

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

Tuesday – May 10, 2022 – 7:30 PM

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

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

Meeting ID: 823 1481 3460

ATTENTION: This will be a virtual meeting of the Marinwood CSD Board of Directors. There will not be a public location for participating in this meeting. Any interested member of the public can participate telephonically or via internet by utilizing the web link or dial-in information printed on this agenda.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting either via internet or telephone shall indicate their desire to speak. If participating via internet, please click the “raise hand” feature located within the Zoom application screen. If connected via telephone, please dial “*9” (star, nine). 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. Resolution 2022-07: Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission. b. Draft Minutes of Regular Meeting of April 12, 2022 (Remote Meeting) c. Bills Paid Nos. 6241 – 6300	Approve
D.	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to address comments to the Board and limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board and 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. Request from Juarez Family for Placement of Memorial Bench at Marinwood Park Horseshoe Pits in Memory of Jim Juarez	Approve
	2. Fiscal Year 2022-2023 Proposed District Operating Budget	Approve
	3. Review of Marinwood CSD Board of Directors Bylaws	Review
	4. District Manager Report	Review
F.	FIRE DEPARTMENT MATTERS	
	1. Chief Officer Report and Activity Summary	Review
G.	PARK AND RECREATION MATTERS	
	1. Draft Minutes of Park & Recreation Commission Meeting of April 26, 2022	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 – June 14, 2022	

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

RESOLUTION NO. 2022-07

RESOLUTION OF THE BOARD OF DIRECTORS OF MARINWOOD COMMUNITY SERVICES DISTRICT MAKING FINDINGS AND CONFIRMING THE NEED TO CONTINUE CONDUCTING REMOTE MEETINGS VIA TELECONFERENCE OF THE BOARD OF DIRECTORS, FIRE COMMISSION AND PARK & RECREATION COMMISSION

WHEREAS, on March 4, 2020, Governor Newsom issued a proclamation pursuant to Government Code section 8625 declaring a state of emergency in California due to the COVID-19 pandemic; and

WHEREAS, Government Code section 54953(e)(1), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), provided that the legislative body complies with the requirements of section 56953(e)(2); and

WHEREAS, pursuant to Government Code Section 54953(e)(3), if a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, the legislative body shall make specified findings at least every 30 days; and

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the Marin County Director of Health and Human Services, continues to recommend measures to promote social distancing; and

WHEREAS, the active proclaimed state of emergency and recommendations of local officials continue to directly impact the ability of the District's Board of Directors and Commissions to conduct public meetings safely in person.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors has reconsidered the circumstances of the State of Emergency since the April 12, 2022 Board meeting.
2. Board of Directors, Fire Commission and Park & Recreation Commission meetings will continue to be conducted remotely via teleconference for up to 30 days following adoption of this resolution in accordance with Government Code Section 54953(e)(2) and all other applicable laws.

PASSED AND ADOPTED at a regular meeting of the Board of Directors on May 10, 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

Lisa Ruggeri, President of the Board

ATTEST: _____
Tiffany Combrink, Secretary to the Board

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – April 12, 2022

Time and Place: 7:30PM via Teleconference

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

Present:

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

A. Call to Order & Roll Call of Directors

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

B. Agenda

Agenda adopted as presented.

C. Resolution No 2022-04: *Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission.*

Shea to approve/Oyserman to second Resolution No. 2022-04

All in favor. Motion carried unanimously.

D. Consent Calendar

a. *Draft Minutes of Regular Meeting of March 8, 2022 (Remote Meeting)*

b. *Bills Paid Nos. 6178 - 6240*

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

All in favor. Motion carried unanimously.

E. Public Comment Open Time for Items Not on Agenda:

The Board of Directors received public comment regarding:

- a. New generation of Marinwood residents
- b. Request for maintenance to the surfaces of the tennis courts.

F. District Matters:

1. *2nd Draft District Operating Budget for Fiscal Year 2022-2023*

Board of Directors reviewed Second Draft of Operating Budget for Next Fiscal Year.

2. *Resolution 2022-05: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services*

Oyserman to approve/Kilkenny to second Resolution 2022-05

All in favor. Motion carried unanimously.

3. *Resolution 2022-06: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance*

Case to approve/Kilkenny to second Resolution 2022-06

All in favor. Motion carried unanimously.

4. *District Manager Report*

Board of Directors received District Manager Report

G. Fire Department Matters:

1. *Draft Minutes of the Fire Commission Meeting of April 5, 2022*

Board of Directors reviewed Draft Minutes of Fire Commission Meeting

2. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

H. Park and Recreation Matters:

1. *Draft Minutes of Park and Recreation Commission Meeting of March 22, 2022*
Board of Directors reviewed Draft Minutes of Park & Recreation Commission Meeting.
2. *Recreation and Park Maintenance Activity Reports*
Board of Directors received Recreation and Park Maintenance Activity Report

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

- Director Case suggests future discussion regarding future pool and other large project needs
- Director Oyserman requests updates on tennis courts
- Director Oyserman requests update with Chief White regarding potential PG&E power line underground work in Marinwood

Meeting adjourned at 10:03PM

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 May 10, 2022

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
6241	4/7/2022	Airgas	606.00	pool chems	Rec	5220710	Pool	606.00
6242	4/7/2022	C.A.P.F.	265.50	LTD Apr 2022	Fire	5130120	General	265.50
6243	4/7/2022	Comcast	149.05	Cable - Apr	Fire	5210725	General	149.05
6244	4/7/2022	Costello, Christine	448.00	Zumba	Rec	5210146	Adult	448.00
6245	4/7/2022	County of Marin	222.74	Gasoline	Park	5220610	General	222.74
6246	4/7/2022	County of Marin	488.03	vehicle maint	Park	5210940	General	488.03
6247	4/7/2022	Dvorson's Food Service Equ	2,827.46	replace CC freezer	Rec	5220310	General	2,827.46
6248	4/7/2022	ePACT Network	3,750.00	Emergency info prog. camp	Rec	5220819	Summer	3,750.00
6249	4/7/2022	GovInvest	4,387.50	FY 22 GASB reports	Park	5210120	General	1,096.75
					Rec	5210120	General	1,096.75
					Fire	5210120	General	2,194.00
6250	4/7/2022	Master Sim	1,050.00	TKD	Rec	5210146	Youth	1,050.00
6251	4/7/2022	Landesign	3,075.00	landscape contractor	Park	5211125	General	3,075.00
6252	4/7/2022	Marin Prof FF Local 1775	945.00	April dues	Fire	5211330	General	945.00
6253	4/7/2022	Marin Resource Recovery	164.50	Debris Dump	Park	5210815	General	164.50
6254	4/7/2022	Marinwood CSD	81,488.44	Fire salaries	Fire	5110110	General	31,488.36
				Fire OT	Fire	5120110	General	10,377.36
				FLSA	Fire	5110319	General	1,223.22
				Acting Pay	Fire	5110310	General	138.96
				Holiday Pay	Fire	5110313	General	3,547.20
				Admin Asst	Fire	5110110	Admin	961.60
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	961.60
				Admin Asst	Park	5110110	Admin	480.80
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,276.80
				Park salary	Park	5110110	General	4,507.20
				Park hourly	Park	5110210	General	760.50
				Pool Staff	Rec	5110210	Pool	906.50
				Swim Team	Rec	5110210	Pool	3,631.50
				Summer	Rec	5110210	Summer	356.00
				Preschool	Rec	5110210	Preschool	6,396.63
				Afterschool	Rec	5110210	Afterschool	1,354.50
				PR fees	Fire	5210230	General	168.24
				PR fees	Rec	5210230	General	99.34
				PR fees	Park	5210230	General	17.17
				SS + Medicare	Fire	5140140	General	3,799.26
				SS + Medicare	Rec	5140140	General	2,096.79
				SS + Medicare	Park	5140140	General	402.05
				EDU + SUI	Fire	5140145	General	14.79
				EDU + SUI	Rec	5140145	General	167.82
				EDU + SUI	Park	5140145	General	12.18
				Benefits withholding	Park	2120066	General	-805.97
				Benefits withholding	Rec	2120066	General	-1,240.12
				Benefits withholding	Fire	2120066	General	-5,906.24
6255	4/7/2022	Marinwood CSD	13,931.02	Retire 04/08/2022	Park	5130510	General	1,125.71
					Rec	5130510	General	1,922.63
					Fire	5130510	General	10,882.68
6256	4/7/2022	McBride, Ann	375.90	Irish Dance	Rec	5210146	Youth	375.90
6257	4/7/2022	Mehciz, Jerry	8,946.40	Tennis	Rec	5210146	Tennis	8,946.40
6258	4/7/2022	Kaylyn Molloy	35.00	Reimburse fingerprinting	Rec	5210128	Summer	35.00
6259	4/7/2022	Brackett, Ryan	237.66	AFLAC reimb Q3 FY21-22	Fire	5130120	General	237.66
6260	4/7/2022	Correa, Cesar	237.66	AFLAC reimb Q3 FY21-22	Fire	5130120	General	237.66
6261	4/8/2022	Sean Day	207.78	AFLAC reimb Q3 FY21-22	Fire	5130120	General	207.78
6262	4/8/2022	Kelly, William	237.66	AFLAC reimb Q3 FY21-22	Fire	5130120	General	237.66
6263	4/8/2022	Papanikolaou, John	222.06	AFLAC reimb Q3 FY21-22	Fire	5130120	General	222.06
6264	4/8/2022	Selvitella, Brandon	217.68	AFLAC reimb Q3 FY21-22	Fire	5130120	General	217.68
6265	4/8/2022	Smith, Brian	126.90	AFLAC reimb Q3 FY21-22	Fire	5130120	General	126.90
6266	4/8/2022	Jeff Smith	211.92	AFLAC reimb Q3 FY21-22	Fire	5130120	General	211.92
6267	4/8/2022	AT&T	289.02	Phones - Mar	Fire	5210725	General	141.36
					Park	5210725	General	21.46
					Rec	5210725	General	126.20
6268	4/8/2022	Marin County Sheriff	705.00	Tablet Command Support Q	Fire	5211610	General	705.00
6269	4/8/2022	National Academy of Athletic	4,972.80	Spring Break camp	Rec	5210146	Youth	4,972.80
6270	4/8/2022	Pest Plus	259.00	Pest Control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
6271	4/8/2022	PG&E	3,783.00	Gas - Mar	Rec	5210810	General	3,370.87

