

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

## Tuesday – April 9, 2024 – 7:30 PM

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

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

Item Description:	Board Action
<b>A. CALL TO ORDER &amp; PLEDGE OF ALLEGIANCE</b>	
<b>B. AGENDA</b>	Adopt
<b>C. CONSENT CALENDAR</b> a. Draft Minutes of Regular Meeting of March 12, 2024 b. Bills Paid Nos. 8157 – 8224	Approve
<b>D. PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board at the conclusion of the public comment period. The President may refer the matter to staff or to a future meeting agenda.</i>	
<b>E. DISTRICT MATTERS</b>	
1. 2 <sup>nd</sup> Draft District Operating Budget for Fiscal Year 2024-2025	Review
2. Marinwood CSD Board of Directors Bylaws: Potential Amendment(s) regarding Board Meeting Start Time and Date	Approve
3. District Manager Report (verbal report)	Review
<b>F. FIRE DEPARTMENT MATTERS</b>	
1. Draft Minutes of Fire Commission Meeting of April 2, 2024	Review
2. Chief Officer Report and Activity Summary	Review
<b>G. PARK AND RECREATION MATTERS</b>	
1. Draft Minutes of Park & Recreation Commission Meeting of March 26, 2024	Review
2. Recreation and Park Maintenance Activity Reports	Review
<b>H. BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>I. ADJOURN</b>	
<b>DATE OF NEXT REGULAR BOARD MEETING – May 14, 2024</b>	

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

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday – March 12, 2024

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

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

**Present:**

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

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Accounting & Payroll Manager Tiffany Combrink.

**Absent:** Director Chris Case

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

Board President Kilkenny called the meeting to order at 6:31pm.

**B. Agenda**

Agenda adopted as presented.

**C. Public Comment on Closed Session Items**

Board of Directors received public comment regarding:

- a. Cost of safety pensions expense to District and potential option to alleviate cost

**D. Closed Session:**

*Conference with Labor Negotiators Section 54957.6. Agency designated representative: Eric Dreikosen.  
Represented Employees: Marinwood Professional Firefighters*

Convened at 6:35PM and adjourned at 7:25PM with no reportable action taken

**E. Open Session:**

**F. Consent Calendar**

- a. *Draft Minutes of Regular Meeting of February 13, 2024*
- b. *Bills Paid Nos. 8097 – 8156*

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

Aye: Kilkenny, Oyserman, Ruggeri, Shea. Absent: Case. Motion carried.

**G. Public Comment Open Time for Items Not on Agenda**

Board of Directors received public comment regarding:

- a. Improving maintenance and facilities in Marinwood Park
- b. Inquiring as to why the board meetings are no longer conducted remotely through Zoom

**H. District Matters**

1. *1<sup>st</sup> Draft District Operating Budget for Fiscal Year 2024-2025*

Board reviewed 1<sup>st</sup> Draft District Operating Budget for Fiscal Year 2024-2025

2. *Resolution 2024-01: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services*

Shea to approve/Ruggeri to second “Resolution 2024-01: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services.”

Aye: Kilkenny, Oyserman, Ruggeri, Shea. Absent: Case. Motion carried.

3. *Resolution 2024-02: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance*  
Shea to approve/Ruggeri to second “Resolution 2024-02: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance  
Aye: Kilkenny, Oyserman, Ruggeri, Shea. Absent: Case. Motion Carried
4. *District Manager Report*  
Board received District Manager Report

**I. Fire Department Matters:**

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

**J. Park and Recreation Matters:**

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

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

- Potential Board Bylaws amendment(s) regarding regular board meeting start time and meeting day

**L. Adjourn**

Meeting adjourned at 8:50PM

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 9, 2024

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8157	3/10/2024	AFLAC	26.50	disability ins - Feb	Park	5130120	General	26.50
8158	3/10/2024	Alisa Belew	189.00	Irish Dance	Rec	5210146	Youth	189.00
8159	3/10/2024	City of San Rafael	125.93	E658 maintenance	Fire	5210910	General	125.93
8160	3/10/2024	City of San Rafael	90,516.98	Chief Officer Svcs Q1-2 SSA OT Q1-2	Fire	5210146 5120110	General General	54,746.66 35,770.32
8161	3/10/2024	Chrissy Costello	678.40	Zumba	Rec	5210146	Adult	678.40
8162	3/10/2024	Coverall	1,176.00	Janitorial - March	Rec	5211110	Building	1,176.00
8163	3/10/2024	DC Electric	315.40	SL maintenance - Jan	Streetlights	5210915	General	315.40
8164	3/10/2024	Delta Dental	1,984.52	Dental - March	Fire	5130120	General	1,158.27
					Park	5130120	General	468.83
					Rec	5130120	General	357.42
8165	3/10/2024	Folger Graphics	17,200.65	Summer catalog printing	Rec	5210122	General	17,200.65
8166	3/10/2024	EverBank	687.51	copier lease	Rec	5220130	General	446.88
					Fire	5220130	General	171.88
					Park	5220130	General	68.75
8167	3/10/2024	Master Sim	1,120.00	TKD Feb	Rec	5210146	Youth	1,120.00
8168	3/10/2024	Landscapes Unlimited	228.31	landscaping supplies	Park	5220310	General	228.31
8169	3/10/2024	Marin County Hazardous Ma	1,874.00	FY23/24 Hazmat dues	Fire	5211610	General	1,874.00
8170	3/10/2024	Marin Resource Recovery	82.50	debris dump	Park	5210815	General	82.50
8171	3/10/2024	Marinwood CSD	91,378.81	Fire salaries	Fire	5110110	General	32,233.60
				Fire OT	Fire	5120110	General	12,019.68
				FLSA	Fire	5110319	General	790.30
				Holiday	Fire	5110313	General	6,907.20
				Admin Asst	Fire	5110110	Admin	1,063.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,063.36
				Admin Asst	Park	5110110	Admin	531.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,848.72
				Rec Dir	Park	5110110	General	1,220.88
				Rec salary	Rec	5110110	General	8,540.80
				Rec hourly	Rec	5110210	General	150.00
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	207.00
				Building attendants	Rec	5110210	Building	160.00
				Pool staff	Rec	5110210	Pool	530.00
				Swim Team	Rec	5110210	Swim Team	85.00
				Preschool	Rec	5110210	Preschool	3,042.00
				Afterschool	Rec	5110210	Afterschool	787.50
				Mid Winter Camp	Rec	5110210	Youth	6,312.39
				Raise a Glass	Rec	5110210	Community	505.00
				PR fees	Fire	5210230	General	165.90
				PR fees	Rec	5210230	General	89.89
				PR fees	Park	5210230	General	22.61
				SS + Medicare	Fire	5140140	General	4,255.49
				SS + Medicare	Rec	5140140	General	2,188.72
				SS + Medicare	Park	5140140	General	606.46
				EDU + SUI	Rec	5140145	General	185.15
				EDU + SUI	Park	5140145	General	3.31
				Benefits withholding	Park	2120066	General	-1,183.29
				Benefits withholding	Rec	2120066	General	-1,531.83
				Benefits withholding	Fire	2120066	General	-5,924.47
8172	3/10/2024	Marinwood CSD	17,606.24	Retire 03/08	Park	5130510	General	1,778.36
					Rec	5130510	General	2,412.85
					Fire	5130510	General	13,415.03
8173	3/10/2024	Pacific Sun	472.00	summer ad	Rec	5210122	Summer	472.00
8174	3/10/2024	PG&E	1,716.04	Streetlights Feb	Streetlights	5210825	General	1,716.04
8175	3/10/2024	Patricia Ranum	189.00	Irish Dance	Rec	5210146	Youth	189.00
8176	3/10/2024	Slembrouck-Many Corporati	930.00	annual alarm/monitoring	Park	5210725	General	930.00
8177	3/10/2024	Marin Ace	73.79	supplies	Fire	5220310	General	49.78
				supplies	Rec	5220310	Pool	24.01
8178	3/10/2024	Staples	158.24	office supplies	Rec	5220110	General	158.24
8179	3/10/2024	Westward Builders	121,768.34	pmt #6	Capital	5220910	FEMA	121,768.34
8180	3/10/2024	Wildcare	710.80	summer enrichment	Rec	5220819	Summer	710.80
8181	3/10/2024	Zamorins	1,000.00	playground inspection softw	Park	5220110	General	1,000.00
8182	3/11/2024	AT&T	344.60	Phones - Feb	Fire	5210725	General	160.96
					Park	5210725	General	29.38
					Rec	5210725	General	154.26
8183	3/11/2024	Comcast	206.16	Cable - Mar	Fire	5210725	General	206.16
8184	3/11/2024	County of Marin	277.00	Park fuel - Jan	Park	5220610	General	277.00
8185	3/11/2024	Home Depot	598.40	supplies	Park	5220310	General	598.40
8186	3/11/2024	Landesign	3,168.00	landscape contractor	Park	5211125	General	3,168.00
8187	3/11/2024	Miller Creek School District	140.04	Art Class Facility Rental	Rec	5220819	Youth	140.04

