3/17/2023	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
7196	3/17/2023	Pitney Bowes	268.16	postage meter lease	Rec	5220110	General	160.89
					Park	5220110	General	53.63
					Fire	5220110	General	53.64
7197	3/17/2023	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
7198	3/17/2023	Rafael Lumber	447.62	park maintenance	Park	5220310	General	447.62
7199	3/17/2023	SolEd Solar	1,083.76	Solar - Feb	Rec	5210810	General	786.10
					Fire	5210810	General	297.66
7200	3/17/2023	Marin Ace	67.67	park supplies	Park	5220310	General	67.67
7201	3/17/2023	Staples	758.40	office supplies	Rec	5220110	Pool	241.08
					Rec	5220110	General	517.32
7202	3/17/2023	Studio Weeren	180.00	web maint Q4	Park	5210122	General	36.00
					Rec	5210122	General	108.00
					Fire	5210122	General	36.00
7203	3/23/2023	AT&T	281.16	Phones - Feb	Fire	5210725	General	157.85
					Park	5210725	General	-23.38
					Rec	5210725	General	146.69
7204	3/23/2023	CalPERS	8,333.00	CERBT Feb	Park	5130130	General	2,583.00
					Rec	5130130	General	583.00
					Fire	5130130	General	5,167.00
7205	3/23/2023	Comcast	146.55	Internet - Apr	Fire	5210725	General	73.27
					Rec	5210725	General	73.28
7206	3/23/2023	DC Electric	299.22	Streetlights Feb	Streetlights	5210915	General	299.22
7207	3/23/2023	Marin Municipal Water Distri	2,376.84	Water Jan/Feb	Fire	5210835	General	261.52
					Rec	5210835	General	585.85
					Park	5210835	General	1,529.47
7208	3/23/2023	Willscot	1,599.95	mobile office - final pmt	Park	5220310	General	1,599.95
7209	3/28/2023	Delta Dental	2,022.00	Dental - Apr	Fire	5130120	General	1,194.20
					Park	5130120	General	399.54
					Rec	5130120	General	428.26
7210	3/28/2023	Marinwood CSD	79,965.86	Fire salaries	Fire	5110110	General	31,138.24
				Fire OT	Fire	5120110	General	12,640.99
				Acting Pay	Fire	5110310	General	97.20
				Admin Asst	Fire	5110110	Admin	1,008.00
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,008.00
				Admin Asst	Park	5110110	Admin	504.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,699.76
				Rec Dir	Park	5110110	General	1,157.04
				Rec salary	Rec	5110110	General	8,096.80
				Park salary	Park	5110110	General	7,088.80
				Building attendants	Rec	5110210	Building	364.00
				Pool staff	Rec	5110210	Pool	265.50
				Swim Team	Rec	5110210	Swim Team	1,315.00
				Summer	Rec	5110210	Summer	76.00
				Preschool	Rec	5110210	Preschool	6,514.50
				Afterschool	Rec	5110210	Afterschool	1,534.50
				PR fees	Fire	5210230	General	146.60
				PR fees	Rec	5210230	General	86.73
				PR fees	Park	5210230	General	21.07
				SS + Medicare	Fire	5140140	General	3,629.64
				SS + Medicare	Rec	5140140	General	2,021.12
				SS + Medicare	Park	5140140	General	541.36
				EDU + SUI	Rec	5140145	General	138.20
				Benefits withholding	Park	2120066	General	-1,060.29
				Benefits withholding	Rec	2120066	General	-1,355.16
				Benefits withholding	Fire	2120066	General	-5,481.34
7211	3/28/2023	Marinwood CSD	13,449.46	Retire 03/24/2023	Park	5130510	General	1,537.90
					Rec	5130510	General	2,107.50
					Fire	5130510	General	9,804.06
7212	3/28/2023	Mill Valley Refuse Service	283.59	porta potty	Park	5211220	General	283.59
7213	3/28/2023	Municipal Emergency Servic	1,548.59	Annual SCBA test / maint	Fire	5220210	General	1,548.59
7214	3/28/2023	PG&E	1,076.57	electric Feb	Rec	5210810	General	641.31
					Fire	5210810	General	379.14
					Park	5210810	General	56.12
7215	3/28/2023	PG&E	10,876.74	Gas Feb	Rec	5210810	General	9,383.65
					Fire	5210810	General	1,493.09
7216	3/28/2023	Pitney Bowes	500.00	postage	Rec	5220110	General	250.00
					Park	5220110	General	125.00
					Fire	5220110	General	125.00
7217	3/28/2023	San Francisco Chronicle	676.00	annual subscription	Fire	5220110	General	676.00
7218	3/28/2023	Staples	218.82	office supplies	Rec	5220110	General	218.82
7219	3/28/2023	State of CA - Dept of Justice	96.00	fingerprinting	Rec	5210128	General	96.00
7220	3/28/2023	TIAA	697.38	copier lease	Rec	5220130	General	450.05
					Fire	5220130	General	173.10
					Park	5220130	General	74.23
7221	3/28/2023	VSP	387.94	Vision - Apr	Fire	5130120	General	214.51
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
7222	3/29/2023	AFLAC	26.50	Disability ins - Mar	Park	5130120	General	26.50
7223	3/29/2023	C.A.P.F.	236.00	LTD March	Fire	5130120	General	236.00
7224	3/29/2023	Capstone Land Surveying	1,380.00	Playground map	Park	5210120	PROP 68	1,380.00
7225	3/29/2023	Grainger	1,239.73	gaskets	Park	5220310	General	6.80
				trash bags	Rec	5220310	Building	686.97
				absorbent	Fire	5220310	General	63.35
				small engine fuel	Fire	5220310	General	175.70
				fountain valve	Park	5220310	General	306.91
7226	3/30/2023	Home Depot	910.49	supplies	Park	5220310	General	910.49
7227	3/30/2023	Landesign	6,150.00	landscape contractor	Park	5211125	General	3,075.00
					Park	5211125	General	3,075.00
7228	3/30/2023	Marin Resource Recovery	102.00	debris dump	Park	5210815	General	102.00
7229	3/30/2023	PG&E	1,884.82	Streetlights Mar	Streetlights	5210825	General	1,884.82
7230	3/30/2023	SiteOne	359.90	irrigation maintenance	Park	5220310	General	359.90
7231	3/30/2023	Sprint	355.02	cell phones Feb	Fire	5210725	General	177.51
				cell phones Mar	Fire	5210725	General	177.51
TOTAL:			346,953.44					346,953.44

Total by Department:

Streetlights	4,024.21
Fire Department	164,824.45
Recreation Department	113,424.90
Park Department	58,214.88
Measure A	3,000.00
MWPA	0.00
Capital	3,465.00

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: April 11, 2023
Re: Fiscal Year 2023-2024 Operating Budget: 2nd Draft

Directors,

Please see the included 2nd draft of the FY 23-24 Operating Budget. Also included in the draft are the current year (FY 22-23) budget-to-actuals as of 3/31/23. However, actuals from Q3 (Jan-March) have not been fully reviewed and are subject to subsequent journaling. They are included for budget reference only.

Overall, significant adjustments and updates have been made to the draft budget since it was last viewed by the Board. These include (a detailed update follows):

Revenue:

- Recreation program projections including traditional summer camps, pool/aquatics, school break camps, preschool, afterschool and other school year offerings including youth and adult classes & programs.

Expenditures:

- Part-time/Seasonal staffing models
- Insurance estimates updated for Property/Liability and Workers' Compensation
- Various Utilities (Telecom, Garbage, etc.)
- Capital expenditures

Still Outstanding:

- Potential salary adjustments for non-represented staff (Park, Rec, Admin)
- Select Utilities (Gas/Electric, Water/Sewer)
- Select Fire Dept Supplies and Equipment (significant changes not anticipated)
- Final property tax adjustments

At this time the budget draft process is far enough along to allow for a reasonable expectation of final budget projections. Staff projects a modest net operating gain allowing for continued contributions into critical reserve accounts and the District's OPEB Trust Fund while remaining able to build the overall fund balance in anticipation of increasing future pension costs and upcoming capital expenditure needs.