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
					Fire	5210810	General	412.13
6272	4/8/2022	PG&E	1,697.35	Streetlights Mar	Streetlights	5210825	General	1,697.35
6273	4/8/2022	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
6274	4/8/2022	Shelter Co	3,000.00	Transport Trailer	Park	5220210	General	3,000.00
6275	4/12/2022	Mill Valley Refuse Service	460.36	porta potty	Park	5211220	General	460.36
6276	4/12/2022	Murray Building	155,708.04	Maint Facility AFP #8		5220910	General	155,708.04
6277	4/19/2022	Marinwood CSD	350.00	Art show expenses	Rec	5220819	Community	350.00
6278	4/22/2022	Delta Dental	2,105.84	Dental - May	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
6279	4/22/2022	SDRMA	227.70	Life Ins - May	Fire	5130120	General	92.85
					Park	5130120	General	49.99
					Rec	5130120	General	84.86
6280	4/22/2022	VSP	387.94	Vision - May	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
6281	4/22/2022	Marinwood CSD	47,198.21	Health Ins May	Park	5130120	General	8,507.80
					Rec	5130120	General	8,054.17
					Fire	5130120	General	30,636.24
6282	4/22/2022	Marinwood CSD	81,414.24	Fire salaries	Fire	5110110	General	30,708.60
				Fire OT	Fire	5120110	General	12,283.20
				Admin Asst	Fire	5110110	Admin	961.60
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	961.60
				Admin Asst	Park	5110110	Admin	480.80
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,276.80
				Park salary	Park	5110110	General	4,507.20
				Park hourly	Park	5110210	General	256.50
				Pool Staff	Rec	5110210	Pool	6,035.66
				Swim Team	Rec	5110210	Pool	1,476.00
				Aquatics	Rec	5110210	Aquatics	180.00
				Summer	Rec	5110210	Summer	211.50
				Preschool	Rec	5110210	Preschool	2,873.75
				Afterschool	Rec	5110210	Afterschool	720.00
				Spring Break camp	Rec	5110210	Youth	5,284.50
				PR fees	Fire	5210230	General	164.79
				PR fees	Rec	5210230	General	123.32
				PR fees	Park	5210230	General	16.34
				SS + Medicare	Fire	5140140	General	3,509.84
				SS + Medicare	Rec	5140140	General	2,413.22
				SS + Medicare	Park	5140140	General	363.49
				EDU + SUI	Fire	5140145	General	9.64
				EDU + SUI	Rec	5140145	General	249.71
				EDU + SUI	Park	5140145	General	4.11
				Benefits withholding	Park	2120066	General	-805.97
				Benefits withholding	Rec	2120066	General	-1,240.12
				Benefits withholding	Fire	2120066	General	-5,906.24
6283	4/22/2022	Marinwood CSD	12,624.57	Retire 04/22/2022	Park	5130510	General	1,125.71
					Rec	5130510	General	1,922.63
					Fire	5130510	General	9,576.23
6284	4/22/2022	CalPERS	8,333.00	CERBT April	Park	5130130	General	3,250.00
					Rec	5130130	General	583.00
					Fire	5130130	General	4,500.00
6285	4/22/2022	National Academy of Athletic	1,931.20	All Sorts of Sports	Rec	5210146	Youth	1,931.20
6286	4/22/2022	Holly Daniels	99.00	Refund summer camp	Rec	4631920	Summer	99.00
6287	4/22/2022	Barbara Henderson	155.00	Refund swim lessons	Rec	4631917	Aquatics	155.00
6288	4/22/2022	Gianna Scott	35.00	Refund fingerprinting	Rec	5210128	Summer	35.00
6289	4/26/2022	Gustavo Evangelista	339.00	Refund summer camp	Rec	4631920	Summer	339.00
6290	4/26/2022	Richard Hannigan	255.00	Artwork sale	Rec	4631914	Community	255.00
6291	4/26/2022	Valerie Stilson	63.75	Artwork sale	Rec	4631914	Community	63.75
6292	4/26/2022	John Paul Kessler	93.72	Mileage reimbursement	Rec	5211440	General	93.72
6293	4/26/2022	US Bank Corp Pmt Services	13,520.56	vehicle maint	Fire	5210910	General	171.96
				zoom subscription	Fire	5211325	General	27.49
				supplies	Fire	5220810	General	35.05
				supplies	Fire	5220810	General	258.27
				recruiting	Park	5210122	General	249.00
				zoom subscription	Park	5211325	General	13.75
				lifeguarding class	Rec	5220819	Adult	205.00
				supplies	Rec	5220819	Afterschool	534.36
				supplies	Rec	5220819	Community	503.85

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				marketing/website hosting	Rec	5210122	General	644.52
				fingerprinting	Rec	5210128	General	67.00
				staff training/lifeguard certs	Rec	5211315	General	1,738.91
				zoom subscription/ conferen	Rec	5211325	General	732.73
				conference lodging	Rec	5211440	General	2,229.54
				LF conference lodging	Park	5211440	General	678.00
				professional development	Rec	5211315	General	890.00
				professional development	Park	5211315	General	455.00
				office supplies/subscriptions	Rec	5220110	General	806.82
				supplies	Rec	5220819	General	240.17
				recruiting	Rec	5210122	Pool	75.00
				refrigerator / supplies	Rec	5220215	Pool	1,174.97
				pool chems	Rec	5220710	Pool	226.23
				supplies	Rec	5220819	Pool	1,084.93
				decorations	Rec	5220819	Preschool	39.92
				field trip deposit	Rec	5220819	Summer	100.00
				supplies	Rec	5220819	Youth	338.09
6294	4/27/2022	Ace Promotional Specialties	14,146.59	camp shirts	Rec	5220819	Summer	14,146.59
6295	4/27/2022	AT&T	90.95	internet	Park	5210725	General	90.95
6296	4/27/2022	C.A.P.F.	265.50	LTD May 2022	Fire	5130120	General	265.50
6297	4/27/2022	CalWest	112.00	Equipment rental	Park	5211220	General	112.00
6298	4/27/2022	County of Marin	185.38	Fuel	Park	5220610	General	185.38
6299	4/27/2022	DC Electric	289.26	SL maint	Streetlights	5210915	General	289.26
6300	4/27/2022	Ewing Irrigation	766.03	irrigation maint	Park	5220310	General	766.03
TOTAL:			480,758.87					480,758.87

Total by Department:

Streetlights	1,986.61
Fire Department	156,807.74
Recreation Department	125,994.54
Park Department	40,261.94
Measure A	0.00
MWPA	0.00
Unclassified	155,708.04

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: May 10, 2022
Re: Request for Placement of Memorial Bench in Memory of Jim Juarez

Directors,

Please see the included correspondence received from Sean Juarez requesting a memorial bench be placed at the Marinwood Park horseshoe pits in memory of Marinwood resident Jim Juarez.

In accordance with the District's "Memorial & Recognition Policy" this request was first considered by the Park & Recreation Commission at their meeting conducted on April 26, 2022. This request received unanimous approval by the P&R Commission recommending final approval by the Board of Directors. Specifically, the policy states:

Policy and Procedure:

1. Public requests for preferred type of recognition shall be made in writing to the respective District Commission c/o the District Manager. Requests can be made at any time after the contribution was made or service completed.
 - a. Requests related to parks, open space or recreation facilities, including the Community Center, shall be submitted to the Park & Recreation Commission c/o the District Manager.
 - b. Requests related to the Marinwood Fire Department shall be submitted to the Fire Commission c/o the District Manager.
2. At its regular meeting, the Commission will consider the request for recommendation to the Board of Directors. Final decision will be determined by the majority vote of the Board of Directors.
3. The cost of all materials, installation, maintenance and replacement will be borne by the requesting party.
4. The Recreation Director, Fire Chief, or their designee will advise on the optimum location for memorials and dedications within their respective District area.