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8188	3/14/2024	PG&E	4,066.94	Gas - Feb	Rec	5210810	General	3,388.18
					Fire	5210810	General	678.76
8189	3/14/2024	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
8190	3/14/2024	Project A	40.00	email hosting	Rec	5220110	General	20.00
					Fire	5220110	General	20.00
8191	3/14/2024	SolEd Solar Holdings	873.59	Solar - Feb	Rec	5210810	General	633.88
					Fire	5210810	General	239.71
8192	3/14/2024	Awesome Kids Yoga	170.00	preschool enrichment	Rec	5220819	Preschool	170.00
8193	3/14/2024	Brianne Crabtree	395.00	preschool enrichment	Rec	5220819	Preschool	395.00
8194	3/14/2024	Robyn Bruton	84.21	supplies	Rec	5220819	Preschool	84.21
8195	3/14/2024	Buck's Saw Service	844.08	equipment maintenance	Park	5220210	General	844.08
8196	3/25/2024	AFLAC	26.50	disability ins - Mar	Park	5130120	General	26.50
8197	3/25/2024	AT&T	80.25	park internet - Mar	Park	5210725	General	80.25
8198	3/25/2024	calPERS	8,333.00	CERBT Mar	Park	5130130	General	2,000.00
					Rec	5130130	General	750.00
					Fire	5130130	General	5,583.00
8199	3/25/2024	City of San Rafael	517.50	maintenance E58, E658	Fire	5210910	General	517.50
8200	3/25/2024	DC Electric	315.40	SL maintenance - Feb	Streetlights	5210915	General	315.40
8201	3/25/2024	Delta Dental	2,100.44	Dental - April	Fire	5130120	General	1,158.27
					Park	5130120	General	468.83
					Rec	5130120	General	473.34
8202	3/26/2024	Got Gophers	275.00	pest control	Park	5211532	General	275.00
8203	3/26/2024	Hagel Services	557.00	janitorial supplies	Rec	5220827	Building	557.00
8204	3/26/2024	Jackson's Hardware	141.74	supplies	Rec	5220310	Pool	141.74
8205	3/26/2024	Janet Carter	840.90	Yoga	Rec	5210146	Adult	184.80
				Pilates	Rec	5210146	Adult	656.10
8206	3/26/2024	Marin Landscape Materials	337.74	sand	Park	5220310	General	337.74
8207	3/26/2024	Marin Municipal Water Distri	2,527.91	Water Jan/Feb	Fire	5210835	General	460.00
					Rec	5210835	General	517.70
					Park	5210835	General	1,550.21
8208	3/26/2024	Marin Prof Firefighters Local	840.00	March dues	Fire	5211330	General	840.00
8209	3/26/2024	Marin Sanitary Service	2,313.25	Garbage - Feb	Park	5210815	General	1,619.28
					Rec	5210815	General	462.65
					Fire	5210815	General	231.32
8210	3/26/2024	Marinwood CSD	79,983.61	Fire Salaries	Fire	5110110	General	32,233.60
				Fire OT	Fire	5120110	General	11,437.83
				Acting Pay	Fire	5110310	General	96.24
				Admin Asst	Fire	5110110	Admin	1,063.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,063.36
				Admin Asst	Park	5110110	Admin	531.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,848.72
				Rec Dir	Park	5110110	General	1,220.88
				Rec salary	Rec	5110110	General	8,540.80
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	216.00
				Building attendants	Rec	5110210	Building	156.00
				Swim Team	Rec	5110210	Swim Team	1,780.00
				Preschool	Rec	5110210	Preschool	6,188.75
				Afterschool	Rec	5110210	Afterschool	1,011.00
				Youth	Rec	5110210	Youth	106.25
				PR fees	Fire	5210230	General	136.33
				PR fees	Rec	5210230	General	80.72
				PR fees	Park	5210230	General	22.25
				SS + Medicare	Fire	5140140	General	3,629.49
				SS + Medicare	Rec	5140140	General	2,010.47
				SS + Medicare	Park	5140140	General	607.15
				EDU + SUI	Rec	5140145	General	136.46
				EDU + SUI	Park	5140145	General	3.46
				Benefits withholding	Park	2120066	General	-1,183.29
				Benefits withholding	Rec	2120066	General	-1,531.83
				Benefits withholding	Fire	2120066	General	-5,924.47
8211	3/26/2024	Marinwood CSD	15,194.57	Retire 03/22	Park	5130510	General	1,778.36
					Rec	5130510	General	2,412.85
					Fire	5130510	General	11,003.36
8212	3/26/2024	Marinwood CSD	51,355.16	Health - Apr	Park	5130120	General	11,009.06
					Rec	5130120	General	9,341.31
					Fire	5130120	General	31,004.79
8213	3/26/2024	Marinwood Market	1,216.84	catering RAG	Rec	5220819	Community	1,216.84
8214	3/26/2024	Jerry Mehcz	9,604.64	Tennis	Rec	5210146	Tennis	9,604.64
8215	3/26/2024	Mill Valley Refuse Service	316.07	porta potty	Park	5211220	General	316.07
8216	3/26/2024	Pet Waste Eliminator	303.10	pet waste bags	Park	5220310	General	303.10
8217	3/26/2024	PG&E	2,572.87	Electric - Feb	Rec	5210810	General	1,428.47
					Fire	5210810	General	725.32
					Park	5210810	General	419.08
8218	3/26/2024	Play Well TEKologies	421.40	Pi Day Lego	Rec	5210146	Youth	421.40
8219	3/26/2024	Quality Painting	14,809.39	building paint	Rec	5220910	Building	14,809.39

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8220	3/26/2024	SDRMA	257.40	Life Ins - Apr	Fire	5130120	General	81.22
					Park	5130120	General	83.52
					Rec	5130120	General	92.66
8221	3/26/2024	Studio Weeren	180.00	web maint Q4	Park	5210122	General	36.00
					Rec	5210122	General	108.00
					Fire	5210122	General	36.00
8222	3/26/2024	T mobile	153.26	cell phones	Fire	5210725	General	153.26
8223	3/26/2024	VSP	387.94	Vision - Apr	Fire	5130120	General	214.51
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
8224	3/26/2024	Wells Fargo	644.08	copier lease	Rec	5220130	General	418.65
					Fire	5220130	General	161.02
					Park	5220130	General	64.41
<b>TOTAL:</b>			<b>560,282.94</b>					<b>560,282.94</b>

Total by Department:

Streetlights	2,346.84
Fire Department	260,830.07
Recreation Department	124,197.13
Park Department	51,140.56
Measure A	0.00
MWPA	0.00
Capital	121,768.34
Unclassified	0.00



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** April 9, 2024  
**Re:** Fiscal Year 2024-2025 Operating Budget: 2<sup>nd</sup> Draft

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Directors,

Please see the included 2<sup>nd</sup> draft of the FY 24-25 Operating Budget. Also included in the draft are the current year (FY 23-24) budget-to-actuals as of 3/31/24. 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 but are not limited to (a detailed update follows):

Revenue:

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

Expenditures:

- Part-time/Seasonal staffing models
- Insurance estimates updated for Property/Liability
- Various Utilities (*Telecom, Garbage, Gas/Electric, etc.*)
- Capital Expenditures (*Park & Rec only, Fire still pending*)

Still Outstanding:

- Fire Department Wage Adjustments and associated impacts (*pending negotiations*)
- Potential Workers' Comp Insurance Adjustments
- Water/Sewer Utilities
- 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. Recognizing the items still outstanding, 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 detailed later in this report.

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:

[https://www.marinwood.org/sites/default/files/3-12-24\\_board\\_meeting\\_packet.pdf](https://www.marinwood.org/sites/default/files/3-12-24_board_meeting_packet.pdf) (pg 7)

## Budget Items of Note:

### District-wide:

- 4110110 – Prop. Tax - Current Secured:  
Total amount budgeted represents 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 adjust all ad valorem property taxes at that time if significant.
- 4410125 – Interest Co. Pooled Investment:  
Despite the much higher than anticipated interest allocation received through the first two quarters of this fiscal year, the budgeted amount for next fiscal year remains unchanged while we await Q3 interest allocations and any update(s) from County Treasury in regards to future investment expectations. Given the recent volatility experienced with County investment returns, any adjustments to this budget item should remain conservative.
- 5210210 – Audit & Accounting:  
Increased to better reflect current year actuals and inclusion of the State Controller's Annual Financial Transactions Report preparation and submittal.
- 5210525 – Insurance - General:  
We have been informed to expect an increase in our Property/Liability (P/L) Insurance rates of between 12% - 17% for the coming year. This is not reflective specific to Marinwood CSD but rather it is reflective of the industry as a whole. Given this preliminary information, P/L insurance projections were calculated at 17% greater than the current year final billing totals but does not account for any potential discounts earned by the District (multi-policy, training credits, longevity distributions, etc.). Final rates for the upcoming year will likely not be set until potentially as late as June as our provider continues to negotiate with the various secondary and excess carriers.