The draft budget will continue to be refined in the coming weeks as we remain with the goal of being able to adopt a final budget in May. In regards to the draft budget presented at this time, please see the following pages detailing specific items of note to date. Additionally, it may be helpful to review the March draft budget report to refresh on details presented at that time as well:

https://www.marinwood.org/sites/default/files/3-14-23_board_meeting_packet-inperson.pdf (pg 51)

Budget Items of Note:

District-wide:

- 4110110 – Prop. Tax - Current Secured:
Remains conservative at this time. Total amount budgeted represents slightly above what is anticipated to be received this fiscal year based on the initial December allocation. We will gain more clarity with the April allocations and will further refine all ad valorem property taxes at that time if significant. (All other general property taxes have little if any adjustments as of now)
- 4410125 – Interest Co. Pooled Investment:
Awaiting Q3 interest allocations and any update(s) from County Treasury in regards to future investment expectations.
- 5210122 – Marketing & Recruiting:
Changed Account title from “Marketing” to “Marketing & Recruiting” to reflect staff recruiting expenditures. Incorporates annual fees for CalOpps and other recruitment costs, allocated across all departments accordingly.
- 5210525 – Insurance - General:
We have been informed to expect another increase in our Property/Liability Insurance rates. This is not reflective specific to Marinwood CSD but rather it is reflective of the industry as a whole. As a result, our insurance provider, SDRMA, has provided an estimate of between a 15-20% increase for budgeting purposes. Final rates will not be set until potentially as late as June as they continue to negotiate with the various carriers.
- 5210920 – MERA Operating (Park & Fire only)
Informed to expect an approximate 25% increase in operating costs as some fixed bond-funded costs previously attributed to capital projects is reallocated to operating costs with the anticipated completion of bond-funded construction projects for the next-gen radio system.

Park Dept:

- 4530527 – Grant Rev – Designated:
Reflects approved State grant funding for the Marinwood Park Play Structure Replacement project, anticipated to be completed during the 23/24 fiscal year.
- 5110210 – Salaries PT/Seasonal/Temp:
Increased to allow for greater levels of part-time and seasonal staffing to accommodate need as well as increased labor costs. Associated staffing hours will remain well below thresholds requiring inclusion of additional employment benefits.
- 5130120 – Benefits- Group Medical:
Reduced due to more accurate budgeting for specific employee plan needs and reduction in allocated retiree health care costs from prior year.
- 5210810 – Utilities- Gas & Electric:
Need to analyze and adjust district-wide. Additionally, lack of historic usage trends with new maintenance facility will ultimately result in greater levels of estimation.
- 5210940 – Maint.- Park Heavy Equipment:
Associated budget items were consolidated into account “5220210 – Equip. Maintenance/Replacement” due to relatively small amount budgeted and to create a more efficient Chart of Accounts ledger across all departments. Account 5210940 will no longer be used.

- 5220916 – Capital Outlay:
Capital expenditures include- Play Structure Replacement (\$222,4000 - 80% grant-funded), Tree limb/debris chipper (\$6K - carried from FY 22/23); Utility vehicle replacement (\$16K - carried from FY 22/23)

Recreation Dept:

- 4410225 – Rental Income Community Center:
Budgeted for planned minimal rental use of facility (church groups, non-profit organizations, etc.)
- 5220215 – Pool Maintenance:
Increase represents planned expenditures of annual pool deck concrete repairs which were previously budgeted in Capital Outlay but were not capitalized and depreciated at end of year per auditor recommendations.
- 5220910 & 5220916 – Capital Outlay:
Capital expenditures include- Furnace replacement in community center (\$7500 - carried from FY 22/23); ADA Pool Chair replacement (\$6K - carried from FY 22/23); Pool Heater replacement (\$8500); Chlorine Generator Cells (\$8500); Community Center Exterior Wood Trim treatment & stain (\$15K).

Fire Dept:

Staff are awaiting final information from fire captains regarding updated pricing and needs on select supplies and equipment. Adjustments, if any, are not anticipated to be significant.

- 4640321 – CSA 13 Contract Rev:
Amount stated is a placeholder as the final amount is not able to be determined until the close of the current fiscal year. Amount stated is a reasonable estimate based on historical trends. FY 22/23 actual contract amount was \$706,638.
- 5211140 – Vegetation Management:
Lowered in accordance with historical trends.
- 5211330 – Memberships & Dues:
FY 22/23 actuals are over-stated and do not include current Q3 benefit withholdings journal entries still to be applied.
- 5220830 – Volunteer Fire Department:
Significantly reduced as program has been essentially discontinued.
- 5220910 & 5220916 – Capital Outlay:
Capital Expenditures Include- Installation of partition walls in bunk room (\$60K); Water Pump system replacement on wildland engine (\$13K)

Streetlights:

- 5210825 – Utilities- Street Light Elec.:
Adjusted to reflect expiring On-Bill Financing expense undertaken in 2013 when streetlights were upgraded to LED fixtures. Balance of funding transferred to streetlight maintenance account.

Marinwood Community Services District
FY 2023-2024 BUDGET
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	DISTRICT TOTAL			
	22/23 Budget	Actuals* 3/31/2023	23/24 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	1,880,000.00	1,087,219.59	1,975,000.00	5.05%
4110111 · PropTax - Admin Fee (Contra)	-25,000.00	-12,745.24	-25,000.00	0.0%
4110115 · PropTax - Unitary	10,000.00	8,296.27	10,000.00	0.0%
4110120 · PropTax - Current Unsecured	30,000.00	35,595.07	30,000.00	0.0%
4110140 · ERAF - Excess	185,000.00	138,828.74	185,000.00	0.0%
4110145 · ERAF - PY/Reverse	13,500.00	26,760.67	13,500.00	0.0%
4110210 · PropTax - Supplemental Current	36,000.00	37,670.47	36,000.00	0.0%
4110215 · PropTax - Supplemental Unsecure	500.00	2,273.19	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	1,000.00	1,317.75	1,000.00	0.0%
4110510 · PropTax - Prior Unsecured	1,000.00	1,974.44	1,000.00	0.0%
4120610 · Special Tax Assessment	1,700,629.00	936,336.14	1,784,404.00	4.93%
4120611 · Special Tax- Admin Fee (contra)	-4,900.00	-2,683.50	-4,900.00	0.0%
4220115 · Building Plan Review	7,500.00	11,065.23	8,500.00	13.33%
4410125 · Interest- Co. Pooled Investment	5,000.00	13,010.69	5,000.00	0.0%
4410127 · Interest- ERAF Co. Pooled	100.00	11.54	100.00	0.0%
4410215 · Rental Income - Pool & Picnic	25,000.00	22,738.92	30,000.00	20.0%
4410225 · Rental Income - Community Ctr	0.00	3,346.41	5,000.00	
4511210 · HOPTR	7,500.00	3,719.75	7,500.00	0.0%
4530527 · Grant Rev - Designated	177,952.00	0.00	177,952.00	0.0%
4570110 · Expense Reimbursements	500.00	11,818.80	500.00	0.0%
4631145 · Service Contract Revenue	100,214.00	104,978.00	107,226.00	7.0%
4631911 · Advertising Sales	5,000.00	1,478.95	4,000.00	-20.0%
4631912 · Vending Sales	18,000.00	18,471.77	27,000.00	50.0%
4631914 · Community Events	16,040.00	17,524.36	17,840.00	11.22%
4631915 · Tennis	82,500.00	80,324.39	82,500.00	0.0%
4631917 · Pool Operating Rev	205,000.00	154,390.08	212,000.00	3.41%
4631918 · Pool Memberships	60,000.00	49,761.19	70,000.00	16.67%
4631919 · Adult Rec Programs	12,690.00	6,879.85	13,160.00	3.7%
4631920 · Summer Rec Programs	1,133,095.00	737,917.38	1,141,791.00	0.77%
4631922 · Youth Rec Programs	204,631.00	179,951.75	248,646.00	21.51%
4640321 · CSA 13 Contract Rev	661,110.00	353,319.00	720,201.00	8.94%
4710615 · Donations (General)	1,000.00	14,705.00	1,000.00	0.0%
4710631 · Paramedic Reimbursement	34,000.00	16,684.60	35,000.00	2.94%
4710642 · Miscellaneous Rev	900.00	1,311.92	900.00	0.0%
Total Revenue	6,585,461.00	4,064,253.17	6,922,320.00	5.12%