The complete Memorial & Recognition Policy has been included for your reference and can also be found on the District's website at: <https://www.marinwood.org/policies>.

Staff Recommendation: Approve the placement of a memorial bench at the Marinwood Park horseshoe pits in memory of Jim Juarez and direct staff to work with the Juarez family to determine the most appropriate location and timing for placement.

To: Marinwood Park and Recreation Board

I'm writing you this letter to ask for your consideration of placing a bench and plaque in my dad's honor at the Marinwood Horseshoe pits. My dad, Jim Juarez, passed away March 29th at the age of 76 after being a valued member of the Marinwood community for 45 years. This bench would give my family and extended family a place to visit and reconnect with him.

Jim "Jimbo" Juarez and his wife Margo moved to Marinwood in the fall of 1977. For the last 45 years they have called this special place home living at 599 Miller Creek Rd. They raised two children Sean and Stephanie in this beautiful community and even convinced his son Sean to move back home to raise his own family here.

Jim worked as a San Francisco Firefighter (SFFD) for 30 years which allowed him maximum time to be present as a father and to give back to his community. Shortly after moving into Marinwood, Jim started coaching CYO basketball with the youth of this community even without his own children being old enough to participate in youth sports at that time. This was the start of Jim's giving back to his community and that was parlayed into years and years of coaching with Dixie Youth Soccer (DYSA), Dixie Little League Baseball and then eventually 30 years of High School Softball coaching between Terra Linda and Marin Catholic High Schools. Jim also started the Las Gallinas Slow Pitch Softball Adult Recreation League with games played at Dixie, Mary E. Silveira and eventually McInnis Park. While being the founding father of the league he also headed up his own team, Marinwood Red which his son carried on up until 2015.

While athletics were a big part of Jim's interests and a way he gave back to his community it was certainly not limited to that. Jim was a huge presence at July 4th picnics in the park, setting up the annual sack races, part of the judging panel for BBQ'd ribs and could always be seen with a smile at the Fireman's pancake feed. Later in life, Jim loved attending Marinwood Waterdevil swim meets where he would root on the team, which two of his four grandchildren swam for, and one of which is coach on the swim team staff today. Jim was also a fixture at Marinwood's music in the park, social events and always the life of the party. Jim would also routinely stop in with the Marinwood Fire Department and talk to them about old firehouse stories.

Jim also had a big love for the YMCA, which he and his family were original members since 1987's grand opening. Jim loved working out and playing basketball for years and then as he aged his YMCA visits become social hours for him and buddies talking about stories over coffee.

Perhaps Jim's favorite thing was Friday afternoons at the Marinwood horseshoe pits. Jim was part of the crew that donated their time building the horseshoe pits and was a regular each and every Friday afternoon. Jim was always part of a team and fraternity in life between his own athletic and work career. When he retired from the SFFD in 2004 losing that daily comradery with his fellow firefighters was very hard for him, but the horseshoe crew gave him that identity back. He was amply given the nickname of the "Godfather" and is the only current member of the Marinwood Horseshoe Hall of Fame.

In closing, Jimbo was a friend to all. Rarely, if ever, did he have a bad word to say about anyone or anything. He was the eternal optimist whose cup was always half full and he breathed inclusivity for all. Whether he was sitting in the sunshine on his front porch listening to oldies or taking a ride around the neighborhood in his electric wheel chair one thing was always consistent, an infectious smile and zest for life.

Sincerely,

Sean J. Juarez

MARINWOOD COMMUNITY SERVICES DISTRICT MEMORIAL & RECOGNITION POLICY

Adopted by Board of Directors: October 10, 2017

Purpose:

The purpose of this policy is to provide direction to the Marinwood Community Services District (MSCD) Board of Directors, the Commissions, and the District Manager for consistency of formal recognitions, memorials and dedication of District property when recognizing individuals, organizations, or businesses who contributed significantly to the District or recognizing events that shaped this community.

Definitions:

- A significant contribution is herein defined as:
 - more than 5 years of volunteer service on District Commissions, Board of Directors or Volunteer Fire Department
 - more than 10 years of employment with the District
 - creation of a new program
 - improvement to District property
 - donation of fixed assets for the District
 - other enhancement to the District at large
- A formal recognition is a letter from the President of the Board of Directors to the recipient or their family, and/or a proclamation drafted by the President of the Board of Directors and posted on the Marinwood website on the “Recognitions and Memorials” page. The digital option provides high visibility and opportunity to elaborate on the contribution made; history, impact, visuals, etc. Donations of plant material and landscape improvements are examples of recognitions best highlighted as outlined above. Formal recognitions shall be completed within a month of the approval by the Board of Directors.
- A memorial is a plaque, marker or other item that can be affixed to a fixed asset on District property. The size of the memorial shall be scaled to the fixture and appropriate to the environment of the facility or area in which it is placed. Appropriate materials shall be bronze, stone, or other durable material.
 - Bench plaques shall be no larger than 6”x 8”.
 - Markers shall be no larger than 11”x 14”.
 - Other memorials shall be no larger than 18”x 20”A memorial includes a formal letter from the President of the Board of Directors and/or proclamation on District website.
- A dedication is naming of District property to mark an extraordinary event in District history or honor an individual, organization or business whose significant contribution to

the District secured a renovation or addition of fixed assets or creation of new programs benefiting the Marinwood community.

A dedication includes a formal letter from the President of the Board of Directors and/or proclamation on District website, as well as a placement of a plaque on District property, if feasible. Memorial guidelines listed above apply.

Policy and Procedure:

1. Public requests for preferred type of recognition shall be made in writing to the respective District Commission c/o the District Manager. Requests can be made at any time after the contribution was made or service completed.
 - a. Requests related to parks, open space or recreation facilities, including the Community Center, shall be submitted to the Park & Recreation Commission c/o the District Manager.
 - b. Requests related to the Marinwood Fire Department shall be submitted to the Fire Commission c/o the District Manager.
2. At its regular meeting, the Commission will consider the request for recommendation to the Board of Directors. Final decision will be determined by the majority vote of the Board of Directors.
3. The cost of all materials, installation, maintenance and replacement will be borne by the requesting party.
4. The Recreation Director, Fire Chief, or their designee will advise on the optimum location for memorials and dedications within their respective District area.
5. District staff, Commissioners and Directors may initiate requests for recognitions, memorials, or dedications on behalf and at the expense of the District following the approval process set forth in this policy.
6. Bequests and other substantial donations to the District memorializing a resident, volunteer or employee are always welcomed and appreciated, and can be discussed with the District Manager at any time. The final decision will rest with the Board of Directors.

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: May 10, 2022
Re: Fiscal Year 2022-2023 Operating Budget: Proposed for Adoption

Directors,

Please see the included FY 22-23 Proposed Operating Budget and the accompanying detailed budget notes immediately preceding.

The Board has been previously presented with draft budgets at both the March and April public board meetings illustrating the evolution of the budget creation process. Since the most recent draft budget presentation at the April meeting there has been minimal additional budget adjustments needed in preparation for the final proposed budget presented at this time.

Included in the proposed budget are the current year (FY21-22) budget-to-actuals as of 4/30/22. Actuals from January – April have not been fully reviewed and are subject to subsequent journaling. They are included for budget reference only. One item of note: The actuals presented do currently include a significant amount of recreation program revenue that will be deferred at year-end to next fiscal year (FY 22-23) and will not be accounted for and attributed to FY 21-22. In short, this represents revenue that was received this fiscal year for programs that will not occur until next fiscal year at which time the revenue will be “earned.” As of 4/30/22, approximate revenue to be deferred totals \$773,772, in accordance with the following breakdown:

- 4631915 – Tennis: \$13,700
- 4631917 – Pool Operating: \$54,450
- 4631918 – Pool Memberships: \$27,922 (pro-rated based on % of pool season in each FY)
- 4631920 – Summer Rec Programs: \$677,700

In considering the proposed operating budget, it is important to recognize two of our primary annual revenue and expense generators – summer camp and pool operations – have seasons that spread across two separate fiscal years. Staff create revenue and expenditure budgets for these programs based on their complete season. These projections are then fully included within the budget for the second of the two respective fiscal years. We achieve budget consistency when viewed over multiple fiscal years.

However, the ongoing public health situation and associated restrictions have significantly impacted our past two years thus creating financial inconsistency during that time when making year-to-year comparisons. As the public health situation continues to evolve and associated impacts have been eased to near pre-COVID levels, we anticipate being able to once again operate our programs at or near full capacity. This is reflected in the significant applicable budget increases from FY 21-22 to FY 22-23.