### Park Dept:

- 5110110 – Salaries Regular Staff:  
Reflects proposed salary increases presented at February 2024 board meeting. Of note, current 23/24 budget number is below actual as salary increases for 23/24 were presented and approved after adoption of budget and a subsequent formal budget amendment was not performed to reflect approved increases.
- 5220210 – Equip. Maintenance/Replacement:  
Reduced due to current budget containing funding for prior play equipment component repair/replacement. Anticipating less need with the new play equipment installed this year.
- 5220916 – Capital Outlay:  
Capital expenditures include- Utility vehicle replacement (\$16K - carried from FY 23/24)

### Recreation Dept:

- 4631912 – Vending Sales:  
Increased to better reflect 23/24 actuals to date.
- 4631914 – Community Events  
Increased to better reflect 23/24 actuals to date and planned events for 24/25.
- 5110110 – Salaries Regular Staff:  
Reflects proposed salary increases presented at February 2024 board meeting. Of note, current 23/24 budget number is below actual as salary increases for 23/24 were presented and



approved after adoption of budget and a subsequent formal budget amendment was not performed to reflect approved increases.

- 5211325 – Conferences & Meetings:  
Increased to allocate funding for Rec staff to attend CPRS conference.
- 5220819 – Rec Program Supplies & Services:  
Increase reflects higher anticipated program participation levels in addition to increased costs of supplies, field trips and school facility rentals for summer programs.
- 5220826 – Vending Supplies:  
Increased to better reflect 23/24 actuals to date.
- 5220910 & 5220916 – Capital Outlay:  
Capital expenditures include- Pool Area Exterior Lighting upgrade (\$15K); ADA Pool Chair replacement (\$8K - carried from FY 23/24); Pool Heater replacement (\$8500); Chlorine Generator Cells (\$8500).

#### Fire Dept:

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

- 4631145 – Service Contract Revenue:  
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 23/24 actual contract amount was \$112,027.
- 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 23/24 actual contract amount was \$734,960.
- 5210910 – Maint. -Vehicles:  
Increased in anticipation of greater maintenance needs and increased overall maintenance costs. Represents vehicle maintenance performed off-site.
- 5220825 – Uniforms & Apparel:  
Increased in accordance with rising uniform costs.
- 5220910 – Capital Outlay: (awaiting final input from firefighters)  
Capital Expenditures Include- Installation of partition walls in bunk room (\$60K – carried from FY 23/24).

*Please see following page regarding near-term District capital expenditure planning needs.*

In regards to future capital expenditure planning needs, staff have identified several large-scale items/projects that will require significant planning both in terms of the needed financial resources as well as project management resources. The following list is provided for informational purposes at this time but will require future detailed discussion in regards to financial planning and prioritization.

- **Main Pool Replaster:**  
Staff are gathering updated estimates for this work both in terms of cost as well as anticipated remaining lifespan of the existing pool shell. Rough cost estimates the last time this was reviewed were in the approximate range of \$150K - \$170K. Staff does anticipate this project will likely be needed within the next 1-2 years. This is a project that would qualify for use of Measure A funding.
- **Tot Pool Complete Rebuild:**  
The area surrounding the tot pool has been slowly deteriorating due to nearby creek bank erosion and resulting land settlement. As such, the entire tot pool and surrounding foundation will need to be rebuilt sooner than later. Staff does not have reliable cost or timing estimates at this time but assume this project will be at least \$225K - \$250K and likely much higher depending on total scope of work needed. Additionally, staff would strongly recommend the engagement of a contracted start-to-finish project manager. This is a project that would qualify for use of Measure A funding.
- **Permanent Bathroom in Northern Area of Marinwood Park (near tennis courts):**  
Staff does not have a reliable estimate at this time for the complete scope of work but assume this project will be at least \$125K - \$150K and potentially higher depending on civil engineering needs. This is a project that would qualify for use of Measure A funding.
- **Tennis Courts 3 & 4 Rebuild (nearest Miller Creek Middle School):**  
If these courts are to remain playable for the long-term, they will need to be completely rebuilt due to foundational issues largely caused by the settlement of the land they are built upon. Staff have received recent informal cost estimates of approximately \$200K+ for such a project. This project is further complicated in that the property where the courts are located is owned by Miller Creek School District and not Marinwood CSD thus requiring coordination of both agencies. This is a project that would qualify for use of Measure A funding.
- **Fire Engine(s) Replacement:**  
The Type 1 fire engine will be entering its 10<sup>th</sup> year of service in 2025. Given the high usage coupled with the increasing frequency and cost of repair needs, it will likely need to be replaced in the next 4 - 7 years. Current costs for Type 1 fire engines are approximately \$1.3 - \$1.8 million and agencies have been experiencing lead times greater than 2 years from the time the order is finalized to actual delivery.

The Type 3 wildland fire engine was initially placed into service in 2006 and is also approaching the end of its anticipated lifespan. While it does not experience the same level of usage as the Type 1, the usage it has experienced has been primarily in wildland settings which takes a much greater toll on the apparatus itself. Similar to the Type 1, the Type 3 has had increasing maintenance needs and associated costs. We do not have current costing but assume replacement with a similar Type 3 to be anywhere from \$750K to over \$1 million. However, a thorough analysis should be conducted as to the District's actual needs and anticipated usage in selecting what type of fire engine should be chosen as a replacement, if any.

**Marinwood Community Services District**  
**FY 2024-2025 BUDGET**  
**DRAFT**

	DISTRICT TOTAL			
	23/24 Budget	Actuals* 3/31/2024	24/25 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	1,996,500.00	1,152,374.99	2,095,200.00	4.94%
4110111 · PropTax - Admin Fee (Contra)	-25,000.00	-11,970.93	-25,000.00	0.0%
4110115 · PropTax - Unitary	11,500.00	8,995.13	11,500.00	0.0%
4110120 · PropTax - Current Unsecured	32,000.00	39,185.25	32,000.00	0.0%
4110140 · ERAF - Excess	200,000.00	142,930.82	200,000.00	0.0%
4110145 · ERAF - PY/Reverse	13,500.00	36,253.57	13,500.00	0.0%
4110210 · PropTax - Supplemental Current	36,000.00	20,975.00	36,000.00	0.0%
4110215 · PropTax - Supplemental Unsecure	500.00	2,492.94	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	1,000.00	193.93	1,000.00	0.0%
4110510 · PropTax - Prior Unsecured	1,000.00	2,289.94	1,000.00	0.0%
4120610 · Special Tax Assessment	1,784,404.00	984,577.86	1,834,389.00	2.8%
4120611 · Special Tax- Admin Fee (contra)	-4,000.00	-2,733.00	-4,000.00	0.0%
4220115 · Building Plan Review	8,500.00	8,419.00	8,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	5,000.00	117,501.56	5,000.00	0.0%
4410127 · Interest- ERAF Co. Pooled	100.00	363.52	100.00	0.0%
4410215 · Rental Income - Pool & Picnic	30,000.00	22,902.89	30,000.00	0.0%
4410225 · Rental Income - Community Ctr	5,000.00	5,566.31	5,000.00	0.0%
4511210 · HOPTR	7,500.00	3,693.16	7,500.00	0.0%
4530527 · Grant Rev - Designated	177,952.00	0.00		-100.0%
4570110 · Expense Reimbursements	500.00	1,081.11	500.00	0.0%
4631145 · Service Contract Revenue	107,226.00	112,027.00	113,284.00	5.65%
4631911 · Advertising Sales	4,000.00	2,823.70	4,000.00	0.0%
4631912 · Vending Sales	27,000.00	31,471.97	35,000.00	29.63%
4631914 · Community Events	17,840.00	21,534.18	21,710.00	21.69%
4631915 · Tennis	82,500.00	84,875.30	90,500.00	9.7%
4631917 · Pool Operating Rev	212,000.00	151,096.94	218,000.00	2.83%
4631918 · Pool Memberships	70,000.00	54,450.54	70,000.00	0.0%
4631919 · Adult Rec Programs	13,160.00	19,780.97	12,595.00	-4.29%
4631920 · Summer Rec Programs	1,141,791.00	815,189.26	1,300,535.00	13.9%
4631922 · Youth Rec Programs	248,646.00	203,730.69	238,860.00	-3.94%
4640321 · CSA 13 Contract Rev	723,630.00	367,480.00	734,556.00	1.51%
4710615 · Donations (General)	1,000.00	0.00	1,000.00	0.0%
4710631 · Paramedic Reimbursement	35,000.00	14,168.91	35,000.00	0.0%
4710642 · Miscellaneous Rev	900.00	10,230.46	900.00	0.0%
<b>Total Revenue</b>	<b>6,966,649.00</b>	<b>4,423,952.97</b>	<b>7,128,629.00</b>	<b>2.33%</b>