Marinwood Community Services District
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	DISTRICT TOTAL			
	22/23 Budget	Actuals* 3/31/2023	23/24 Budget	% Change in Budget
Expenditures				
5110110 · Salaries - Regular Staff	1,562,627.00	1,120,103.32	1,634,496.00	4.6%
5110210 · Salaries - PT/Seasonal/Temp	809,578.00	704,780.13	894,532.00	10.49%
5110310 · Acting Pay	10,000.00	3,492.75	10,000.00	0.0%
5110313 · Holiday Pay	40,470.00	29,454.24	41,835.00	3.37%
5110319 · FLSA Pay	24,037.00	7,825.17	24,847.00	3.37%
5120110 · Overtime Pay	150,500.00	273,437.43	150,500.00	0.0%
5130120 · Benefits - Group Medical	630,598.00	470,711.75	619,606.00	-1.74%
5130130 · OPEB Trust Contribution	100,000.00	74,997.00	100,000.00	0.0%
5130510 · PERS - Pension	749,641.00	699,866.39	773,336.00	3.16%
5140115 · Workers Comp Ins.	163,022.00	105,294.18	182,961.00	12.23%
5140116 · 4850 Reimbursements (Contra)	0.00	-5,197.72		
5140130 · Physician Services	2,450.00	0.00	2,450.00	0.0%
5140140 · Social Security & Medicare	198,220.00	156,216.43	210,348.00	6.12%
5140145 · Unemployment Ins.	20,805.00	11,873.22	19,792.00	-4.87%
5210120 · Consultant Fees	13,200.00	3,130.00	12,700.00	-3.79%
5210122 · Marketing & Recruiting	38,400.00	35,758.22	43,400.00	13.02%
5210128 · Fingerprinting/Background	7,000.00	1,212.00	7,000.00	0.0%
5210131 · Legal Services	17,000.00	995.50	17,000.00	0.0%
5210146 · Indep. Contractor Fees	231,699.00	155,593.48	221,173.00	-4.54%
5210210 · Audit & Accounting	14,000.00	13,527.50	15,000.00	7.14%
5210230 · Payroll Service Fees	11,150.00	7,307.45	10,750.00	-3.59%
5210525 · Insurance - General	57,825.00	57,045.52	73,190.00	26.57%
5210725 · Telecom - Phone/Internet/Cable	10,990.00	7,814.14	12,220.00	11.19%
5210810 · Utilities - Gas & Electric	55,500.00	51,462.83	55,500.00	0.0%
5210815 · Garbage Removal	35,260.00	26,247.48	37,110.00	5.25%
5210825 · Utilities - Street Light Elec.	19,500.00	17,379.46	17,700.00	-9.23%
5210835 · Utilities - Water & Sewer	44,500.00	42,513.12	44,500.00	0.0%
5210910 · Maint. - Vehicles	18,000.00	18,032.47	19,500.00	8.33%
5210915 · Maint. - Streetlights	4,125.00	2,927.40	5,925.00	43.64%
5210920 · MERA Operating	24,046.00	23,958.00	30,010.00	24.8%
5210940 · Maint. - Park Heavy Equipment	3,500.00	2,295.02	0.00	-100.0%
5211110 · Janitorial Services	18,000.00	12,200.00	16,000.00	-11.11%
5211125 · Community Landscape Contract	38,500.00	30,936.00	38,500.00	0.0%
5211140 · Vegetation Management	10,000.00	0.00	5,000.00	-50.0%
5211220 · Equipment Rental	8,000.00	8,091.34	7,500.00	-6.25%
5211310 · Awards & Incentives	2,000.00	0.00	1,500.00	-25.0%
5211315 · Professional Development	24,000.00	6,052.60	24,500.00	2.08%
5211325 · Conferences & Meetings	6,600.00	2,984.60	6,600.00	0.0%
5211330 · Memberships & Dues	11,450.00	12,952.10	11,800.00	3.06%
5211440 · Travel	3,300.00	145.00	3,300.00	0.0%
5211520 · Publications & Legal Notices	900.00	140.18	750.00	-16.67%

Marinwood Community Services District
FY 2023-2024 BUDGET
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	DISTRICT TOTAL			
	22/23 Budget	Actuals* 3/31/2023	23/24 Budget	% Change in Budget
5211528 · Tree Maint. & Services	18,000.00	9,000.00	20,000.00	11.11%
5211532 · Weed & Pest Control	3,900.00	2,475.00	3,800.00	-2.56%
5211610 · County-Wide Fees	13,950.00	9,545.60	13,160.00	-5.66%
5211710 · Long Term Debt - Principal	97,570.00	97,564.11	100,112.00	2.61%
5211715 · Long Term Debt - Interest	18,838.00	18,844.36	16,296.00	-13.49%
5220110 · Admin & Office Supplies	22,200.00	14,688.96	21,800.00	-1.8%
5220130 · Copier Lease & Printing	9,455.00	7,559.10	8,885.00	-6.03%
5220210 · Equip. Maintenance/Replacement*	30,100.00	13,658.74	30,000.00	-0.33%
5220215 · Pool Maintenance	15,000.00	6,430.11	20,000.00	33.33%
5220220 · Small Tools	2,500.00	99.36	2,500.00	0.0%
5220310 · Land & Buildings Maintenance	63,000.00	46,846.64	63,000.00	0.0%
5220610 · Gasoline/Fuel	3,000.00	2,718.95	4,500.00	50.0%
5220710 · Pool Chemicals	12,000.00	9,198.16	12,500.00	4.17%
5220810 · Miscellaneous Supplies	21,500.00	2,993.07	21,100.00	-1.86%
5220819 · Rec Program Supplies & Services	214,500.00	128,742.80	231,300.00	7.83%
5220825 · Uniforms & Apparel	15,000.00	2,831.25	15,500.00	3.33%
5220826 · Vending Supplies	12,000.00	15,389.65	18,000.00	50.0%
5220827 · Janitorial Supplies	14,500.00	6,717.93	12,000.00	-17.24%
5220830 · Volunteer Fire Department	10,000.00	0.00	2,000.00	-80.0%
5220910 · Capital Outlay - Improvements	16,500.00	5,800.00	91,000.00	451.52%
5220916 · Capital Outlay - New Equipment	267,440.00	0.00	273,940.00	2.43%
5220920 · Capital Reserves Designation	100,000.00	0.00	100,000.00	0.0%
Total Expenditures	6,171,346.00	4,594,659.49	6,484,224.00	5.07%
Net Gain/Loss	414,115.00	-530,406.32	438,096.00	5.79%