As of April 30, 2022, the total cash balance in the District's Treasury Fund was stated at \$7.433 million. Of this total, \$400K are held as Board Designated Reserves and approximately \$44.5K is designated for MWPA expenditures. Taking these funds into account, the net cash balance as of 04/30/22 was \$6.989 million (an increase of approximately \$2.13 million over the same point in time last fiscal year).

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

The proposed operating budget for FY 22-23 conservatively projects a net operating gain of approximately \$414,000. This includes the District continuing to contribute to both our OPEB Trust and Board Designated Reserves at the amount of \$100,000 each as realized for the past several years.

Staff Recommendation: Adopt the Fiscal Year 2022-2023 Operating Budget as proposed.

Detailed budget notes are included on the following pages

The following represents detailed budget notes specific to each respective department, the majority of which have been included in prior draft budget presentations.

District-wide:

- 4110110 – Prop. Tax - Current Secured:
Remains conservative at this time. Total amount budgeted represents slightly above (approx. 1%) what is anticipated to be received this fiscal year based on the December and April allocations received. (All other general property taxes have little if any adjustments from prior year based on analysis of the past three years allocations)
- 4410125 – Interest Co. Pooled Investment:
Projected interest revenue has been reduced significantly to reflect the County's revised investment holdings and the associated reduced revenue generated the past several quarters.
- 5130130 – OPEB Trust Contribution:
Annual contribution amount continues at \$100,000 which is allocated across departments based on the respective percentage of current retiree medical costs.
- 5140115 – Workers' Comp Insurance:
We have yet to receive final confirmation on basic rates to be applied to FY 22-23, though our carrier informs they do not anticipate significant changes, if any. Our Experience Modification Factor (EMOD) has increased from 140% to 154%. The EMOD is factored in after the basic rate estimates have been calculated.
- 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 which has had significant events driving up costs the past several years. 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. Additionally, upon the conclusion of construction of the new park maintenance facility, premiums will be adjusted again at that time to reflect this addition.

Park Dept:

- 4530527 – Grant Rev – Designated:
Reflects approved State grant funding for the Marinwood Park Play Structure Replacement project. While the project is not required to be completed until December 31, 2023, this item was placed within this fiscal year budget in anticipation it is completed within that time frame.
- 5110110 – Salaries - Regular Staff:
Includes recommended wage adjustments discussed during the March board meeting.
- 5210725 – Telecom - Phone/Internet/Cable:
Includes dedicated connection for required fire alarm and 24-hour monitoring costs for new maintenance facility. May adjust slightly with anticipated phone and internet connections TBD.
- 5210810 – Utilities - Gas & Electric:
Budgeted at amounts experienced with prior maintenance facility. May fluctuate based on usage experience of new facility.
- 5211220 – Equipment Rental:
Budget was intended to be increased for prior fiscal year and mistakenly not addressed.
- 5211710 & 5211715 – Long-term Debt:
Represents the loan acquired for partial financing of the Maintenance Facility construction.

- 5220210 – Equip. Maintenance/Replacement:
Staff had intended on the replacement of select equipment in the current fiscal year but it was decided to hold until the completion of a new park maintenance facility to avoid storage challenges during the transition. These items have remained in the FY 22/23 budget.
- 5220910 & 5220916 – Capital Outlay:
Capital expenditures include- Play Structure Replacement (80% grant-funded), New Riding Mower, Tree limb/debris chipper (carried from FY 21/22); Utility vehicle replacement (carried from FY 21/22).

Recreation Dept:

- 4410225 – Rental Income Community Center:
Staff are still determining the most appropriate level for providing our facility as a rental venue, if any, due to the excessive wear caused on an aging facility.
- 4631914 – Community Events:
Staff are anticipating and planning for a nearly-full slate of our traditional community events.
- 4631922 – Youth Rec Programs
Staff are analyzing the need for a daily after school program as participation levels have dropped significantly post-COVID. At this time, the program has not been budgeted for next year and will likely transition into more of a specialty program offering various 1-week or 2-week contracted classes and programs throughout the school year.
- 5110110 – Salaries Regular Staff:
Includes recommended wage adjustments discussed during the March board meeting.
- 5211110 – Janitorial Services
Staff are researching various janitorial service options in anticipation of increased building usage and in effort to reduce the workload placed on park maintenance staff, allowing them more time to accomplish other maintenance needs. Currently budgeted at amount expended for regular services received pre-COVID.
- 5220825 – Uniforms & Apparel
Now includes summer camp staff shirts which were previously accounted for under Rec Program Supplies.
- 5220910 & 5220916 – Capital Outlay:
Capital expenditures include- Furnace replacement in community center (carried from FY21/22); Pool deck concrete repairs (annual allocation); ADA Pool Chair replacement (carried from FY 21/22).

Fire Dept:

- 4631145 – Service Contract Revenue:
Includes revenue received from the County of Marin for the annual Fire Protection Agreement between the two agencies for the Juvenile Hall site, Rotary Senior Housing and County Facilities. The amount presented is an estimate as the exact amount of this agreement is not able to be calculated until after the close of the fiscal year due to certain aspects of this agreement dependent on the annual Fire Protection Agreement with the County for Marin for CSA 13.
- 4640321 – CSA 13 Contract Revenue:
Includes revenue received from the County of Marin for the annual Fire Protection Agreement between the two agencies for CSA 13. The amount presented is an estimate as the exact amount of this agreement is not able to be calculated until the close of the fiscal year and the

current agreements are reconciled with the relative projections used at the time.

- 5110110 – Salaries Regular Staff:
Increase from prior year represents wage increases received during past year in addition to wage increases for FY 22-23 in accordance with MOU between District and Firefighters. The current MOU was approved after the adoption of the FY 21-22 budget.
- 5120110 – Overtime Pay:
Increased to better reflect actual incurred past several years
- 5130510 – PERS – Pension:
Pension costs increased by approximately \$57K due to a significant increase in the required UAL payment as well as moderate increases to the normal rate associated with payroll wages.
- 5210146 – Independent Contractor Fees:
The current agreement costs for Chief Officer Services with San Rafael have been updated to reflect the annual escalator of 3%.
- 5220210 – Equip. Maintenance/Replacement:
Includes one-time purchase for needed replacement of aging exercise equipment
- 5220310 – Land & Buildings Maintenance
Lowered due to prior year one-time purchase of new turn-out lockers
- 5220830 – Volunteer Fire Department
Determining fate of this program. Kept in budget until final determinations are made.

Streetlights:

Adjusted to account for increasing electricity costs. Results in decrease of dedicated funding available for potential maintenance needs as funding is derived from a finite parcel tax (\$15/year for applicable parcels) which would likely require a voter-approved special tax ordinance to increase.

Of Note: The District is in process of paying down an On-Bill Financing (OBF) agreement obtained through PG&E to finance the implementation of LED streetlights in 2012-2013. As of the April 2022 PG&E billing, the OBF amount outstanding was stated at \$10,494.56 with a monthly payment requirement of \$617.35 (included in each monthly billing statement). Assuming normal payments, the OBF will be fully retired in September 2023, essentially freeing up approximately \$7408 annually to the Streetlight budget for any maintenance needs or future energy cost increases.

Marinwood Community Services District
FY 2022-2023 BUDGET
Proposed: May 10, 2022

	DISTRICT TOTAL			
	21/22 Budget	Actuals* 4/30/2022	22/23 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	1,790,000.00	1,768,310.09	1,880,000.00	5.03%
4110111 · PropTax - Admin Fee (Contra)	-25,000.00	-24,367.77	-25,000.00	0.0%
4110115 · PropTax - Unitary	10,000.00	14,646.56	10,000.00	0.0%
4110120 · PropTax - Current Unsecured	29,000.00	34,126.49	30,000.00	3.45%
4110140 · ERAF - Excess	165,000.00	267,026.69	185,000.00	12.12%
4110145 · ERAF - PY/Reverse	13,500.00	36,345.10	13,500.00	0.0%
4110210 · PropTax - Supplemental Current	34,000.00	47,216.70	36,000.00	5.88%
4110215 · PropTax - Supplemental Unsecure	500.00	1,350.20	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	1,000.00	951.34	1,000.00	0.0%
4110510 · PropTax - Prior Unsecured	1,000.00	1,950.03	1,000.00	0.0%
4120610 · Special Tax Assessment	1,631,320.00	1,551,405.07	1,700,629.00	4.25%
4120611 · Special Tax- Admin Fee (contra)	-4,900.00	-3,578.00	-4,900.00	0.0%
4220115 · Building Plan Review	7,500.00	7,962.00	7,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	25,000.00	1,459.31	5,000.00	-80.0%
4410127 · Interest- ERAF Co. Pooled	100.00	76.54	100.00	0.0%
4410215 · Rental Income - Pool & Picnic	6,250.00	22,013.90	25,000.00	300.0%
4410225 · Rental Income - Community Ctr	0.00	3,257.51		
4511210 · HOPTR	7,499.00	3,757.50	7,500.00	0.01%
4530527 · Grant Rev - Designated			177,952.00	
4570110 · Expense Reimbursements	500.00	12,361.50	500.00	0.0%
4631145 · Service Contract Revenue	97,087.00	98,358.00	100,214.00	3.22%
4631911 · Advertising Sales	8,000.00	1,061.92	5,000.00	-37.5%
4631912 · Vending Sales	5,000.00	16,411.80	18,000.00	260.0%
4631914 · Community Events	0.00	8,468.30	16,040.00	
4631915 · Tennis	44,500.00	78,692.25	82,500.00	85.39%
4631917 · Pool Operating Rev	120,050.00	237,398.75	205,000.00	70.76%
4631918 · Pool Memberships	0.00	51,300.14	60,000.00	
4631919 · Adult Rec Programs	12,455.00	8,994.14	12,690.00	1.89%
4631920 · Summer Rec Programs	856,715.00	1,535,655.16	1,133,095.00	32.26%
4631922 · Youth Rec Programs	264,620.00	247,197.42	204,631.00	-22.67%
4640321 · CSA 13 Contract Rev	623,916.00	478,543.50	661,110.00	5.96%
4710615 · Donations (General)	1,000.00	3,500.00	1,000.00	0.0%
4710631 · Paramedic Reimbursement	33,000.00	16,662.96	34,000.00	3.03%
4710642 · Miscellaneous Rev	900.00	351,217.87	900.00	0.0%
Total Revenue	5,759,512.00	6,879,732.97	6,585,461.00	14.34%