**Marinwood Community Services District**  
**FY 2024-2025 BUDGET**  
**DRAFT**

	DISTRICT TOTAL			
	23/24 Budget	Actuals* 3/31/2024	24/25 Budget	% Change in Budget
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	1,634,496.00	1,129,312.61	1,709,601.00	4.59%
5110210 · Salaries - PT/Seasonal/Temp	894,532.00	643,943.43	967,746.00	8.18%
5110310 · Acting Pay	10,000.00	1,571.24	10,000.00	0.0%
5110313 · Holiday Pay	41,835.00	30,965.04	41,835.00	0.0%
5110319 · FLSA Pay	24,847.00	8,650.45	24,847.00	0.0%
5120110 · Overtime Pay	150,500.00	312,006.36	150,500.00	0.0%
5130120 · Benefits - Group Medical	619,606.00	485,868.19	657,475.00	6.11%
5130130 · OPEB Trust Contribution	100,000.00	74,997.00	100,000.00	0.0%
5130510 · PERS - Pension	773,336.00	724,669.64	777,417.00	0.53%
5140115 · Workers Comp Ins.	182,961.00	165,827.72	160,010.00	-12.54%
5140116 · 4850 Reimbursements (Contra)	0.00	-1,590.87		
5140130 · Physician Services	2,450.00	170.00	2,450.00	0.0%
5140140 · Social Security & Medicare	210,348.00	155,100.73	221,617.00	5.36%
5140145 · Unemployment Ins.	19,792.00	10,866.44	19,792.00	0.0%
5210120 · Consultant Fees	12,700.00	1,750.00	11,355.00	-10.59%
5210122 · Marketing & Recruiting	43,400.00	43,052.40	45,750.00	5.41%
5210128 · Fingerprinting/Background	7,000.00	1,180.00	7,000.00	0.0%
5210131 · Legal Services	17,000.00	263.00	17,000.00	0.0%
5210146 · Indep. Contractor Fees	221,173.00	168,978.56	247,765.00	12.02%
5210210 · Audit & Accounting	15,000.00	16,868.25	17,500.00	16.67%
5210230 · Payroll Service Fees	10,750.00	9,300.80	12,900.00	20.0%
5210525 · Insurance - General	73,190.00	72,335.88	92,125.00	25.87%
5210530 · Legal Settlements	0.00	1,294.33		
5210725 · Telecom - Phone/Internet/Cable	12,220.00	8,321.23	12,550.00	2.7%
5210810 · Utilities - Gas & Electric	80,000.00	45,456.08	80,500.00	0.63%
5210815 · Garbage Removal	37,110.00	27,598.73	39,260.00	5.79%
5210825 · Utilities - Street Light Elec.	17,700.00	14,727.67	20,400.00	15.25%
5210835 · Utilities - Water & Sewer	50,000.00	50,505.75	50,000.00	0.0%
5210910 · Maint. - Vehicles	19,500.00	9,347.22	23,000.00	17.95%
5210915 · Maint. - Streetlights	5,925.00	3,714.11	3,960.00	-33.16%
5210920 · MERA Operating	30,010.00	30,012.00	30,655.00	2.15%
5211110 · Janitorial Services	16,000.00	11,203.06	16,000.00	0.0%
5211125 · Community Landscape Contract	38,500.00	28,512.00	39,200.00	1.82%
5211140 · Vegetation Management	5,000.00	0.00	5,000.00	0.0%
5211220 · Equipment Rental	7,500.00	5,165.38	8,000.00	6.67%
5211310 · Awards & Incentives	1,500.00	0.00	1,500.00	0.0%
5211315 · Professional Development	24,500.00	2,975.54	24,800.00	1.22%
5211325 · Conferences & Meetings	6,600.00	3,743.56	10,100.00	53.03%
5211330 · Memberships & Dues	11,800.00	12,705.16	12,690.00	7.54%
5211440 · Travel	3,300.00	0.00	3,300.00	0.0%
5211520 · Publications & Legal Notices	750.00	113.96	750.00	0.0%

**Marinwood Community Services District**  
**FY 2024-2025 BUDGET**  
**DRAFT**

	DISTRICT TOTAL			
	23/24 Budget	Actuals* 3/31/2024	24/25 Budget	% Change in Budget
5211528 · Tree Maint. & Services	20,000.00	4,860.00	20,000.00	0.0%
5211532 · Weed & Pest Control	3,800.00	2,475.00	3,800.00	0.0%
5211545 · Election Expense			6,000.00	
5211610 · County-Wide Fees	13,160.00	11,005.56	12,185.00	-7.41%
5211710 · Long Term Debt - Principal	100,112.00	100,118.14	102,721.00	2.61%
5211715 · Long Term Debt - Interest	16,296.00	16,290.34	13,688.00	-16.0%
5220110 · Admin & Office Supplies	21,800.00	12,159.86	21,950.00	0.69%
5220130 · Copier Lease & Printing	8,885.00	9,869.53	9,000.00	1.29%
5220210 · Equip. Maintenance/Replacement*	33,900.00	18,423.82	31,000.00	-8.55%
5220215 · Pool Maintenance	20,000.00	7,741.56	20,000.00	0.0%
5220220 · Small Tools	2,500.00	162.38	2,500.00	0.0%
5220310 · Land & Buildings Maintenance	63,000.00	39,041.66	66,000.00	4.76%
5220610 · Gasoline/Fuel	4,500.00	3,577.58	5,000.00	11.11%
5220710 · Pool Chemicals	12,500.00	5,939.21	12,500.00	0.0%
5220810 · Miscellaneous Supplies	26,000.00	1,206.79	26,000.00	0.0%
5220819 · Rec Program Supplies & Services	231,300.00	110,988.26	267,900.00	15.82%
5220825 · Uniforms & Apparel	15,500.00	285.93	19,975.00	28.87%
5220826 · Vending Supplies	18,000.00	21,249.80	25,000.00	38.89%
5220827 · Janitorial Supplies	12,000.00	6,887.31	12,000.00	0.0%
5220830 · Volunteer Fire Department	2,000.00	0.00	2,000.00	0.0%
5220910 · Capital Outlay - Improvements	91,000.00	14,809.39	83,500.00	-8.24%
5220916 · Capital Outlay - New Equipment	273,940.00	252,841.20	32,500.00	-88.14%
5220920 · Capital Reserves Designation	100,000.00	0.00	100,000.00	0.0%
<b>Total Expenditures</b>	<b>6,523,024.00</b>	<b>4,951,415.97</b>	<b>6,571,569.00</b>	<b>0.74%</b>
<b>Net Gain/Loss</b>	<b>443,625.00</b>	<b>-527,463.00</b>	<b>557,060.00</b>	<b>25.57%</b>

**Marinwood Community Services District**  
**FY 2024-2025 BUDGET**  
**DRAFT**

	Park Dept			
	23/24 Budget	Actuals* 3/31/2024	24/25 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	832,540.00	480,540.37	934,459.00	12.24%
4110111 · PropTax - Admin Fee (Contra)	-10,425.00	-4,991.87	-11,150.00	6.95%
4110115 · PropTax - Unitary	4,795.00	3,750.97	5,128.00	6.94%
4110120 · PropTax - Current Unsecured	13,344.00	16,340.23	14,272.00	6.95%
4110140 · ERAF - Excess	83,400.00	59,602.15	89,200.00	6.95%
4110145 · ERAF - PY/Reverse	5,629.00	15,117.74	6,020.00	6.95%
4110210 · PropTax - Supplemental Current	15,012.00	8,746.57	16,056.00	6.95%
4110215 · PropTax - Supplemental Unsecure	208.00	1,039.55	222.00	6.73%
4110225 · PropTax - Supplemental Redempt	417.00	80.88	446.00	6.95%
4110510 · PropTax - Prior Unsecured	417.00	954.92	446.00	6.95%
4120610 · Special Tax Assessment	439,211.00	241,566.23	450,653.00	2.61%
4120611 · Special Tax- Admin Fee (contra)	-1,000.00	-669.59	-1,000.00	0.0%
4410125 · Interest- Co. Pooled Investment	2,085.00	48,998.15	2,230.00	6.95%
4410127 · Interest- ERAF Co. Pooled	100.00	151.59	100.00	0.0%
4511210 · HOPTR	3,127.00	1,540.05	3,344.00	6.94%
4530527 · Grant Rev - Designated	177,952.00	0.00		-100.0%
4570110 · Expense Reimbursements		1,081.11		
4710642 · Miscellaneous Rev	150.00	488.20	150.00	0.0%
<b>Total revenue</b>	<b>1,566,962.00</b>	<b>874,337.25</b>	<b>1,510,576.00</b>	<b>-3.6%</b>
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	268,056.00	206,995.92	301,881.00	12.62%
5110210 · Salaries - PT/Seasonal/Temp	14,400.00	7,659.00	14,400.00	0.0%
5120110 · Overtime Pay	500.00	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	136,810.00	105,872.31	140,946.00	3.02%
5130130 · OPEB Trust Contribution	24,000.00	18,000.00	22,000.00	-8.33%
5130510 · PERS - Pension	65,473.00	63,299.64	76,591.00	16.98%
5140115 · Workers Comp Ins.	31,514.00	28,356.54	28,579.00	-9.31%
5140140 · Social Security & Medicare	21,646.00	11,758.62	24,234.00	11.96%
5140145 · Unemployment Ins.	892.00	390.56	892.00	0.0%
5210120 · Consultant Fees	6,550.00	350.00	6,215.00	-5.11%
5210122 · Marketing & Recruiting	2,300.00	1,032.53	2,300.00	0.0%
5210131 · Legal Services	5,000.00	263.00	5,000.00	0.0%
5210210 · Audit & Accounting	3,750.00	4,217.06	4,375.00	16.67%
5210230 · Payroll Service Fees	750.00	689.14	900.00	20.0%
5210525 · Insurance - General	23,910.00	23,707.89	30,235.00	26.45%
5210725 · Telecom - Phone/Internet/Cable	2,450.00	1,939.16	2,300.00	-6.12%
5210810 · Utilities - Gas & Electric	4,000.00	2,978.82	4,500.00	12.5%
5210815 · Garbage Removal	27,000.00	19,978.76	28,500.00	5.56%
5210835 · Utilities - Water & Sewer	27,500.00	26,402.13	27,500.00	0.0%
5210910 · Maint. - Vehicles	2,000.00	1,803.98	2,000.00	0.0%
5210920 · MERA Operating	3,000.00	3,000.00	3,065.00	2.17%