Marinwood Community Services District
FY 2023-2024 BUDGET
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	Park Dept			
	22/23 Budget	Actuals* 3/31/2023	23/24 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	821,560.00	475,114.96	827,525.00	0.73%
4110111 · PropTax - Admin Fee (Contra)	-10,925.00	-5,569.67	-10,475.00	-4.12%
4110115 · PropTax - Unitary	4,370.00	3,625.47	4,190.00	-4.12%
4110120 · PropTax - Current Unsecured	13,110.00	15,555.04	12,570.00	-4.12%
4110140 · ERAF - Excess	80,845.00	60,668.16	77,515.00	-4.12%
4110145 · ERAF - PY/Reverse	5,899.00	11,694.42	5,656.00	-4.12%
4110210 · PropTax - Supplemental Current	15,732.00	16,461.99	15,084.00	-4.12%
4110215 · PropTax - Supplemental Unsecure	218.00	993.38	209.00	-4.13%
4110225 · PropTax - Supplemental Redempt	437.00	575.85	419.00	-4.12%
4110510 · PropTax - Prior Unsecured	437.00	862.83	419.00	-4.12%
4120610 · Special Tax Assessment	418,484.00	230,282.58	439,211.00	4.95%
4120611 · Special Tax- Admin Fee (contra)	-1,200.00	-660.14	-1,200.00	0.0%
4410125 · Interest- Co. Pooled Investment	2,185.00	5,685.67	2,095.00	-4.12%
4410127 · Interest- ERAF Co. Pooled	100.00	5.04	100.00	0.0%
4511210 · HOPTR	3,277.00	1,625.52	3,142.00	-4.12%
4530527 · Grant Rev - Designated	177,952.00	0.00	177,952.00	0.0%
4710615 · Donations (General)		14,705.00		
4710642 · Miscellaneous Rev	150.00	0.00	150.00	0.0%
Total Revenue	1,532,631.00	831,626.10	1,554,562.00	1.43%
Expenditures				
5110110 · Salaries - Regular Staff	254,929.00	197,755.68	268,056.00	5.15%
5110210 · Salaries - PT/Seasonal/Temp	7,200.00	7,618.50	14,400.00	100.0%
5120110 · Overtime Pay	500.00	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	158,312.00	105,162.62	136,810.00	-13.58%
5130130 · OPEB Trust Contribution	31,000.00	23,247.00	24,000.00	-22.58%
5130510 · PERS - Pension	62,449.00	59,639.75	65,473.00	4.84%
5140115 · Workers Comp Ins.	27,695.00	17,900.01	31,514.00	13.79%
5140140 · Social Security & Medicare	20,091.00	11,094.48	21,646.00	7.74%
5140145 · Unemployment Ins.	765.00	442.55	892.00	16.6%
5210120 · Consultant Fees	6,675.00	1,730.00	6,550.00	-1.87%
5210122 · Marketing & Recruiting	1,300.00	144.00	2,300.00	76.92%
5210131 · Legal Services	5,000.00	995.50	5,000.00	0.0%
5210210 · Audit & Accounting	3,500.00	3,381.87	3,750.00	7.14%
5210230 · Payroll Service Fees	750.00	471.95	750.00	0.0%
5210525 · Insurance - General	18,810.00	18,610.44	23,910.00	27.11%
5210725 · Telecom - Phone/Internet/Cable	2,300.00	713.17	2,450.00	6.52%
5210810 · Utilities - Gas & Electric	4,000.00	1,231.81	4,000.00	0.0%
5210815 · Garbage Removal	25,800.00	19,014.00	27,000.00	4.65%
5210835 · Utilities - Water & Sewer	21,500.00	22,805.35	21,500.00	0.0%
5210910 · Maint. - Vehicles	2,000.00	233.32	2,000.00	0.0%
5210920 · MERA Operating	2,405.00	2,395.00	3,000.00	24.74%

Marinwood Community Services District
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	Park Dept			
	22/23 Budget	Actuals* 3/31/2023	23/24 Budget	% Change in Budget
5210940 · Maint. - Park Heavy Equipment	3,500.00	2,295.02		-100.0%
5211125 · Community Landscape Contract	38,500.00	30,936.00	38,500.00	0.0%
5211220 · Equipment Rental	8,000.00	8,091.34	7,500.00	-6.25%
5211315 · Professional Development	2,000.00	713.00	2,000.00	0.0%
5211325 · Conferences & Meetings	1,200.00	482.64	1,200.00	0.0%
5211330 · Memberships & Dues	2,650.00	2,202.50	2,750.00	3.77%
5211440 · Travel	800.00	145.00	800.00	0.0%
5211520 · Publications & Legal Notices			250.00	
5211528 · Tree Maint. & Services	18,000.00	9,000.00	20,000.00	11.11%
5211532 · Weed & Pest Control	3,900.00	2,475.00	3,800.00	-2.56%
5211610 · County-Wide Fees	875.00	810.76	875.00	0.0%
5211710 · Long Term Debt - Principal	58,445.00	58,445.48	59,813.00	2.34%
5211715 · Long Term Debt - Interest	15,210.00	15,210.00	13,842.00	-8.99%
5220110 · Admin & Office Supplies	2,000.00	1,017.39	1,800.00	-10.0%
5220130 · Copier Lease & Printing	765.00	773.86	890.00	16.34%
5220210 · Equip. Maintenance/Replacement*	10,500.00	2,062.56	12,500.00	19.05%
5220220 · Small Tools	2,000.00	99.36	2,000.00	0.0%
5220310 · Land & Buildings Maintenance	39,500.00	35,853.56	40,500.00	2.53%
5220610 · Gasoline/Fuel	2,500.00	2,420.45	4,000.00	60.0%
5220810 · Miscellaneous Supplies	2,000.00	1,038.00	2,000.00	0.0%
5220825 · Uniforms & Apparel	500.00	0.00	1,000.00	100.0%
5220827 · Janitorial Supplies	1,000.00	610.90	1,000.00	0.0%
5220916 · Capital Outlay - New Equipment	259,440.00	0.00	244,440.00	-5.78%
5220920 · Capital Reserves Designation	11,000.00	0.00	11,000.00	0.0%
Total Expenditures	1,141,266.00	669,269.82	1,137,961.00	-0.29%
Net Gain/Loss	391,365.00	162,356.28	416,601.00	6.45%

Marinwood Community Services District
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	Recreation Dept			
	22/23 Budget	Actuals* 3/31/2023	23/24 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	317,720.00	183,740.11	365,375.00	15.0%
4110111 · PropTax - Admin Fee (Contra)	-4,225.00	-2,153.95	-4,625.00	9.47%
4110115 · PropTax - Unitary	1,690.00	1,402.07	1,850.00	9.47%
4110120 · PropTax - Current Unsecured	5,070.00	6,015.57	5,550.00	9.47%
4110140 · ERAF - Excess	31,265.00	23,462.06	34,225.00	9.47%
4110145 · ERAF - PY/Reverse	2,282.00	4,522.55	2,498.00	9.47%
4110210 · PropTax - Supplemental Current	6,084.00	6,366.31	6,660.00	9.47%
4110215 · PropTax - Supplemental Unsecure	85.00	384.17	93.00	9.41%
4110225 · PropTax - Supplemental Redempt	169.00	222.70	185.00	9.47%
4110510 · PropTax - Prior Unsecured	169.00	333.68	185.00	9.47%
4410125 · Interest- Co. Pooled Investment	845.00	2,198.81	925.00	9.47%
4410127 · Interest- ERAF Co. Pooled		1.95		
4410215 · Rental Income - Pool & Picnic	25,000.00	22,738.92	30,000.00	20.0%
4410225 · Rental Income - Community Ctr	0.00	3,346.41	5,000.00	
4511210 · HOPTR	1,268.00	628.64	1,388.00	9.46%
4570110 · Expense Reimbursements	500.00	0.00	500.00	0.0%
4631911 · Advertising Sales	5,000.00	1,478.95	4,000.00	-20.0%
4631912 · Vending Sales	18,000.00	18,471.77	27,000.00	50.0%
4631914 · Community Events	16,040.00	17,524.36	17,840.00	11.22%
4631915 · Tennis	82,500.00	80,324.39	82,500.00	0.0%
4631917 · Pool Operating Rev	205,000.00	154,390.08	212,000.00	3.41%
4631918 · Pool Memberships	60,000.00	49,761.19	70,000.00	16.67%
4631919 · Adult Rec Programs	12,690.00	6,879.85	13,160.00	3.7%
4631920 · Summer Rec Programs	1,133,095.00	737,917.38	1,141,791.00	0.77%
4631922 · Youth Rec Programs	204,631.00	179,951.75	248,646.00	21.51%
4710615 · Donations (General)	1,000.00	0.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	250.00	1,146.02	250.00	0.0%
Total Revenue	2,126,128.00	1,501,055.74	2,267,996.00	6.67%
Expenditures				
5110110 · Salaries - Regular Staff	329,988.00	228,168.28	345,365.00	4.66%
5110210 · Salaries - PT/Seasonal/Temp	802,378.00	697,161.63	880,132.00	9.69%
5130120 · Benefits - Group Medical	107,315.00	79,618.65	102,953.00	-4.06%
5130130 · OPEB Trust Contribution	7,000.00	5,247.00	9,000.00	28.57%
5130510 · PERS - Pension	80,132.00	76,123.51	80,092.00	-0.05%
5140115 · Workers Comp Ins.	36,630.00	23,691.19	42,661.00	16.46%
5140140 · Social Security & Medicare	86,159.00	75,453.29	93,249.00	8.23%
5140145 · Unemployment Ins.	18,500.00	10,534.67	17,500.00	-5.41%
5210120 · Consultant Fees	2,175.00	350.00	2,050.00	-5.75%
5210122 · Marketing & Recruiting	36,200.00	34,940.22	38,000.00	4.97%
5210128 · Fingerprinting/Background	6,500.00	1,212.00	6,500.00	0.0%
5210131 · Legal Services	2,000.00	0.00	2,000.00	0.0%