Marinwood Community Services District
FY 2022-2023 BUDGET
Proposed: May 10, 2022

	DISTRICT TOTAL			
	21/22 Budget	Actuals* 4/30/2022	22/23 Budget	% Change in Budget
Expenditures				
5110110 · Salaries - Regular Staff	1,460,446.00	1,165,436.63	1,562,627.00	7.0%
5110210 · Salaries - PT/Seasonal/Temp	586,924.00	605,526.76	809,578.00	37.94%
5110310 · Acting Pay	10,000.00	2,714.46	10,000.00	0.0%
5110313 · Holiday Pay	37,677.00	35,166.48	40,470.00	7.41%
5110319 · FLSA Pay	22,616.00	11,696.23	24,037.00	6.28%
5120110 · Overtime Pay	100,500.00	289,984.82	150,500.00	49.75%
5130120 · Benefits - Group Medical	630,521.00	517,449.17	630,598.00	0.01%
5130130 · OPEB Trust Contribution	100,000.00	83,330.00	100,000.00	0.0%
5130510 · PERS - Pension	688,194.00	647,563.68	749,641.00	8.93%
5140115 · Workers Comp Ins.	131,637.00	122,268.15	163,022.00	23.84%
5140116 · 4850 Reimbursements (Contra)	0.00	-6,856.24		
5140130 · Physician Services	1,830.00	1,711.00	2,450.00	33.88%
5140140 · Social Security & Medicare	169,268.00	155,911.35	198,220.00	17.1%
5140145 · Unemployment Ins.	19,805.00	11,456.24	20,805.00	5.05%
5210120 · Consultant Fees	19,500.00	12,857.50	13,200.00	-32.31%
5210122 · Marketing	38,600.00	35,545.17	38,400.00	-0.52%
5210128 · Fingerprinting/Background	6,000.00	906.00	7,000.00	16.67%
5210131 · Legal Services	17,000.00	3,985.25	17,000.00	0.0%
5210146 · Indep. Contractor Fees	216,718.00	153,905.14	231,699.00	6.91%
5210210 · Audit & Accounting	14,000.00	12,800.00	14,000.00	0.0%
5210215 · Banking Fees	0.00	30,000.00		
5210230 · Payroll Service Fees	10,950.00	8,960.65	11,150.00	1.83%
5210525 · Insurance - General	50,085.00	46,334.50	57,825.00	15.45%
5210725 · Telecom - Phone/Internet/Cable	11,720.00	9,020.06	10,990.00	-6.23%
5210810 · Utilities - Gas & Electric	54,500.00	37,097.40	55,500.00	1.83%
5210815 · Garbage Removal	38,200.00	21,142.36	35,260.00	-7.7%
5210825 · Utilities - Street Light Elec.	19,000.00	16,566.76	19,500.00	2.63%
5210835 · Utilities - Water & Sewer	52,350.00	30,108.62	44,500.00	-15.0%
5210910 · Maint. - Vehicles	18,000.00	11,912.56	18,000.00	0.0%
5210915 · Maint. - Streetlights	4,625.00	2,877.64	4,125.00	-10.81%
5210920 · MERA Operating	21,207.00	21,207.00	24,046.00	13.39%
5210940 · Maint. - Park Heavy Equipment	3,500.00	1,503.99	3,500.00	0.0%
5211110 · Janitorial Services	10,000.00	0.00	18,000.00	80.0%
5211125 · Community Landscape Contract	38,500.00	30,210.00	38,500.00	0.0%
5211140 · Vegetation Management	10,000.00	0.00	10,000.00	0.0%
5211220 · Equipment Rental	4,500.00	11,989.13	8,000.00	77.78%
5211310 · Awards & Incentives	2,000.00	0.00	2,000.00	0.0%
5211315 · Professional Development	21,000.00	6,333.41	24,000.00	14.29%
5211325 · Conferences & Meetings	5,350.00	6,874.34	6,600.00	23.36%
5211330 · Memberships & Dues	10,650.00	11,362.39	11,450.00	7.51%
5211440 · Travel	3,300.00	3,001.26	3,300.00	0.0%

Marinwood Community Services District
FY 2022-2023 BUDGET
Proposed: May 10, 2022

	DISTRICT TOTAL			
	21/22 Budget	Actuals* 4/30/2022	22/23 Budget	% Change in Budget
5211520 · Publications & Legal Notices	900.00	0.00	900.00	0.0%
5211528 · Tree Maint. & Services	18,000.00	4,950.00	18,000.00	0.0%
5211532 · Weed & Pest Control	4,500.00	2,475.00	3,900.00	-13.33%
5211610 · County-Wide Fees	15,490.00	7,936.23	13,950.00	-9.94%
5211710 · Long Term Debt - Principal	39,904.00	39,894.63	97,570.00	144.51%
5211715 · Long Term Debt - Interest	4,845.00	4,853.36	18,838.00	288.81%
5220110 · Admin & Office Supplies	22,200.00	13,200.59	22,200.00	0.0%
5220130 · Copier Lease & Printing	9,955.00	5,652.90	9,455.00	-5.02%
5220210 · Equip. Maintenance/Replacement*	27,600.00	9,854.82	30,100.00	9.06%
5220215 · Pool Maintenance	15,000.00	8,312.99	15,000.00	0.0%
5220220 · Small Tools	2,500.00	0.00	2,500.00	0.0%
5220310 · Land & Buildings Maintenance	65,500.00	52,775.68	63,000.00	-3.82%
5220610 · Gasoline/Fuel	2,500.00	2,620.14	3,000.00	20.0%
5220710 · Pool Chemicals	14,000.00	8,260.77	12,000.00	-14.29%
5220810 · Miscellaneous Supplies	23,000.00	6,562.15	21,500.00	-6.52%
5220819 · Rec Program Supplies & Services	142,550.00	93,497.02	214,500.00	50.47%
5220825 · Uniforms & Apparel	11,600.00	4,503.99	15,000.00	29.31%
5220826 · Vending Supplies	4,000.00	7,192.33	12,000.00	200.0%
5220827 · Janitorial Supplies	18,000.00	5,754.25	14,500.00	-19.44%
5220830 · Volunteer Fire Department	10,000.00	0.00	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	72,600.00	24,580.00	16,500.00	-77.27%
5220916 · Capital Outlay - New Equipment	62,000.00	36,235.44	267,440.00	331.35%
5220920 · Capital Reserves Designation	100,000.00	0.00	100,000.00	0.0%
Total Expenditures	5,347,317.00	4,508,972.15	6,171,346.00	15.41%
Net Gain/Loss	412,195.00	2,370,760.82	414,115.00	0.47%