**Marinwood Community Services District**  
**FY 2024-2025 BUDGET**  
**DRAFT**

	Park Dept			
	23/24 Budget	Actuals* 3/31/2024	24/25 Budget	% Change in Budget
5211125 · Community Landscape Contract	38,500.00	28,512.00	39,200.00	1.82%
5211220 · Equipment Rental	7,500.00	5,165.38	8,000.00	6.67%
5211315 · Professional Development	2,000.00	370.00	2,000.00	0.0%
5211325 · Conferences & Meetings	1,200.00	851.06	1,250.00	4.17%
5211330 · Memberships & Dues	2,750.00	2,250.00	2,825.00	2.73%
5211440 · Travel	800.00	0.00	800.00	0.0%
5211520 · Publications & Legal Notices	250.00	113.96	250.00	0.0%
5211528 · Tree Maint. & Services	20,000.00	4,860.00	20,000.00	0.0%
5211532 · Weed & Pest Control	3,800.00	2,475.00	3,800.00	0.0%
5211545 · Election Expense			1,500.00	
5211610 · County-Wide Fees	875.00	742.45	875.00	0.0%
5211710 · Long Term Debt - Principal	59,813.00	59,813.11	61,213.00	2.34%
5211715 · Long Term Debt - Interest	13,842.00	13,842.38	12,443.00	-10.11%
5220110 · Admin & Office Supplies	1,800.00	2,496.33	2,100.00	16.67%
5220130 · Copier Lease & Printing	890.00	1,103.31	900.00	1.12%
5220210 · Equip. Maintenance/Replacement*	12,500.00	4,995.64	8,500.00	-32.0%
5220220 · Small Tools	2,000.00	162.38	2,000.00	0.0%
5220310 · Land & Buildings Maintenance	40,500.00	32,566.40	43,500.00	7.41%
5220610 · Gasoline/Fuel	4,000.00	2,801.61	4,000.00	0.0%
5220810 · Miscellaneous Supplies	2,000.00	28.13	2,000.00	0.0%
5220825 · Uniforms & Apparel	1,000.00	67.54	1,000.00	0.0%
5220827 · Janitorial Supplies	1,000.00	432.42	1,000.00	0.0%
5220916 · Capital Outlay - New Equipment	244,440.00	230,745.24	16,000.00	-93.45%
5220920 · Capital Reserves Designation	11,000.00	0.00	11,000.00	0.0%
<b>Total Expenditures</b>	<b>1,143,961.00</b>	<b>923,089.40</b>	<b>973,069.00</b>	<b>-14.94%</b>
<b>Net Gain/Loss</b>	<b>423,001.00</b>	<b>-48,752.15</b>	<b>537,507.00</b>	<b>27.07%</b>

**Marinwood Community Services District**  
**FY 2024-2025 BUDGET**  
**DRAFT**

	Recreation Dept			
	23/24 Budget	Actuals* 3/31/2024	24/25 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	379,335.00	218,951.25	421,135.00	11.02%
4110111 · PropTax - Admin Fee (Contra)	-4,750.00	-2,274.48	-5,025.00	5.79%
4110115 · PropTax - Unitary	2,185.00	1,709.07	2,312.00	5.81%
4110120 · PropTax - Current Unsecured	6,080.00	7,445.20	6,432.00	5.79%
4110140 · ERAF - Excess	38,000.00	27,156.86	40,200.00	5.79%
4110145 · ERAF - PY/Reverse	2,565.00	6,888.18	2,714.00	5.81%
4110210 · PropTax - Supplemental Current	6,840.00	3,985.25	7,236.00	5.79%
4110215 · PropTax - Supplemental Unsecure	95.00	473.66	101.00	6.32%
4110225 · PropTax - Supplemental Redempt	190.00	36.84	201.00	5.79%
4110510 · PropTax - Prior Unsecured	190.00	435.08	201.00	5.79%
4410125 · Interest- Co. Pooled Investment	950.00	22,325.29	1,005.00	5.79%
4410127 · Interest- ERAF Co. Pooled	0.00	69.07		
4410215 · Rental Income - Pool & Picnic	30,000.00	22,902.89	30,000.00	0.0%
4410225 · Rental Income - Community Ctr	5,000.00	5,566.31	5,000.00	0.0%
4511210 · HOPTR	1,425.00	701.70	1,508.00	5.82%
4570110 · Expense Reimbursements	500.00	0.00	500.00	0.0%
4631911 · Advertising Sales	4,000.00	2,823.70	4,000.00	0.0%
4631912 · Vending Sales	27,000.00	31,471.97	35,000.00	29.63%
4631914 · Community Events	17,840.00	21,534.18	21,710.00	21.69%
4631915 · Tennis	82,500.00	84,875.30	90,500.00	9.7%
4631917 · Pool Operating Rev	212,000.00	151,096.94	218,000.00	2.83%
4631918 · Pool Memberships	70,000.00	54,450.54	70,000.00	0.0%
4631919 · Adult Rec Programs	13,160.00	19,780.97	12,595.00	-4.29%
4631920 · Summer Rec Programs	1,141,791.00	815,189.26	1,300,535.00	13.9%
4631922 · Youth Rec Programs	248,646.00	203,730.69	238,860.00	-3.94%
4710615 · Donations (General)	1,000.00	0.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	250.00	7,634.12	250.00	0.0%
<b>Total Revenue</b>	<b>2,286,792.00</b>	<b>1,708,959.84</b>	<b>2,505,970.00</b>	<b>9.58%</b>
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	345,365.00	263,362.00	382,736.00	10.82%
5110210 · Salaries - PT/Seasonal/Temp	880,132.00	636,284.43	953,346.00	8.32%
5130120 · Benefits - Group Medical	102,953.00	88,607.13	114,072.00	10.8%
5130130 · OPEB Trust Contribution	9,000.00	6,750.00	10,000.00	11.11%
5130510 · PERS - Pension	80,092.00	81,546.55	94,132.00	17.53%
5140115 · Workers Comp Ins.	42,661.00	38,306.20	40,316.00	-5.5%
5140140 · Social Security & Medicare	93,249.00	73,396.62	101,631.00	8.99%
5140145 · Unemployment Ins.	17,500.00	9,579.89	17,500.00	0.0%
5210120 · Consultant Fees	2,050.00	350.00	1,715.00	-16.34%
5210122 · Marketing & Recruiting	38,000.00	39,483.75	39,950.00	5.13%
5210128 · Fingerprinting/Background	6,500.00	1,180.00	6,500.00	0.0%
5210131 · Legal Services	2,000.00	0.00	2,000.00	0.0%