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	Recreation Dept			
	22/23 Budget	Actuals* 3/31/2023	23/24 Budget	% Change in Budget
5210146 · Indep. Contractor Fees	124,342.00	102,441.38	110,596.00	-11.05%
5210210 · Audit & Accounting	3,500.00	3,381.87	3,750.00	7.14%
5210230 · Payroll Service Fees	5,000.00	3,597.71	5,000.00	0.0%
5210525 · Insurance - General	17,705.00	17,639.14	22,745.00	28.47%
5210725 · Telecom - Phone/Internet/Cable	2,440.00	1,899.67	2,850.00	16.8%
5210810 · Utilities - Gas & Electric	40,000.00	37,661.96	40,000.00	0.0%
5210815 · Garbage Removal	6,300.00	4,791.66	6,740.00	6.98%
5210835 · Utilities - Water & Sewer	15,500.00	13,465.09	15,500.00	0.0%
5211110 · Janitorial Services	18,000.00	12,200.00	16,000.00	-11.11%
5211315 · Professional Development	12,000.00	4,213.03	12,500.00	4.17%
5211325 · Conferences & Meetings	4,050.00	1,932.90	4,050.00	0.0%
5211330 · Memberships & Dues	3,900.00	2,712.50	3,850.00	-1.28%
5211440 · Travel	1,500.00	0.00	1,500.00	0.0%
5211520 · Publications & Legal Notices	500.00	0.00	250.00	-50.0%
5211610 · County-Wide Fees	2,375.00	1,549.96	2,160.00	-9.05%
5220110 · Admin & Office Supplies	14,500.00	11,366.18	15,000.00	3.45%
5220130 · Copier Lease & Printing	6,775.00	4,900.43	5,775.00	-14.76%
5220215 · Pool Maintenance	15,000.00	6,430.11	20,000.00	33.33%
5220310 · Land & Buildings Maintenance	16,000.00	6,582.32	15,000.00	-6.25%
5220710 · Pool Chemicals	12,000.00	9,198.16	12,500.00	4.17%
5220819 · Rec Program Supplies & Services	214,500.00	128,742.80	231,300.00	7.83%
5220825 · Uniforms & Apparel	6,000.00	2,621.25	6,000.00	0.0%
5220826 · Vending Supplies	12,000.00	15,389.65	18,000.00	50.0%
5220827 · Janitorial Supplies	12,500.00	5,550.11	10,000.00	-20.0%
5220910 · Capital Outlay - Improvements	16,500.00	5,800.00	31,000.00	87.88%
5220916 · Capital Outlay - New Equipment	8,000.00	0.00	16,500.00	106.25%
5220920 · Capital Reserves Designation	9,000.00	0.00	9,000.00	0.0%
Total Expenditures	2,114,864.00	1,636,568.32	2,257,068.00	6.72%
Net Gain/Loss	11,264.00	-135,512.58	10,928.00	-2.98%

Marinwood Community Services District
FY 2023-2024 BUDGET
DRAFT

	Fire Dept			
	22/23 Budget	Actuals* 3/31/2023	23/24 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	740,720.00	428,364.52	782,100.00	5.59%
4110111 · PropTax - Admin Fee (Contra)	-9,850.00	-5,021.62	-9,900.00	0.51%
4110115 · PropTax - Unitary	3,940.00	3,268.73	3,960.00	0.51%
4110120 · PropTax - Current Unsecured	11,820.00	14,024.46	11,880.00	0.51%
4110140 · ERAF - Excess	72,890.00	54,698.52	73,260.00	0.51%
4110145 · ERAF - PY/Reverse	5,319.00	10,543.70	5,346.00	0.51%
4110210 · PropTax - Supplemental Current	14,184.00	14,842.17	14,256.00	0.51%
4110215 · PropTax - Supplemental Unsecure	197.00	895.64	198.00	0.51%
4110225 · PropTax - Supplemental Redempt	394.00	519.20	396.00	0.51%
4110510 · PropTax - Prior Unsecured	394.00	777.93	396.00	0.51%
4120610 · Special Tax Assessment	1,257,920.00	692,729.81	1,320,968.00	5.01%
4120611 · Special Tax- Admin Fee (contra)	-3,600.00	-1,985.79	-3,600.00	0.0%
4220115 · Building Plan Review	7,500.00	11,065.23	8,500.00	13.33%
4410125 · Interest- Co. Pooled Investment	1,970.00	5,126.21	1,980.00	0.51%
4410127 · Interest- ERAF Co. Pooled		4.55		
4511210 · HOPTR	2,955.00	1,465.59	2,970.00	0.51%
4570110 · Expense Reimbursements		11,818.80		
4631145 · Service Contract Revenue	100,214.00	104,978.00	107,226.00	7.0%
4640321 · CSA 13 Contract Rev	661,110.00	353,319.00	720,201.00	8.94%
4710631 · Paramedic Reimbursement	34,000.00	16,684.60	35,000.00	2.94%
4710642 · Miscellaneous Rev	500.00	165.90	500.00	0.0%
Total Revenue	2,902,577.00	1,718,285.15	3,075,637.00	5.96%
Expenditures				
5110110 · Salaries - Regular Staff	977,710.00	694,179.36	1,021,075.00	4.44%
5110310 · Acting Pay	10,000.00	3,492.75	10,000.00	0.0%
5110313 · Holiday Pay	40,470.00	29,454.24	41,835.00	3.37%
5110319 · FLSA Pay	24,037.00	7,825.17	24,847.00	3.37%
5120110 · Overtime Pay	150,000.00	273,437.43	150,000.00	0.0%
5130120 · Benefits - Group Medical	364,971.00	285,930.48	379,843.00	4.07%
5130130 · OPEB Trust Contribution	62,000.00	46,503.00	67,000.00	8.06%
5130510 · PERS - Pension	607,060.00	564,103.13	627,771.00	3.41%
5140115 · Workers Comp Ins.	98,697.00	63,702.98	108,786.00	10.22%
5140116 · 4850 Reimbursements (Contra)		-5,197.72		
5140130 · Physician Services	2,450.00	0.00	2,450.00	0.0%
5140140 · Social Security & Medicare	91,970.00	69,668.66	95,453.00	3.79%
5140145 · Unemployment Ins.	1,540.00	896.00	1,400.00	-9.09%
5210120 · Consultant Fees	4,350.00	1,050.00	4,100.00	-5.75%
5210122 · Marketing & Recruiting	900.00	674.00	3,100.00	244.44%
5210128 · Fingerprinting/Background	500.00	0.00	500.00	0.0%
5210131 · Legal Services	10,000.00	0.00	10,000.00	0.0%
5210146 · Indep. Contractor Fees	107,357.00	53,152.10	110,577.00	3.0%