Marinwood Community Marinwood Community Services District

FY 2022-2023 BUDGET

Proposed: May 10, 2022

	Park Dept			
	21/22 Budget	Actuals* 4/30/2022	22/23 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	733,900.00	725,007.14	821,560.00	11.94%
4110111 · PropTax - Admin Fee (Contra)	-10,250.00	-9,990.80	-10,925.00	6.59%
4110115 · PropTax - Unitary	4,100.00	6,005.09	4,370.00	6.59%
4110120 · PropTax - Current Unsecured	11,890.00	13,991.85	13,110.00	10.26%
4110140 · ERAF - Excess	67,650.00	109,480.94	80,845.00	19.5%
4110145 · ERAF - PY/Reverse	5,535.00	14,901.49	5,899.00	6.58%
4110210 · PropTax - Supplemental Current	13,940.00	19,358.84	15,732.00	12.86%
4110215 · PropTax - Supplemental Unsecure	205.00	553.58	218.00	6.34%
4110225 · PropTax - Supplemental Redempt	410.00	390.06	437.00	6.59%
4110510 · PropTax - Prior Unsecured	410.00	799.50	437.00	6.59%
4120610 · Special Tax Assessment	400,739.00	381,523.18	418,484.00	4.43%
4120611 · Special Tax- Admin Fee (contra)	-1,200.00	-880.18	-1,200.00	0.0%
4410125 · Interest- Co. Pooled Investment	10,250.00	598.32	2,185.00	-78.68%
4410127 · Interest- ERAF Co. Pooled	100.00	31.38	100.00	0.0%
4511210 · HOPTR	3,074.00	1,540.57	3,277.00	6.6%
4530527 · Grant Rev - Designated			177,952.00	
4710642 · Miscellaneous Rev	150.00	0.00	150.00	0.0%
Total Revenue	1,240,903.00	1,263,310.96	1,532,631.00	23.51%
Expenditures				
5110110 · Salaries - Regular Staff	233,243.00	153,053.20	254,929.00	9.3%
5110210 · Salaries - PT/Seasonal/Temp	7,200.00	14,003.17	7,200.00	0.0%
5120110 · Overtime Pay	500.00	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	179,786.00	115,590.81	158,312.00	-11.94%
5130130 · OPEB Trust Contribution	39,000.00	32,500.00	31,000.00	-20.51%
5130510 · PERS - Pension	60,063.00	51,909.17	62,449.00	3.97%
5140115 · Workers Comp Ins.	22,727.00	21,152.39	27,695.00	21.86%
5140140 · Social Security & Medicare	18,432.00	8,605.45	20,091.00	9.0%
5140145 · Unemployment Ins.	765.00	445.63	765.00	0.0%
5210120 · Consultant Fees	8,250.00	6,479.25	6,675.00	-19.09%
5210122 · Marketing	500.00	1,140.00	1,300.00	160.0%
5210131 · Legal Services	5,000.00	1,224.25	5,000.00	0.0%
5210210 · Audit & Accounting	3,500.00	3,200.00	3,500.00	0.0%
5210215 · Banking Fees		30,000.00		
5210230 · Payroll Service Fees	750.00	452.32	750.00	0.0%
5210525 · Insurance - General	15,610.00	15,106.00	18,810.00	20.5%
5210725 · Telecom - Phone/Internet/Cable	1,370.00	2,044.21	2,300.00	67.88%
5210810 · Utilities - Gas & Electric	4,000.00	1,385.75	4,000.00	0.0%
5210815 · Garbage Removal	28,000.00	15,231.63	25,800.00	-7.86%
5210835 · Utilities - Water & Sewer	25,750.00	16,380.92	21,500.00	-16.5%
5210910 · Maint. - Vehicles	2,000.00	450.01	2,000.00	0.0%
5210920 · MERA Operating	2,121.00	2,121.00	2,405.00	13.39%

Marinwood Community Services District

FY 2022-2023 BUDGET

Proposed: May 10, 2022

	Park Dept			
	21/22 Budget	Actuals* 4/30/2022	22/23 Budget	% Change in Budget
5210940 · Maint. - Park Heavy Equipment	3,500.00	1,503.99	3,500.00	0.0%
5211125 · Community Landscape Contract	38,500.00	30,210.00	38,500.00	0.0%
5211220 · Equipment Rental	4,500.00	11,989.13	8,000.00	77.78%
5211315 · Professional Development	2,000.00	455.00	2,000.00	0.0%
5211325 · Conferences & Meetings	700.00	1,394.70	1,200.00	71.43%
5211330 · Memberships & Dues	2,550.00	2,048.75	2,650.00	3.92%
5211440 · Travel	800.00	771.72	800.00	0.0%
5211528 · Tree Maint. & Services	18,000.00	4,950.00	18,000.00	0.0%
5211532 · Weed & Pest Control	4,500.00	2,475.00	3,900.00	-13.33%
5211610 · County-Wide Fees	1,250.00	823.56	875.00	-30.0%
5211710 · Long Term Debt - Principal	192.00	191.82	58,445.00	30,340.1%
5211715 · Long Term Debt - Interest	8.00	7.68	15,210.00	190,025.0%
5220110 · Admin & Office Supplies	2,000.00	1,952.32	2,000.00	0.0%
5220130 · Copier Lease & Printing	765.00	565.30	765.00	0.0%
5220210 · Equip. Maintenance/Replacement*	10,500.00	6,907.06	10,500.00	0.0%
5220220 · Small Tools	2,000.00	0.00	2,000.00	0.0%
5220310 · Land & Buildings Maintenance	39,500.00	37,463.03	39,500.00	0.0%
5220610 · Gasoline/Fuel	2,000.00	2,395.27	2,500.00	25.0%
5220810 · Miscellaneous Supplies	2,000.00	1,012.06	2,000.00	0.0%
5220825 · Uniforms & Apparel	500.00	63.35	500.00	0.0%
5220827 · Janitorial Supplies	1,000.00	0.00	1,000.00	0.0%
5220910 · Capital Outlay - Improvements	21,600.00	24,580.00		-100.0%
5220916 · Capital Outlay - New Equipment	18,000.00	0.00	259,440.00	1,341.33%
5220920 · Capital Reserves Designation	14,500.00	0.00	11,000.00	-24.14%
Total Expenditures	849,432.00	624,234.90	1,141,266.00	34.36%
Net Gain/Loss	391,471.00	639,076.06	391,365.00	-0.03%

Marinwood Community Services District
FY 2022-2023 BUDGET
Proposed: May 10, 2022

	Recreation Dept			
	21/22 Budget	Actuals* 4/30/2022	22/23 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	404,540.00	399,638.08	317,720.00	-21.46%
4110111 · PropTax - Admin Fee (Contra)	-5,650.00	-5,507.11	-4,225.00	-25.22%
4110115 · PropTax - Unitary	2,260.00	3,310.12	1,690.00	-25.22%
4110120 · PropTax - Current Unsecured	6,554.00	7,712.59	5,070.00	-22.64%
4110140 · ERAF - Excess	37,290.00	60,348.03	31,265.00	-16.16%
4110145 · ERAF - PY/Reverse	3,051.00	8,213.99	2,282.00	-25.2%
4110210 · PropTax - Supplemental Current	7,684.00	10,670.98	6,084.00	-20.82%
4110215 · PropTax - Supplemental Unsecure	113.00	305.15	85.00	-24.78%
4110225 · PropTax - Supplemental Redempt	226.00	214.99	169.00	-25.22%
4110510 · PropTax - Prior Unsecured	226.00	440.71	169.00	-25.22%
4410125 · Interest- Co. Pooled Investment	5,650.00	329.80	845.00	-85.04%
4410127 · Interest- ERAF Co. Pooled		17.30		
4410215 · Rental Income - Pool & Picnic	6,250.00	22,013.90	25,000.00	300.0%
4410225 · Rental Income - Community Ctr	0.00	3,257.51		
4511210 · HOPTR	1,695.00	849.20	1,268.00	-25.19%
4570110 · Expense Reimbursements	500.00	0.00	500.00	0.0%
4631911 · Advertising Sales	8,000.00	1,061.92	5,000.00	-37.5%
4631912 · Vending Sales	5,000.00	16,411.80	18,000.00	260.0%
4631914 · Community Events	0.00	8,468.30	16,040.00	
4631915 · Tennis	44,500.00	78,692.25	82,500.00	85.39%
4631917 · Pool Operating Rev	120,050.00	237,398.75	205,000.00	70.76%
4631918 · Pool Memberships	0.00	51,300.14	60,000.00	
4631919 · Adult Rec Programs	12,455.00	8,994.14	12,690.00	1.89%
4631920 · Summer Rec Programs	856,715.00	1,535,655.16	1,133,095.00	32.26%
4631922 · Youth Rec Programs	264,620.00	247,197.42	204,631.00	-22.67%
4710615 · Donations (General)	1,000.00	3,500.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	250.00	346,299.15	250.00	0.0%
Total Revenue	1,782,979.00	3,046,794.27	2,126,128.00	19.25%
Expenditures				
5110110 · Salaries - Regular Staff	310,373.00	267,929.92	329,988.00	6.32%
5110210 · Salaries - PT/Seasonal/Temp	579,724.00	591,523.59	802,378.00	38.41%
5130120 · Benefits - Group Medical	103,463.00	86,497.82	107,315.00	3.72%
5130130 · OPEB Trust Contribution	7,000.00	5,830.00	7,000.00	0.0%
5130510 · PERS - Pension	77,754.00	75,582.95	80,132.00	3.06%
5140115 · Workers Comp Ins.	26,374.00	24,453.63	36,630.00	38.89%
5140140 · Social Security & Medicare	67,671.00	69,578.32	86,159.00	27.32%
5140145 · Unemployment Ins.	17,500.00	9,972.56	18,500.00	5.71%
5210120 · Consultant Fees	3,750.00	2,009.25	2,175.00	-42.0%
5210122 · Marketing	37,200.00	34,261.17	36,200.00	-2.69%
5210128 · Fingerprinting/Background	5,500.00	906.00	6,500.00	18.18%
5210131 · Legal Services	2,000.00	60.25	2,000.00	0.0%