**Marinwood Community Services District**  
**FY 2024-2025 BUDGET**  
**DRAFT**

	Recreation Dept			
	23/24 Budget	Actuals* 3/31/2024	24/25 Budget	% Change in Budget
5210146 · Indep. Contractor Fees	110,596.00	114,231.90	133,870.00	21.04%
5210210 · Audit & Accounting	3,750.00	4,217.06	4,375.00	16.67%
5210230 · Payroll Service Fees	5,000.00	4,182.03	6,000.00	20.0%
5210525 · Insurance - General	22,745.00	22,738.18	29,090.00	27.9%
5210725 · Telecom - Phone/Internet/Cable	2,850.00	1,894.85	3,050.00	7.02%
5210810 · Utilities - Gas & Electric	60,000.00	31,493.92	60,000.00	0.0%
5210815 · Garbage Removal	6,740.00	5,080.05	7,170.00	6.38%
5210835 · Utilities - Water & Sewer	15,000.00	16,466.12	15,000.00	0.0%
5211110 · Janitorial Services	16,000.00	11,203.06	16,000.00	0.0%
5211315 · Professional Development	12,500.00	2,355.54	12,800.00	2.4%
5211325 · Conferences & Meetings	4,050.00	2,023.91	7,500.00	85.19%
5211330 · Memberships & Dues	3,850.00	2,760.00	3,925.00	1.95%
5211440 · Travel	1,500.00	0.00	1,500.00	0.0%
5211520 · Publications & Legal Notices	250.00	0.00	250.00	0.0%
5211545 · Election Expense			1,500.00	
5211610 · County-Wide Fees	2,160.00	1,622.45	2,160.00	0.0%
5220110 · Admin & Office Supplies	15,000.00	8,053.72	15,000.00	0.0%
5220130 · Copier Lease & Printing	5,775.00	6,411.95	5,850.00	1.3%
5220215 · Pool Maintenance	20,000.00	7,741.56	20,000.00	0.0%
5220310 · Land & Buildings Maintenance	15,000.00	4,189.04	15,000.00	0.0%
5220710 · Pool Chemicals	12,500.00	5,939.21	12,500.00	0.0%
5220819 · Rec Program Supplies & Services	231,300.00	110,988.26	267,900.00	15.82%
5220825 · Uniforms & Apparel	6,000.00	218.39	7,500.00	25.0%
5220826 · Vending Supplies	18,000.00	21,249.80	25,000.00	38.89%
5220827 · Janitorial Supplies	10,000.00	6,108.83	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	31,000.00	14,809.39	23,500.00	-24.19%
5220916 · Capital Outlay - New Equipment	16,500.00	0.00	16,500.00	0.0%
5220920 · Capital Reserves Designation	9,000.00	0.00	9,000.00	0.0%
<b>Total Expenditures</b>	<b>2,276,568.00</b>	<b>1,644,825.79</b>	<b>2,495,838.00</b>	<b>9.63%</b>
<b>Net Gain/Loss</b>	<b>10,224.00</b>	<b>64,134.05</b>	<b>10,132.00</b>	<b>-0.9%</b>

**Marinwood Community Services District**  
**FY 2024-2025 BUDGET**  
**DRAFT**

	Fire Dept			
	23/24 Budget	Actuals* 3/31/2024	24/25 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	784,625.00	452,883.37	739,606.00	-5.74%
4110111 · PropTax - Admin Fee (Contra)	-9,825.00	-4,704.58	-8,825.00	-10.18%
4110115 · PropTax - Unitary	4,520.00	3,535.09	4,060.00	-10.18%
4110120 · PropTax - Current Unsecured	12,576.00	15,399.82	11,296.00	-10.18%
4110140 · ERAF - Excess	78,600.00	56,171.81	70,600.00	-10.18%
4110145 · ERAF - PY/Reverse	5,306.00	14,247.65	4,766.00	-10.18%
4110210 · PropTax - Supplemental Current	14,148.00	8,243.18	12,708.00	-10.18%
4110215 · PropTax - Supplemental Unsecure	197.00	979.73	177.00	-10.15%
4110225 · PropTax - Supplemental Redempt	393.00	76.21	353.00	-10.18%
4110510 · PropTax - Prior Unsecured	393.00	899.94	353.00	-10.18%
4120610 · Special Tax Assessment	1,320,968.00	729,687.88	1,359,511.00	2.92%
4120611 · Special Tax- Admin Fee (contra)	-2,900.00	-2,025.15	-2,900.00	0.0%
4220115 · Building Plan Review	8,500.00	8,419.00	8,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	1,965.00	46,178.12	1,765.00	-10.18%
4410127 · Interest- ERAF Co. Pooled		142.86		
4511210 · HOPTR	2,948.00	1,451.41	2,648.00	-10.18%
4631145 · Service Contract Revenue	107,226.00	112,027.00	113,284.00	5.65%
4640321 · CSA 13 Contract Rev	723,630.00	367,480.00	734,556.00	1.51%
4710631 · Paramedic Reimbursement	35,000.00	14,168.91	35,000.00	0.0%
4710642 · Miscellaneous Rev	500.00	1,618.14	500.00	0.0%
<b>Total Revenue</b>	<b>3,088,770.00</b>	<b>1,826,880.39</b>	<b>3,087,958.00</b>	<b>-0.03%</b>
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	1,021,075.00	658,954.69	1,024,984.00	0.38%
5110310 · Acting Pay	10,000.00	1,571.24	10,000.00	0.0%
5110313 · Holiday Pay	41,835.00	30,965.04	41,835.00	0.0%
5110319 · FLSA Pay	24,847.00	8,650.45	24,847.00	0.0%
5120110 · Overtime Pay	150,000.00	312,006.36	150,000.00	0.0%
5130120 · Benefits - Group Medical	379,843.00	291,388.75	402,457.00	5.95%
5130130 · OPEB Trust Contribution	67,000.00	50,247.00	68,000.00	1.49%
5130510 · PERS - Pension	627,771.00	579,823.45	606,694.00	-3.36%
5140115 · Workers Comp Ins.	108,786.00	99,164.98	91,115.00	-16.24%
5140116 · 4850 Reimbursements (Contra)		-1,590.87		
5140130 · Physician Services	2,450.00	170.00	2,450.00	0.0%
5140140 · Social Security & Medicare	95,453.00	69,945.49	95,752.00	0.31%
5140145 · Unemployment Ins.	1,400.00	895.99	1,400.00	0.0%
5210120 · Consultant Fees	4,100.00	1,050.00	3,425.00	-16.46%
5210122 · Marketing & Recruiting	3,100.00	2,536.12	3,500.00	12.9%
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	110,577.00	54,746.66	113,895.00	3.0%
5210210 · Audit & Accounting	7,500.00	8,434.13	8,750.00	16.67%

**Marinwood Community Services District**  
**FY 2024-2025 BUDGET**  
**DRAFT**

	Fire Dept			
	23/24 Budget	Actuals* 3/31/2024	24/25 Budget	% Change in Budget
5210230 · Payroll Service Fees	5,000.00	4,429.63	6,000.00	20.0%
5210525 · Insurance - General	26,535.00	25,889.81	32,800.00	23.61%
5210530 · Legal Settlements		1,294.33		
5210725 · Telecom - Phone/Internet/Cable	6,920.00	4,487.22	7,200.00	4.05%
5210810 · Utilities - Gas & Electric	16,000.00	10,983.34	16,000.00	0.0%
5210815 · Garbage Removal	3,370.00	2,539.92	3,590.00	6.53%
5210835 · Utilities - Water & Sewer	7,500.00	7,637.50	7,500.00	0.0%
5210910 · Maint. - Vehicles	17,500.00	7,543.24	21,000.00	20.0%
5210920 · MERA Operating	27,010.00	27,012.00	27,590.00	2.15%
5211140 · Vegetation Management	5,000.00	0.00	5,000.00	0.0%
5211310 · Awards & Incentives	1,500.00	0.00	1,500.00	0.0%
5211315 · Professional Development	10,000.00	250.00	10,000.00	0.0%
5211325 · Conferences & Meetings	1,350.00	868.59	1,350.00	0.0%
5211330 · Memberships & Dues	5,200.00	7,695.16	5,940.00	14.23%
5211440 · Travel	1,000.00	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	250.00	0.00	250.00	0.0%
5211545 · Election Expense			3,000.00	
5211610 · County-Wide Fees	9,625.00	8,140.66	8,650.00	-10.13%
5211710 · Long Term Debt - Principal	40,299.00	40,305.03	41,508.00	3.0%
5211715 · Long Term Debt - Interest	2,454.00	2,447.96	1,245.00	-49.27%
5220110 · Admin & Office Supplies	5,000.00	1,609.81	4,850.00	-3.0%
5220130 · Copier Lease & Printing	2,220.00	2,354.27	2,250.00	1.35%
5220210 · Equip. Maintenance/Replacement*	21,400.00	13,428.18	22,500.00	5.14%
5220220 · Small Tools	500.00	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	7,500.00	2,286.22	7,500.00	0.0%
5220610 · Gasoline/Fuel	500.00	775.97	1,000.00	100.0%
5220810 · Miscellaneous Supplies	24,000.00	1,178.66	24,000.00	0.0%
5220825 · Uniforms & Apparel	8,500.00	0.00	11,475.00	35.0%
5220827 · Janitorial Supplies	1,000.00	346.06	1,000.00	0.0%
5220830 · Volunteer Fire Department	2,000.00	0.00	2,000.00	0.0%
5220910 · Capital Outlay - Improvements	60,000.00	0.00	60,000.00	0.0%
5220916 · Capital Outlay - New Equipment	13,000.00	22,095.96		-100.0%
5220920 · Capital Reserves Designation	80,000.00	0.00	80,000.00	0.0%
<b>Total Expenditures</b>	<b>3,078,370.00</b>	<b>2,364,559.00</b>	<b>3,077,802.00</b>	<b>-0.02%</b>
<b>Net Gain/Loss</b>	<b>10,400.00</b>	<b>-537,678.61</b>	<b>10,156.00</b>	<b>-2.35%</b>