Marinwood Community Services District
FY 2023-2024 BUDGET
DRAFT

	Fire Dept			
	22/23 Budget	Actuals* 3/31/2023	23/24 Budget	% Change in Budget
5210210 · Audit & Accounting	7,000.00	6,763.76	7,500.00	7.14%
5210230 · Payroll Service Fees	5,400.00	3,237.79	5,000.00	-7.41%
5210525 · Insurance - General	21,310.00	20,795.94	26,535.00	24.52%
5210725 · Telecom - Phone/Internet/Cable	6,250.00	5,201.30	6,920.00	10.72%
5210810 · Utilities - Gas & Electric	11,500.00	12,569.06	11,500.00	0.0%
5210815 · Garbage Removal	3,160.00	2,441.82	3,370.00	6.65%
5210835 · Utilities - Water & Sewer	7,500.00	6,242.68	7,500.00	0.0%
5210910 · Maint. - Vehicles	16,000.00	17,799.15	17,500.00	9.38%
5210920 · MERA Operating	21,641.00	21,563.00	27,010.00	24.81%
5211140 · Vegetation Management	10,000.00	0.00	5,000.00	-50.0%
5211310 · Awards & Incentives	2,000.00	0.00	1,500.00	-25.0%
5211315 · Professional Development	10,000.00	1,126.57	10,000.00	0.0%
5211325 · Conferences & Meetings	1,350.00	569.06	1,350.00	0.0%
5211330 · Memberships & Dues	4,900.00	8,037.10	5,200.00	6.12%
5211440 · Travel	1,000.00	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	400.00	140.18	250.00	-37.5%
5211610 · County-Wide Fees	10,200.00	6,684.88	9,625.00	-5.64%
5211710 · Long Term Debt - Principal	39,125.00	39,118.63	40,299.00	3.0%
5211715 · Long Term Debt - Interest	3,628.00	3,634.36	2,454.00	-32.36%
5220110 · Admin & Office Supplies	5,700.00	2,305.39	5,000.00	-12.28%
5220130 · Copier Lease & Printing	1,915.00	1,884.81	2,220.00	15.93%
5220210 · Equip. Maintenance/Replacement*	19,600.00	11,596.18	17,500.00	-10.71%
5220220 · Small Tools	500.00	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	7,500.00	4,410.76	7,500.00	0.0%
5220610 · Gasoline/Fuel	500.00	298.50	500.00	0.0%
5220810 · Miscellaneous Supplies	19,500.00	1,955.07	19,100.00	-2.05%
5220825 · Uniforms & Apparel	8,500.00	210.00	8,500.00	0.0%
5220827 · Janitorial Supplies	1,000.00	556.92	1,000.00	0.0%
5220830 · Volunteer Fire Department	10,000.00	0.00	2,000.00	-80.0%
5220910 · Capital Outlay - Improvements			60,000.00	
5220916 · Capital Outlay - New Equipment			13,000.00	
5220920 · Capital Reserves Designation	80,000.00	0.00	80,000.00	0.0%
Total Expenditures	2,891,091.00	2,268,014.49	3,065,070.00	6.02%
Net Gain/Loss	11,486.00	-549,729.34	10,567.00	-8.0%

Marinwood Community Services District
FY 2023-2024 BUDGET
DRAFT

Streetlights				
	22/23 Budget	Actuals* 3/31/2023	23/24 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	-37.57	-100.00	0.0%
Total Revenue	<u>24,125.00</u>	<u>13,286.18</u>	<u>24,125.00</u>	<u>0.0%</u>
Expenditures				
5210825 · Utilities - Street Light Elec.	19,500.00	17,379.46	17,700.00	-9.23%
5210915 · Maint. - Streetlights	4,125.00	2,927.40	5,925.00	43.64%
5211610 · County-Wide Fees	500.00	500.00	500.00	0.0%
Total Expenditures	<u>24,125.00</u>	<u>20,806.86</u>	<u>24,125.00</u>	<u>0.0%</u>
Nat Gain/Loss	<u><u>0.00</u></u>	<u><u>-7,520.68</u></u>	<u><u>0.00</u></u>	<u><u>0.0%</u></u>

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: April 11, 2023
Re: Resolutions 2023-03 & 2023-04: CPI Adjustments for Special Assessments

Directors,

Please see the included Resolution 2023-03 and Resolution 2023-04.

For the past several years the District has received designated tax revenue resulting from two separate voter-approved special assessments (aka: special taxes or parcel taxes). These special assessments were implemented to provide critical funding for “Fire Protection and Emergency Response Services” and “Park, Open Space and Street Landscape Maintenance.” Revenue received from these assessments directly support the operations and functions of each respective department.

Both special assessment measures required approval from a super-majority (66.67% or greater) of District registered voters when they were originally placed on the ballot. Language contained within both respective ballot measures calls for an annual increase in the amount of the tax levy in accordance with an increase in the Consumer Price Index (CPI). Specifically, the measures state in part:

“...the amount of the special tax may increase by the percentage by which the Consumer Price Index for All Urban Consumers in the San Francisco-Oakland-San Jose Area published by the Bureau of Labor Statistics of the United States Department of Labor, or any successor to that index, increased in the previous calendar year.”

In accordance with the voter-approved special assessments for both “Fire Protection and Emergency Response Services” and “Park, Open Space and Street Landscape Maintenance,” the Board of Directors annually must take formal action stating the percentage of the published CPI increase and set the revised assessment amount accordingly for the coming fiscal year. The CPI increase published for calendar year 2022 (December 31, 2022 measurement date) was 4.9%.

Should the Board vote to approve these increases, fiscal impact to the District would be approximately \$81,970 gain in revenue received (Park: \$20,510; Fire: \$61,460) over prior year to be effective with FY 23/24.

Staff Recommendation: Approve Resolution 2023-03 and Resolution 2023-04 as presented.

RESOLUTION NO. 2023-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT
INCREASING THE AMOUNT OF THE SPECIAL TAX FOR FIRE PROTECTION AND
EMERGENCY RESPONSE SERVICES**

WHEREAS, the Board of Directors of Marinwood Community Services adopted Resolution No. 2011-06 providing for an increase in the Special Tax for Fire Protection Services special tax increase and calling for an election to be held to present the tax to the voters for approval; and

WHEREAS, in the General Election held on November 8, 2011, the voters of Marinwood Community Services District approved Measure G Increasing the Special Tax for Fire Protection Services; and

WHEREAS, Measure G provides for annual cost of living adjustments consistent with CPI, and Resolution No. 2011-06 provides that the tax may be increased by resolution of the Board of Directors for each fiscal year by a factor not to exceed the Bay Area All Urban Consumers Consumer Price Index (CPI) for December 31 of the year preceding the start of the fiscal year; and

WHEREAS, the Consumer Price Index percent increase for the year ending December 31, 2022 is 4.9%; and

WHEREAS, the amount of the Special Tax for Fire Protection Services for the Fiscal Year 2022-2023 is \$0.3772 per square foot of residential living and commercial working area, and \$121.25 per acre of undeveloped property;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Marinwood Community Services District that the amount of the Special Tax shall be increased by the percent increase of the Consumer Price Index; that the amount of the increase is calculated to be \$0.0185 per square foot, and \$5.94 per acre; and that the total tax for Fiscal Year 2023-2024 shall be \$0.3957 per square foot and \$127.19 per acre of undeveloped property.

PASSED AND ADOPTED at a regular meeting on April 11, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

Sivan Oyserman, President of the Board

ATTEST: _____
Tiffany Combrink, Secretary to the Board

RESOLUTION NO. 2023-04

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT
INCREASING THE AMOUNT OF THE SPECIAL TAX FOR PARK, OPEN SPACE AND
STREET LANDSCAPE MAINTENANCE**

WHEREAS, the Board of Directors of Marinwood Community Services adopted Resolution No. 2015-09 providing for an Ordinance imposing a Special Tax for Park, Open Space and Street Landscape Maintenance and calling for an election to be held to present the tax to the voters for approval; and

WHEREAS, in an election held on November 3, 2015, the voters of Marinwood Community Services District approved Ordinance No. 2015-01 Imposing a Special Tax for Park, Open Space and Street Landscape Maintenance; and

WHEREAS, Section 2 of Ordinance No. 2015-01 provides that "Beginning with fiscal year 2017-18 and for each fiscal year thereafter, the amount of the special tax per unit may increase by the percentage by which the Consumer Price Index for all Urban Consumers in the San Francisco-Oakland-San Jose Area published by the Bureau of Labor Statistics of the United States Department of Labor, or any successor to that index, increased in the previous calendar year;" and

WHEREAS, the Consumer Price Index percent increase for the year ending December 31, 2022 is 4.9%; and

WHEREAS, the amount of the Special Tax for Park, Open Space and Street Landscape Maintenance for the Fiscal Year 2022-2023 is \$229.81 per unit in Marinwood Community Services District;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Marinwood Community Services District that the amount of the Special Tax shall be increased by the percent increase of the Consumer Price Index; that the amount of the increase is calculated to be \$11.26; and that the total tax per unit for Fiscal Year 2023-2024 shall be \$241.07 per unit.

PASSED AND ADOPTED at a regular meeting on April 11, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

Sivan Oyserman, President of the Board

ATTEST: _____
Tiffany Combrink, Secretary to the Board

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.

FEMA Claim/Creek Bank Failure:

On March 14th staff conducted our on-site Recovery Scoping Meeting with both FEMA & CalOES representatives. Matt Smeltzer, one of our contracted project engineers, also joined the meeting. While this is only an initial meeting intended to more fully explain the FEMA claim process and the respective roles of the various people assigned, it also served to begin the damage identification & description process. While FEMA has yet to formally commit funding to our project(s), the representatives present from both agencies did indicate they believed the damages incurred to CSD property are indeed eligible for FEMA funding in regards to the repair work costs.