Marinwood Community Services District
FY 2022-2023 BUDGET
Proposed: May 10, 2022

	Recreation Dept			
	21/22 Budget	Actuals* 4/30/2022	22/23 Budget	% Change in Budget
5210146 · Indep. Contractor Fees	112,488.00	102,301.16	124,342.00	10.54%
5210210 · Audit & Accounting	3,500.00	3,200.00	3,500.00	0.0%
5210230 · Payroll Service Fees	5,000.00	3,921.29	5,000.00	0.0%
5210525 · Insurance - General	14,815.00	14,045.80	17,705.00	19.51%
5210725 · Telecom - Phone/Internet/Cable	2,200.00	1,905.75	2,440.00	10.91%
5210810 · Utilities - Gas & Electric	38,000.00	27,743.98	40,000.00	5.26%
5210815 · Garbage Removal	6,800.00	3,902.45	6,300.00	-7.35%
5210835 · Utilities - Water & Sewer	18,500.00	9,843.80	15,500.00	-16.22%
5211110 · Janitorial Services	10,000.00	0.00	18,000.00	80.0%
5211315 · Professional Development	9,000.00	4,998.41	12,000.00	33.33%
5211325 · Conferences & Meetings	3,050.00	4,504.74	4,050.00	32.79%
5211330 · Memberships & Dues	3,800.00	2,853.75	3,900.00	2.63%
5211440 · Travel	1,500.00	2,229.54	1,500.00	0.0%
5211520 · Publications & Legal Notices	500.00	0.00	500.00	0.0%
5211610 · County-Wide Fees	2,750.00	823.56	2,375.00	-13.64%
5220110 · Admin & Office Supplies	14,500.00	9,431.29	14,500.00	0.0%
5220130 · Copier Lease & Printing	7,275.00	3,450.28	6,775.00	-6.87%
5220215 · Pool Maintenance	15,000.00	8,312.99	15,000.00	0.0%
5220310 · Land & Buildings Maintenance	16,000.00	8,677.12	16,000.00	0.0%
5220710 · Pool Chemicals	14,000.00	8,260.77	12,000.00	-14.29%
5220819 · Rec Program Supplies & Services	142,550.00	93,497.02	214,500.00	50.47%
5220825 · Uniforms & Apparel	1,500.00	124.65	6,000.00	300.0%
5220826 · Vending Supplies	4,000.00	7,192.33	12,000.00	200.0%
5220827 · Janitorial Supplies	15,000.00	5,581.37	12,500.00	-16.67%
5220910 · Capital Outlay - Improvements	51,000.00	0.00	16,500.00	-67.65%
5220916 · Capital Outlay - New Equipment	11,000.00	0.00	8,000.00	-27.27%
5220920 · Capital Reserves Designation	10,500.00	0.00	9,000.00	-14.29%
Total Expenditures	1,772,537.00	1,495,407.51	2,114,864.00	19.31%
Net Gain/Loss	10,442.00	1,551,386.76	11,264.00	7.87%

Marinwood Community Services District
FY 2022-2023 BUDGET
Proposed: May 10, 2022

	Fire Dept			
	21/22 Budget	Actuals* 4/30/2022	22/23 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	651,560.00	643,664.87	740,720.00	13.68%
4110111 · PropTax - Admin Fee (Contra)	-9,100.00	-8,869.86	-9,850.00	8.24%
4110115 · PropTax - Unitary	3,640.00	5,331.35	3,940.00	8.24%
4110120 · PropTax - Current Unsecured	10,556.00	12,422.05	11,820.00	11.97%
4110140 · ERAF - Excess	60,060.00	97,197.72	72,890.00	21.36%
4110145 · ERAF - PY/Reverse	4,914.00	13,229.62	5,319.00	8.24%
4110210 · PropTax - Supplemental Current	12,376.00	17,186.88	14,184.00	14.61%
4110215 · PropTax - Supplemental Unsecure	182.00	491.47	197.00	8.24%
4110225 · PropTax - Supplemental Redempt	364.00	346.29	394.00	8.24%
4110510 · PropTax - Prior Unsecured	364.00	709.82	394.00	8.24%
4120610 · Special Tax Assessment	1,206,356.00	1,146,868.14	1,257,920.00	4.27%
4120611 · Special Tax- Admin Fee (contra)	-3,600.00	-2,644.15	-3,600.00	0.0%
4220115 · Building Plan Review	7,500.00	7,962.00	7,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	9,100.00	531.19	1,970.00	-78.35%
4410127 · Interest- ERAF Co. Pooled		27.86		
4511210 · HOPTR	2,730.00	1,367.73	2,955.00	8.24%
4570110 · Expense Reimbursements		12,361.50		
4631145 · Service Contract Revenue	97,087.00	98,358.00	100,214.00	3.22%
4640321 · CSA 13 Contract Rev	623,916.00	478,543.50	661,110.00	5.96%
4710631 · Paramedic Reimbursement	33,000.00	16,662.96	34,000.00	3.03%
4710642 · Miscellaneous Rev	500.00	4,918.72	500.00	0.0%
Total Revenue	2,711,505.00	2,546,667.66	2,902,577.00	7.05%
Expenditures				
5110110 · Salaries - Regular Staff	916,830.00	744,453.51	977,710.00	6.64%
5110310 · Acting Pay	10,000.00	2,714.46	10,000.00	0.0%
5110313 · Holiday Pay	37,677.00	35,166.48	40,470.00	7.41%
5110319 · FLSA Pay	22,616.00	11,696.23	24,037.00	6.28%
5120110 · Overtime Pay	100,000.00	289,984.82	150,000.00	50.0%
5130120 · Benefits - Group Medical	347,272.00	315,360.54	364,971.00	5.1%
5130130 · OPEB Trust Contribution	54,000.00	45,000.00	62,000.00	14.81%
5130510 · PERS - Pension	550,377.00	520,071.56	607,060.00	10.3%
5140115 · Workers Comp Ins.	82,536.00	76,662.13	98,697.00	19.58%
5140116 · 4850 Reimbursements (Contra)		-6,856.24		
5140130 · Physician Services	1,830.00	1,711.00	2,450.00	33.88%
5140140 · Social Security & Medicare	83,165.00	77,727.58	91,970.00	10.59%
5140145 · Unemployment Ins.	1,540.00	1,038.05	1,540.00	0.0%
5210120 · Consultant Fees	7,500.00	4,369.00	4,350.00	-42.0%
5210122 · Marketing	900.00	144.00	900.00	0.0%
5210128 · Fingerprinting/Background	500.00	0.00	500.00	0.0%
5210131 · Legal Services	10,000.00	2,700.75	10,000.00	0.0%
5210146 · Indep. Contractor Fees	104,230.00	51,603.98	107,357.00	3.0%

Marinwood Community Services District
FY 2022-2023 BUDGET
Proposed: May 10, 2022

	Fire Dept			
	21/22 Budget	Actuals* 4/30/2022	22/23 Budget	% Change in Budget
5210210 · Audit & Accounting	7,000.00	6,400.00	7,000.00	0.0%
5210230 · Payroll Service Fees	5,200.00	4,587.04	5,400.00	3.85%
5210525 · Insurance - General	19,660.00	17,182.70	21,310.00	8.39%
5210725 · Telecom - Phone/Internet/Cable	8,150.00	5,070.10	6,250.00	-23.31%
5210810 · Utilities - Gas & Electric	12,500.00	7,967.67	11,500.00	-8.0%
5210815 · Garbage Removal	3,400.00	2,008.28	3,160.00	-7.06%
5210835 · Utilities - Water & Sewer	8,100.00	3,883.90	7,500.00	-7.41%
5210910 · Maint. - Vehicles	16,000.00	11,462.55	16,000.00	0.0%
5210920 · MERA Operating	19,086.00	19,086.00	21,641.00	13.39%
5211140 · Vegetation Management	10,000.00	0.00	10,000.00	0.0%
5211310 · Awards & Incentives	2,000.00	0.00	2,000.00	0.0%
5211315 · Professional Development	10,000.00	880.00	10,000.00	0.0%
5211325 · Conferences & Meetings	1,600.00	974.90	1,350.00	-15.63%
5211330 · Memberships & Dues	4,300.00	6,459.89	4,900.00	13.95%
5211440 · Travel	1,000.00	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	400.00	0.00	400.00	0.0%
5211610 · County-Wide Fees	10,990.00	5,789.11	10,200.00	-7.19%
5211710 · Long Term Debt - Principal	39,712.00	39,702.81	39,125.00	-1.48%
5211715 · Long Term Debt - Interest	4,837.00	4,845.68	3,628.00	-24.99%
5220110 · Admin & Office Supplies	5,700.00	1,816.98	5,700.00	0.0%
5220130 · Copier Lease & Printing	1,915.00	1,637.32	1,915.00	0.0%
5220210 · Equip. Maintenance/Replacement*	17,100.00	2,947.76	19,600.00	14.62%
5220220 · Small Tools	500.00	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	10,000.00	6,635.53	7,500.00	-25.0%
5220610 · Gasoline/Fuel	500.00	224.87	500.00	0.0%
5220810 · Miscellaneous Supplies	21,000.00	5,550.09	19,500.00	-7.14%
5220825 · Uniforms & Apparel	9,600.00	4,315.99	8,500.00	-11.46%
5220827 · Janitorial Supplies	2,000.00	172.88	1,000.00	-50.0%
5220830 · Volunteer Fire Department	10,000.00	0.00	10,000.00	0.0%
5220916 · Capital Outlay - New Equipment	33,000.00	36,235.44		-100.0%
5220920 · Capital Reserves Designation	75,000.00	0.00	80,000.00	6.67%
Total Expenditures	2,701,223.00	2,369,385.34	2,891,091.00	7.03%
Net Gain/Loss	10,282.00	177,282.32	11,486.00	11.71%