**Marinwood Community Services District  
 FY 2024-2025 BUDGET  
 DRAFT**

	<b>Streetlights</b>			
	<b>23/24 Budget</b>	<b>Actuals* 3/31/2024</b>	<b>24/25 Budget</b>	<b>% Change in Budget</b>
<b>Revenue</b>				
4120610 · Special Tax Assessment	24,225.00	13,323.75	24,225.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	-100.00	-38.26	-100.00	0.0%
4710642 · Miscellaneous Rev		490.00		
<b>Total Revenue</b>	<b>24,125.00</b>	<b>13,775.49</b>	<b>24,125.00</b>	<b>0.0%</b>
<b>Expenditures</b>				
5210825 · Utilities - Street Light Elec.	17,700.00	14,727.67	20,400.00	15.25%
5210915 · Maint. - Streetlights	5,925.00	3,714.11	3,960.00	-33.16%
5211610 · County-Wide Fees	500.00	500.00	500.00	0.0%
<b>Total Expenditures</b>	<b>24,125.00</b>	<b>18,941.78</b>	<b>24,860.00</b>	<b>3.05%</b>
<b>Net Gain/Loss</b>	<b>0.00</b>	<b>-5,166.29</b>	<b>-735.00</b>	



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** April 9, 2024  
**Re:** Board Bylaws Amendment: Board Meeting Start Time and Date

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Directors,

During the March 12, 2024 board meeting, staff inquired if there would be any interest amongst the Board in adjusting the start time of regular board meetings to a time earlier in the evening. This was followed-up by an inquiry from a board director wondering if the regular meeting date of the second Tuesday of each month was also able to be adjusted if desired.

Both the regular meeting start time as well as the meeting date are memorialized in the Board Bylaws as stated in the following sections (the complete Board Bylaws can be viewed here <https://www.marinwood.org/about-us/board-documents>):

## **Article II Place of Business**

The Board of Directors conducts regularly scheduled, public meetings in accordance with the Ralph M. Brown Act (California Government Code §54950 et seq.) on the second Tuesday of each month at the Marinwood Community Center at 775 Miller Creek Road, San Rafael, CA 94903

## **Article VII Meetings**

All meetings are to be properly noticed in accordance with the Ralph M. Brown Act. All meetings of the Board of Directors, standing committees and commissions shall be open and public, except closed sessions as permitted by law.

### **A. Time and Place of Regular Meetings**

Regular meetings of the MCSDD Board of Directors shall take place on the second Tuesday of each month at the Marinwood Community Center at 775 Miller Creek Road, San Rafael, CA 94903. The open session part of the meeting shall start at 7:30 PM with the optional closed session taking place either preceding or following the open session. However, if a meeting date shall fall on a legal holiday, the regular meeting shall be moved to a date specified by the Board.

The Board Bylaws establishes the process for potential bylaws amendments as stated in the following section:

## **Article XIX Bylaws Adoption and Amendments**

The MCSDD Board of Directors reserves the right to modify, supplement, or rescind any provision of the manual, as it deems necessary. Adoption of a new policy or an amendment to an existing policy may be initiated by any Director, or by the District Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to the

District Manager, and requesting that the item be included on the agenda of a regular meeting of the Board of Directors. Policies and procedures cannot be amended, altered or modified in any way by oral statements. Adoption of a new policy, such as Bylaws, or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a two-thirds majority affirmative vote of the entire Board of Directors.

Currently, both the Fire Commission and the Park & Recreation Commission have had their bylaws previously amended to allow for the regular meeting start time to be adjusted from 7:30pm to 7:00pm. Staff is suggesting the Board adjust the start time of their regular meetings to at least 7:00pm to be consistent with the respective commissions, if not earlier. Adjusting the regular meeting start time to 7:00pm can be accomplished with the approval of the following Board Bylaws amendment:

**Article VII Meetings**

All meetings are to be properly noticed in accordance with the Ralph M. Brown Act. All meetings of the Board of Directors, standing committees and commissions shall be open and public, except closed sessions as permitted by law.

**A. Time and Place of Regular Meetings**

Regular meetings of the MCSD Board of Directors shall take place on the second Tuesday of each month at the Marinwood Community Center at 775 Miller Creek Road, San Rafael, CA 94903. The open session part of the meeting shall start at ~~7:30 PM~~ **7:00 PM** with the optional closed session taking place either preceding or following the open session. However, if a meeting date shall fall on a legal holiday, the regular meeting shall be moved to a date specified by the Board.

In regards to changing the regular meeting date of the second Tuesday of each month, this would require further discussion amongst the Board and the identification of a new regular meeting date agreeable to the Board. If the Board so desires, such an amendment will be drafted and presented at a future board meeting for potential formal approval. For reference, the Fire Commission currently meets on the 1<sup>st</sup> Tuesday of each even-numbered month and the Park & Recreation Commission currently meets on the fourth Tuesday of each odd-numbered month.

**Staff Recommendation:** Approve the Board Bylaws amendment as presented adjusting the regular board meeting start time from 7:30 PM to 7:00 PM on the second Tuesday of each month.

Alternatively, should the Board desire a different start time they can direct staff to return to the next board meeting with amendment language reflecting the preferred start time.

**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**MINUTES OF FIRE COMMISSION MEETING**  
**April 2, 2024**

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

**Present:**

Commissioners: Chair Steve Farac, Pascal Karsenti, Greg Stilson

Absent: John Seratt

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

Board: Kathleen Kilkenny

**1. Agenda**

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

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

No comments from the public were received.

**3. Commissioner Items of Interest**

-District Manager Dreikosen announced that Commissioner Tom Elsbree has resigned from Commission due to personal reasons.

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

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

**4. Draft Minutes of February 6, 2024 Fire Commission Meeting**

M/s Stilson/Karsenti to approve Draft Minutes of February 6, 2024 Fire Commission Meeting as presented. Ayes: Farac, Karsenti, Stilson. Nays: None. Absent: Seratt. Motion carried.

**5. Formation of Working Group to Identify and Present Potential Strategic Initiatives for Future Fire Commission Projects**

Commission discussed and clarified scope, purpose and temporary duration of working group.

M/s Stilson/Karsenti to approve creation of ad-hoc working group to identify potential strategic initiatives and to appoint Commissioners Stilson and Seratt to the working group. Ayes: Farac, Karsenti, Stilson. Nays: None. Absent: Seratt. Motion carried.

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

Commission received Chief Officer Report and Activity Summary.

**7. Requests for Future Agenda Items**

-Update on MWPA projects including possible meeting participation by SRFD vegetation management specialist(s).

-Updates from newly formed strategic initiative working group.

-Karsenti requested information regarding any known unified wildfire risk assessment models.

The meeting was adjourned at 8:15 PM.

Eric Dreikosen



## **Marinwood Fire Commission Meeting – Fire Chief’s Report -**

Meeting Date: April 9<sup>th</sup> 2024

Submitted by: Abraham Roman, Interim Fire Chief

### **STAFFING UPDATES**

- Continue to pursue the hiring of one vacancy.

### **OPERATIONS DIVISION UPDATES**

- On February 20<sup>th</sup> the San Rafael city council approved the contract to move forward with the Marin County Dispatch center agreement
  - This week finished the 2<sup>nd</sup> round of new Dispatcher training
  - MCFD holding interviews for the “Command and Control” Division Chief
  - County wide Training forthcoming due to some operational changes

### **TRAINING DIVISION UPDATES**

- FF/PM Kelly is undergoing officer training and completing supervised acting rotations. This is ongoing.
- March 20, 22, and 25 the Department conducted several two-hour first responder PG&E training sessions. This training was presented by our Marin representative Ron Karlen who discussed Natural Gas emergencies and Electric Emergencies. Along with how to better handle utility emergencies he gave crews an overview of the delivery system transmission lines, distribution lines, indicators for potential natural emergencies for both natural gas and electrical. Crews were also shown videos of real catastrophic emergencies that have occurred in the US. This allowed crews to review what occurred and how to better handle and prevent potential catastrophe

### **MAJOR INCIDENTS UPDATES**

- Multiple storm related calls for service

### **PREVENTION DIVISION UPDATES**

No Report



## **WILDFIRE MITIGATION DIVISION UPDATES**

Wildfire Mitigation Staff met Eric Dreikosen and Luke Fretwell last month to discuss priority projects for this year.