Our contracted engineers continue to work collaboratively on repair construction design options. Once these designs are finalized they will be provided to FEMA & CalOES for formal approval. Once the final construction design and related cost estimates are approved, it is at that point in which the funding will become obligated.

In cooperation with Mr. Smeltzer, we continue to press forward on the project permitting processes required of the various regulatory agencies as well as the County. In doing so we are also engaging the services of a biologist who will need to survey the area and prepare a biological study indicating any special species status and other related potential mitigation measures that will be needed.

Staff will continue to keep the Board apprised as this project and the related FEMA claim progresses.

Marinwood Park Play Structure Replacement Project:

This project was discussed in detail at last month's P&R Commission meeting. The Commission reviewed the key findings from the community survey conducted last year and reached consensus on which findings to highlight in the design/build Request For Proposals (RFP). It was discussed to request multiple design alternatives from responsive bidders, allowing a greater breadth of options to consider. When the bid deadline passes, staff and the P&R Commission will examine all proposals, likely in the course of a special meeting that will be open to the public. From there a recommended proposal will be presented to the Board for formal approval. Staff is working to finalize and distribute the RFP as quickly as possible while also balancing other projects and responsibilities.

Measure A Funding:

With the successful renewal of Measure A by the Marin County voters, the CSD will continue to receive this critical funding specifically designated towards Parks & Recreation based needs and initiatives. Financial projections provided by the County anticipate Marinwood's annual funding allocation to be between \$100K - \$110K for 23/24. The renewed Measure A will be effective for the next nine (9) years.

Since the original passage of Measure A in 2013, District board and staff have placed a priority use of this funding towards both deferred and new park & rec capital expenditure needs. Recreation Director Luke Fretwell and I have discussed priority spending needs FY 23/24 while also recognizing the benefit to build back up our total available Measure A funds for potentially larger future projects. In the immediate term, we have identified the need for a new multi-purpose park maintenance equipment item that will replace both of our aging riding mowers while also serving as a turf aerator, mini-excavator, auger and other critical equipment that we typically rent. We are also intending to use Measure A funds to provide for a full re-surface of tennis courts 3 & 4 located near the middle school.

Other Items of Note:

- **SDRMA Spring Education Day** – On March 22nd Board Director Lisa Ruggeri, Assistant Recreation Director Robyn Bruton and I attended this free one-day conference in Sacramento hosted by our insurance carrier SDRMA in cooperation with the California Special Districts Association (CSDA). The conference featured an engaging keynote speaker and several workshops focused on workplace best practices. Director Ruggeri and I participated in the full-day Special District Governance Foundations workshop which is the first of four individual modules needed to earn the CSDA Special District Leadership Academy certification. Robyn participated in the full-day Safety Specialist Certificate Program. Our attendance at this conference also earned the CSD Credit Incentive Points which are applied as a discount against our P/L and Workers' Comp insurance premiums.
- **Miller Creek Trail Initiative** – Staff have engaged the services of a biologist to conduct a botanical assessment survey of the proposed trail area. This process requires multiple visits during various "blooming seasons." I'd like to recognize Park & Recreation Commissioner Jon Campo who has provided his expertise in this area and volunteered to work with the various consultants needed as we accomplish the related environmental studies. Mr. Campo has also been actively researching additional funding opportunities for this initiative.
- **Non-represented Employee Compensation Review Process** – I have communicated with Directors Oyserman and Ruggeri who both volunteered to work with staff in identifying and ultimately proposing a procedure providing for regular review and potential adjustment of non-represented employee compensation and pay schedules. We are looking to conduct an initial meeting in the coming weeks with the hope of being able to present a recommended practice to the Board by the end of the fiscal year.

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
DRAFT MINUTES OF FIRE COMMISSION MEETING
April 4, 2023

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

Present:

Commissioners: Vice-Chair Pascal Karsenti, Tom Elsbree, Ron Marinoff, John Seratt

Absent: Steve Farac, Greg Stilson (CSA 13 Alternate)

Staff: District Manager Eric Dreikosen, Fire Chief Darin White

Board: Kathleen Kilkenny

1. Agenda

No edits were requested by Commissioners. Vice-Chair Karsenti adopted the agenda as presented.

2. Public Comment on Non-Agenda Items

No comments from the public were received.

3. Commissioner Items of Interest

-Commissioner Seratt inquired about cost recovery efforts for emergency response calls

4. Draft Minutes of February 7, 2023 Fire Commission Meeting

M/s Elsbree/Seratt to approve Draft Minutes of February 7, 2023 Fire Commission Meeting as presented. Ayes: Elsbree, Karsenti, Marinoff, Seratt. Nays: None. Absent: Farac. Motion carried.

5. Chief Officer Report and Activity Summary

Commission received Chief Officer Report and Activity Summary.

6. Requests for Future Agenda Items

-None

The meeting was adjourned at 8:12 PM.

Eric Dreikosen



To: Marinwood Board of Directors

From Darin White, Fire Chief

Date: April 11, 2023

Re: Fire Department Update

Marin Wildfire Prevention Authority-Vegetation Management

According to the Executive Officer's report from the MWPA's Mark Brown, the Evacuation/Ingress/Egress Risk Assessment is progressing. Objectives include but are not limited to: the identification of evacuation route vulnerability and learning which factors contribute to risk. The Sonoma Technology staff have completed the literature and data review, evacuation modelling (including fire, communication, and traffic models) and the creation of evacuation difficulty scoring matrix that takes into consideration fire behavior, fuels, traffic dynamics and infrastructure and communications.

The 2023-2024 Workplan has been underway for several weeks and both the Advisory Technical Committee and Operations Committee have contributed to the planning, budgeting, and multiple conversations surrounding projects and their scope and reach.

- **City of San Rafael Wildfire Mitigation Grant Program** available to all Marinwood residents for eligible vegetation management and home hardening efforts (funds available for a limited time): <https://www.cityofsanrafael.org/wildfire-mitigation-grant-program/>
- Upcoming **chipper program** for all neighborhoods. Please see the recently released 2023 Chipper Day schedule included at the end of this report. Residents can also type in their address and see the weeks that chipping services are available to them (pre-registration online required, chipping services available for one week every month except for August): <https://reserve.chipperday.com/marin>
- **Direct assistance** for vegetation management/defensible space work is available free of charge on a limited basis to those who need it (we cannot guarantee assistance to everyone who applies). **Please reach out to simon.wright@cityofsanrafael.org or (415) 458-5020 if interested.**
- **Defensible space and home hardening inspections** are available. **Please reach out to srfd.dspace@cityofsanrafael.org or (415) 485-3054 if interested in scheduling an inspection.**

Pacific Gas and Electric

On Saturday March 25, 2023, PG&E and CalTrans identified a significant landslide that impacted gas lines running along HWY Corridor 101 in Novato. The incident was named The Redwood Slide incident and after much expedited planning, execution, digging, rerouting of gas and water lines, staging of multiple tanker trucks filled with natural gas and other resources, the bypass was installed successfully. Flow rates and testing have been deemed successful. Crews worked diligently to minimize disruption to commerce and traffic and were able to mitigate the situation over the course of the weekend.



Fire Mechanic Retires



On Thursday March 30, 2023, Longtime Fire Mechanic Steve Ferrairo hung up his wrenches after a 25 plus year career serving the City of San Rafael and numerous adjacent Fire Departments/Communities. Local 1775 (San Rafael Fire Association) planned a luncheon and surprise gift as a token of appreciation.

In the above left photo, Local 1775 and SRFA President Anthony Alviso provides Steve with a helmet and shield made especially for the Fire Mechanic position. On the right, Chief White provides Steve with a framed certificate of appreciation and a memento that Steve was instrumental in creating. The event was well attended by staff from Marinwood, Marin County Fire, Kentfield Fire, retirees, active members, the Chaplain Reverend Jan Heglund, Steve's wife, and many more.

We wish Steve a long, healthy, and rewarding retirement and hope that we can find a new mechanic with similar mechanical aptitude to keep all of our apparatus in tip top shape as Steve did as the sole mechanic. The

department will be advertising this vacancy in the near future, and we ask that you spread the word so that we can find the best available and interested candidate possible.