- Queenstone Fire Road
  - Queenstone fire road will be treated to reduce fuel along the roadway by contract and County crews by the end of the fiscal year
  - This will be funded using Core Measure C funds
  
- Blackstone Open Space fuel reduction project
  - Currently exploring options to comply with the California Environmental Quality Act (CEQA) while adding 15-20 acres of a fuel break in Marinwood CSD open space around homes along Las Gallinas Ave, Blackstone Drive, Blackstone Lane, and Valleystone Drive

## **OES - DISASTER PREPAREDNESS DIVISION UPDATES**

- Manny Albano, Community Preparedness Coordinator: On March 23rd at 10 a.m. the County's Office of Emergency Management conducted a full-scale test of the AlertMarin mass notification system. It was the first time the system had been tested at this level. AlertMarin is the county's primary system to alert residents of an urgent need to evacuate, shelter in place, or take some other protective action. On Saturday, March 23, the County's Office of Emergency Management conducted a countywide test with a 10:00 am notification sent to opted-in cell phones, landlines, and emails of those registered for AlertMarin.org. All who live or work in Marin County are encouraged to sign-up to receive emergency alerts ahead of the test. Those already registered are asked to sign in and manage their account by verifying their contact information is up to date. Once a person registers with AlertMarin, information can be updated at any time about the registrant's contacts, a child's school, a workplace, or a relative's home. It only takes about 10 minutes to register for a service that could save your and your family's life in the event of a major disaster
  
- Outdoor siren study was finalized, we will be sharing the results in the near future.

**Marinwood Fire Department Statistics: March 2024**

The Marinwood Fire Department responded to 110 emergency calls in March 2024. A little under two-thirds were for medical assistance. Engine 58 responded to one fire in Marinwood on Ellen Drive. Engine 58 was first on scene and found two vehicle involved with smoke and fire from both engine compartments. E58 extinguished the fire and CHP arrived shortly after. The owner stated that they tried to jump start a dead battery and was charging the car with a trickle charge. E58 determined the cause was likely electrical arcing during the charging process. Both vehicles sustained major damage.

<i>Incidents by Area and Type</i>								
<b>Area</b>	<b>MA</b>	<b>PSA</b>	<b>FA/NN</b>	<b>FIRE</b>	<b>HAZMAT</b>	<b>COVER</b>	<b>OTHER</b>	<b>TOTAL</b>
Marinwood	13	3	2	1	1	N/A	0	20
CSA 13	1	3	0	0	0	N/A	0	4
Old JPA (Mont Marin)	6	4	0	0	0	N/A	0	10
New JPA (East of 101)	30	10	3	0	0	N/A	0	43
SR Mutual Aid	13	5	1	0	0	1	0	20
MC JPA	3	1	0	0	0	N/A	0	4
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	5	3	0	0	0	1	0	9
<b>Total number</b>	<b>71</b>	<b>29</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>110</b>
<i>Percentage of total</i>	<i>64.5%</i>	<i>26.4%</i>	<i>5.5%</i>	<i>0.9%</i>	<i>0.9%</i>	<i>1.8%</i>	<i>0.0%</i>	

**Call types:**

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

Average response time for Engine 58: 5 minutes, 57 seconds

# Marinwood Community Services District

## Minutes of Park & Recreation Commission Meeting

Tuesday – March 26, 2024

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

**Present:**

Commissioners: Chair Michael Benesch, Angela Bliss-Steiner, Jon Campo, Ian Fein (arrived 7:33pm), Ryan Madden

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Director: Chris Case

**1. Agenda**

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

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

No comments from the public were received.

**3. Draft Minutes of January 23, 2024 P&R Commission Meeting**

M/s Campo/Bliss-Steiner to approve Draft Minutes of January 23, 2024 P&R Commission Meeting. Ayes: Benesch, Bliss-Steiner, Campo, Madden. Nays: None. Absent: Fein. Motion carried.

**4. Minutes of February 13, 2024 and March 12, 2024 Board Meetings**

Commission reviewed minutes.

**5. Review of Community Survey Results for Potential Installation of Pickleball Lines on Existing Tennis Court(s) and Discussion of Potential Next Steps**

*(Commissioner Fein arrived during agenda item)*

Commission discussed survey results and received public comments on the topic. Commission acknowledged majority (55%) of survey respondents claimed to be in favor of this initiative but also acknowledged the primary concerns expressed of increased noise levels, potential displacement of existing tennis users and overall deteriorating condition of courts being considered. It was advised that a potential “trial period” could be appropriate at this time and the topic could then be re-evaluated upon completion to determine if permanent modifications are appropriate for this location.

**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**

-Staff updates regarding a potential pickleball trial period.

-Commissioner Bliss-Steiner requested information regarding pedestrian walkways routine maintenance status and needs

-Commissioner Campo requested update regarding potential addition of permanent bathroom in northern section of Marinwood Park

**8. Adjourn**

Meeting adjourned at 9:07 PM

Eric Dreikosen, District Manager

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

## **RECREATION ACTIVITY REPORT**

### Pool Season

The pool opened for the 2024 season on Monday, April 1<sup>st</sup>. Other than an ill-timed circuit breaker failure which left lap swimmers without hot water in the shower for the first day, and which we repeatedly assured them was not an April Fools prank, the first week went well. A combination of warm weather and some of the local private schools being on spring break resulted in a larger than normal first week crowd. It was great to see the return of our loyal lap swim regulars as well as many new faces.

Programs at the pool this spring include adult lap swim, recreation swim, private swim lessons, water polo, the Waterdevils swim team, pool party rentals, and lifeguard classes. John Paul has a solid staff returning from last year and it is looking to be another great pool season.

### Spring Break Camp

Staff will be running a spring break camp the week of April 8-12 for kids in pre-K through 6<sup>th</sup> grade. Modeled after our summer camp program, the week will consist of games and activities in the park, swim time at the pool, arts & crafts, music time, spirit sessions, sports, and lots of gagaball. During the same week we are also offering a half-day sports camp run by All Sorts of Sports.

### Summer Camp / Swim Lesson Registration

Summer camp and swim lesson registrations continue to pour in and enrollment is ahead of where it was last year at this time. While some of our more popular age group camps are already full with waitlists--contributing to a popular misconception that all our camps fill up by this time--staff are continuing to advertise the camps and weeks that still have openings. Our goal is to have most spots filled before camp starts on June 17<sup>th</sup>.

This summer we are offering 13 different day camps over 9 weeks for kids 3 years old through entering 7<sup>th</sup> grade, one or more weeks of 14 different contract specialty camps, Counselor-in-Training and Guards-in-Training programs for junior high age kids, and group and private swim lessons for all ages.

### Spring Art Show

Our Spring Art Show will take place on Saturday, April 27<sup>th</sup> from 3-7pm in the community center. The theme of this year's show is "Finding the Familiar" and will feature artwork from 40-50 of Marin's finest artists. This show will be professionally adjudicated with prizes awarded for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place, plus a handful of honorable mentions.

Other upcoming community events include the Summer Concert Series and Summer Brewfest, details of which will be announced in the coming months.

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

## **PARKS MAINTENANCE ACTIVITY REPORT**

### Pool Facility Work

This past month the staff continued to get the pool facility ready for the start of the season. At the Hillside Pool Party Area a new layer of decomposed granite was laid down and compacted, plantings were added to the planters, and a new drip system installed. In the tot pool some broken skimmer components were replaced and improvements made to the landscaping (ongoing).

A new shower was delivered last week which will replace the current one which is over 30 years old and in poor condition. Staff are working on making the necessary modifications to the plumbing and the new shower should be installed within the next week.

### Irrigation Testing and Repairs

Following a long, wet winter during which the irrigation was off for several months, staff have begun inspecting and testing all the irrigation stations throughout the 3 parks, making repairs and adjustments as needed. With less and less rain in the forecasts, we are preparing to have the irrigation in all parks ready to be back up and running in the coming days.

### Turf Treatment

Staff have begun preparing for the annual pre-summer turf treatment in the main park and pool, which will include aerating, fertilizing, seeding, leveling out low spots, and fortifying vulnerable areas. The summer foot traffic always takes a toll on the turf and our goal is to have the grass as healthy and robust as possible ahead of the summer camp season.

### Creekside Park

Staff spent time working at Creekside Park these past few weeks removing a few patches of poison oak on the hillside, trimming back some trees growing too close to playground equipment, replacing some leaky drip lines, and repairing a damaged playground panel. Two retaining walls have begun failing along the bottom of the hillside, which staff will begin addressing when time allows.

### Open Space Encroachment

Staff were recently informed of an encroachment in District open space at the top of Rhinestone Terrace. A couple dozen wooden steps were staked into the hillside alongside a drainage v-ditch and a makeshift bridge built across the ditch. The steps were installed along a steep deer trail that is sometimes used by hikers to access Ponti Ridge Trail. Staff posted a cease and desist notice, requesting the encroachment be removed and citing the relevant ordinance. Unfortunately, we wound up needing to expend staff resources to remove the steps ourselves.

### 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