Marinwood Fire Department Statistics: March 2023

The Marinwood Fire Department responded to 158 emergency calls in March 2023. A little under two thirds of the calls were medical incidents. The storm that occurred on March 14, resulted in two downed power lines in Marinwood. One on the 700 block of Idylberry, and the other on the 200 block of Deepstone. In both cases, E58 responded and secured the scene until PG&E could arrive. E58 did not respond to any fires during the month.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	29	4	1	0	2	N/A	0	36
CSA 13	6	5	1	0	0	N/A	0	12
Old JPA (Mont Marin)	8	1	0	0	0	N/A	0	9
New JPA (East of 101)	40	16	5	0	0	N/A	0	61
SR Mutual Aid	8	6	0	0	0	0	0	14
MC JPA	1	2	0	0	0	N/A	0	3
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	7	10	0	0	1	5	0	23
Total number	99	44	7	0	3	5	0	158
<i>Percentage of total</i>	<i>62.7%</i>	<i>27.8%</i>	<i>4.4%</i>	<i>0.0%</i>	<i>1.9%</i>	<i>3.2%</i>	<i>0.0%</i>	

Call types:

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

Average response time for Engine 58: 5 minutes, 35 seconds

Chipper Day Schedule 2023			
Week 1 -	Week of May 15th	Novato	Round 1
Week 2 -	Week of May 22nd	West Marin	
Week 3 -	Week of May 29th	Southern Marin	
Week 4 -	Week of June 5th	Central Marin	
Week 5 -	Week of June 12th	San Rafael	
Week 6 -	Week of June 19th	Novato	Round 2
Week 7 -	Week of June 26th	West Marin	
Week 8 -	Week of July 3rd	Southern Marin	
Week 9 -	Week of July 10th	Central Marin	
Week 10 -	Week of July 17th	San Rafael	
Week 11 -	Week of July 24th	Admin Break	
Week 12 -	Week of July 31st	Admin Break	
Week 13 -	Week of August 7th	Novato	Round 3
Week 14 -	Week of August 14th	West Marin	
Week 15 -	Week of August 21st	Southern Marin	
Week 16 -	Week of August 28th	Central Marin	
Week 17 -	Week of September 4th	San Rafael	
Week 18 -	Week of September 11th	Novato	Round 4
Week 19 -	Week of September 18th	West Marin	
Week 20 -	Week of September 25th	Southern Marin	
Week 21 -	Week of October 2nd	Central Marin	
Week 22 -	Week of October 9th	San Rafael	
Week 23 -	Week of October 16th	Novato	Round 5
Week 24 -	Week of October 23rd	West Marin	
Week 25 -	Week of October 30th	Southern Marin	
Week 26 -	Week of November 6th	Central Marin	
Week 27 -	Week of November 13th	San Rafael	

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting Tuesday – March 28, 2023

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

Present:

Commissioners: Chair Michael Benesch, Ian Fein, Ryan Madden

Absent: Angela Bliss-Steiner, Jon Campo

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Directors: Chris Case, Bill Shea

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 January 24, 2023 P&R Commission Meeting

M/s Fein/Madden to approve Draft Minutes of January 24, 2023 P&R Commission Meeting. Ayes: Benesch, Fein, Madden. Nays: None, Absent: Bliss-Steiner, Campo. Motion carried.

4. Draft Minutes of February 14, 2023 and March 14, 2023 Board Meetings

Commission reviewed minutes.

5. Marinwood Park Play Structure Replacement Project: Review of Community Survey Results for Incorporation into Pending Project Request for Proposals (RFP)

Commission reviewed key findings from survey results and reached consensus on inclusion of findings into RFP for consideration by potential project bidders. Commission also reviewed recently created map of playground area.

6. Recreation and Park Maintenance Activity Report

Commission received Recreation and Park Maintenance Activity Report.

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

-Commissioner Fein requested discussion of potential “community work days” for items such as trail maintenance, roadway median maintenance & community beautification projects. Suggested discussion happen later in the year as other projects are being completed.

-Commissioner Madden inquired about possible recognition for recently deceased Marinwood resident Brian DiSanto.

-Commissioner Benesch requested a meeting with staff to discuss history of Creekside Park in Lucas Valley Estates.

8. Adjourn

Meeting adjourned at 8:42 PM

Eric Dreikosen

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

RECREATION ACTIVITY REPORT

Pool Opening

The Marinwood Pool opened for the 2023 season on Monday, April 3rd. In spite of cool temperatures, many of our longtime lap swimmers came out for opening day and it was great to see them back in the water.

Current Pool Programs:

- Adult Lap Swim
- Recreation Swim
- Weekend Pool Party Rentals
- Tot Pool Hours
- Lifeguard Training Classes
- Water Polo
- Waterdevils Swim Team
- Private Weekend Swim Lessons (starting in May)

Summer Camp / Swim Lesson Registration

Summer camp and swim lesson registration opened on March 13th for Marinwood Residents and March 16th for non-residents. By the end of the day on March 16th, most camp and swim lesson options were completely full for most weeks.

Our contracted enrichment and sports camps are always slower to fill and we will continue to market those and the small handful of remaining day camp spots this next couple months.

This summer we are offering:

- 12 different day camps for kids aged 3 years through entering 7th grade
- Counselor-in-Training (CIT) and Guards-in-Training (GIT) programs for kids entering 8th grade through 14 years
- Several contract enrichment and sports camps including All Sorts of Sports, Art Adventures, Babysitters Training, Flag Football, Soccer, Incrediflix Stop Animation, Minecraft, LEGO Engineering, and Tennis.

Las Gallinas Lions Club Easter Egg Hunt

The Lions Club will be hosting their annual Easter Egg Hunt in the Marinwood Park on Saturday, April 8th starting at 10:00am. The event will also feature an appearance by the Easter Bunny.

Spring Art Show

Our Annual Spring Art Show will take place on Saturday, April 22nd from 3-7pm and feature works from over 3 dozen of Marin's finest artists. The theme of the show is "Lines & Layers."

Spring Break Camp

The Recreation Department will be offering our annual Spring Break Camp the week of April 10-14 to serve local families with kids on break from school. Throughout the week campers will participate in games and activities in the park, swim at the pool, do arts & crafts, take nature walks, participate in story time, and play at the playground. This year we are offering 3 different age group camps and have over 60 kids enrolled.

PARKS MAINTENANCE ACTIVITY REPORT

Pool Preparation

This past month the staff worked to prepare the pool facility for the start of the pool season. Work has included:

- re-sanding and staining several of the picnic tables and benches
- vacuuming the pools
- servicing the wading pool filter and chlorine generators
- completing repairs to sinks and toilets in the pool bathrooms
- repairing malfunctioning phone and internet lines

Anti-Entrapment Drain Replacement

On March 29th we had the anti-entrapment main drain covers in the wading pool and the anti-entrapment equalizer covers in both pools replaced. Per the health code, these drain covers must be replaced every 5 years in order for our pools to remain compliant. The work was performed by a scuba diver.

Certified Playground Safety Inspector Recertification

On Monday, April 3rd, I successfully passed the test to be recertified as a Certified Playground Safety Inspector (CPSI) through the National Park and Recreation Society. The re-certification process consisted of 15 hours of preparatory self-study coursework, a 4-hour interactive online Zoom class, and a 3-hour 100-question in-person proctored exam. This certification allows me to complete official inspections and audits of Marinwood's playgrounds, as well as train our staff on proper playground maintenance, repair, and inspection. The class was challenging and time-consuming and I'm relieved to have completed it. The certification must be renewed every 3 years.

Creekside Park Maintenance

This past week staff made repairs to a broken gate at one of the Creekside Park playgrounds, repaired a malfunctioning water fountain, and began addressing weeds along the tennis courts.

Playground Fall Material

On Monday, April 3rd fall material was added to the 3 Marinwood playgrounds. To complete this work, the contractor "blew in" the engineered wood fiber (wood chips) using a large-diameter hose connected to a truck and then raked the chips level. We currently have this done every other year in order to maintain the required surfacing depth.

Turf

Staff have begun assessing the irrigation in the parks and the pool in preparation to get things up and running in the next few weeks. After having the irrigation off all winter, sprinkler heights will need to be adjusted, cracked heads will need to be replaced, and the controllers and timers recalibrated.

Daily/Weekly Tasks:

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