Marinwood Community Services District
FY 2022-2023 BUDGET
Proposed: May 10, 2022

	Streetlights			
	21/22 Budget	Actuals* 4/30/2022	22/23 Budget	% Change in Budget
Revenue				
4120610 · Special Tax Assessment	24,225.00	23,013.75	24,225.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	-100.00	-53.67	-100.00	0.0%
Total Revenue	24,125.00	22,960.08	24,125.00	0.0%
Expenditures				
5210825 · Utilities - Street Light Elec.	19,000.00	16,566.76	19,500.00	2.63%
5210915 · Maint. - Streetlights	4,625.00	2,877.64	4,125.00	-10.81%
5211610 · County-Wide Fees	500.00	500.00	500.00	0.0%
Total Expenditures	24,125.00	19,944.40	24,125.00	0.0%
Net Gain/Loss	0.00	3,015.68	0.00	0.0%



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: May 10, 2022
Re: Review of Marinwood CSD Board of Directors Bylaws

Directors,

Please see the included Marinwood CSD Board of Directors Bylaws. This item is for review only and there are no actions to be taken by the Board at this time.

In consultation with Board President Ruggeri, it was noted that several comments and questions raised in recent board meetings were regarding various District processes and procedures as they relate to the roles of governance and operations. There have also been comments and questions raised regarding board meeting structure and protocols.

Many of these items are addressed in the existing Board Bylaws. As such, it was felt this would be a good opportunity to review the bylaws as currently written and approved.

The Bylaws are also on the District website: <https://www.marinwood.org/about-us/board-documents>

**MARINWOOD COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS BYLAWS**

Adopted by Board Motion: April 12, 2016

Article I Mission

The Board of Directors is a 5-member governing body of the Marinwood Community Services District (MCSD) and acts collectively to establish policies, provide oversight, and set vision to ensure the District offers the highest level of service in a fiscally sustainable way.

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 III Authority

The Board of Directors has authority to establish or modify ordinances, resolutions and policies guiding the governance and operation of MCSD within its geographical boundaries and sphere of influence, including Joint Powers and Shared Services Agreements. The Board of Directors provides direction to and receives recommendations from the District Manager, the Fire Commission and the Park & Recreation Commission. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

All powers of the District shall be exercised and performed by the Board as one body. Individual members of the Board of Directors, except as provided in this manual or otherwise authorized by the Board, shall have no independent power to act for the District, or the Board of Directors, or to direct staff of the District. As individuals, members of the Board of Directors may not commit the District to any policy, act, or expenditure.

Article IV Formation

A. Election

Members of the Board of Directors are publicly elected by the residents of MCSD. As a special district, MCSD consolidates their elections with the County of Marin.

B. Qualifications

Members of the Board of Directors must be U.S. citizens of voting age and residents of MCSD for the duration of their term.

C. Oath of Office

Newly elected members of the Board of Directors may not assume their role until they take their Oath of Office administered by the District Manager. Oaths may be taken as schedules allow or at a Board meeting. If the oath is taken outside of a meeting, the District Manager shall report as such at the next regular Board meeting. A copy of the Oath of Office document is kept on file at the District office and the original is sent to the Marin County Elections Department.

The members of the Board of Directors, and persons elected but who have not yet assumed office as members of the Board, will fully comply with the provisions of the Brown Act.

D. Term of Office

Members of the Board of Directors are elected to four (4) year terms. The positions are staggered, so every two years at least two positions are up for election. Individuals who are elected to the Board of Directors shall take office at the first meeting of the Board of Directors following the publication of certified election results from the Marin County Registrar of Voters. Individuals who are appointed take office when they take the Oath of Office.

E. Compensation

Individuals serving on the Board of Directors serve without compensation.

F. Resignation

Individuals serving on the Board of Directors may resign their position for any reason by submitting their decision in writing (email or hard copy) to the District Manager, who will inform the remaining Directors of the resignation by the next business day.

G. Removal

Individuals serving on the Board of Directors may be required to relinquish their position if they violate MCSD Board of Directors Bylaws as set herein, or any applicable California Government Codes or federal laws.

H. Vacancies

Once a vacancy exists, the District has a total of sixty (60) days in which to take action. If the Board fails to take action within sixty (60) days or if there is a lack of a quorum to take action, Government Code §1780 provides that the Marin County Board of Supervisors may appoint a successor to fill the vacancy.

The District Manager shall publish the notice of vacancy within three (3) business days from the time he is informed of the resignation and at least fifteen (15) days before the Board appoints a new Director. The notice shall appear on District's website, social media and the local paper. It shall outline the appointment process, due date, and require a resume detailing qualifications and experience from all candidates seeking appointment.

I. Appointments

All applications for the vacant Board position shall be included in the agenda packet for the regular meeting of the Board of Directors taking place at least fifteen (15) days after the posting, and all candidates shall be encouraged to attend. The Board may hear candidate statements and shall vote to select the new Director.

A Director appointed to fill a vacancy that occurs the first half of a term of office and at least 130 days prior to the next general district election shall serve until the next scheduled election that takes place. The winner of the election then serves the remainder of the term.

A Director appointed to fill a vacancy that occurs during the first half of a term of office but less than 130 days prior to the next general district election, or that occurs during the second half of a term of office, shall serve until the expiration of the vacated term of office.

The District Manager shall notify the Marin County Elections Official within fifteen (15) days of appointment.

Article V

Board Officers

At the regular Board of Directors meeting in December of each year, the Directors shall elect one of their members as Board President and another member as Vice President by a majority vote of the Board. The term of office for each shall be one year, effective immediately. The elected Board President and Vice President may be re-elected by the Board for a maximum of four terms. Should the Board President resign during the term, the Vice President becomes the Board President for the remainder of the term and a new Vice President is elected by the Board of Directors during the next regular Board meeting. Should the Vice President resign, a replacement shall be appointed at the next regular meeting by a majority vote of the Board. The replacement completes the term of the replaced officer.

A. President

The Board President shall have following authority:

- 1) Call meetings of the Board, giving notice as prescribed by law;
- 2) Coordinate preparation of meeting agendas with the District Manager;
- 3) Serve as chairperson at all Board meetings;
- 4) Sign all instruments to carry out the requirements and the will of the Board;
- 5) Confer with the District Manager or designee on crucial matters which may occur between meetings;
- 6) Be the Spokesperson for the Board; and
- 7) Perform other duties as authorized by the Board.

The Board President shall have the following duties:

- 1) Call the meeting to order at the appointed time;
- 2) Be responsible for the orderly conduct of all Board meetings in accordance with Rosenberg's Rules of Order;
- 3) Announce the business to come before the Board in its proper order according to the agenda;
- 4) Enforce Board policies in relation to District business and the conduct of meetings;
- 5) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- 6) Explain what the effect of a motion would be if it is not clear to every member of the Board;
- 7) Restrict discussion to the question when a motion is before the Board;
- 8) Rule on parliamentary procedure; and
- 9) Put motions to a vote, and state clearly the results of the vote.

Decisions of the President are final, unless overruled by the 3-1 vote of the other Directors.

Because of his/her role, the President shall speak last during the discussion and debate stage and only make or second a motion unless no other Director will do so at that time.

B. Vice-President

The Vice President shall act if the Board President is absent or unable to act and shall exercise all of the powers of the Board President on such occasions.

C. Acting Chairperson

If the Board President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

Article VI Appointed Rapporteurs

A. District Manager

As the sole employee reporting to the Board, the District Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the District Manager. The District Manager shall:

- 1) Implement policies established by the Board of Directors for the governance and operation of the District;
- 2) Serve as technical advisor and consultant to the Board, Commissions and Committees
- 3) Appoint, supervise, discipline, and dismiss District employees, consistent with the employment policies established by the Board of Directors;
- 4) Supervise District facilities and services;
- 5) Manage the development and administration of District finances;
- 6) Supply the Board of Directors with information required in the decision-making process.
- 7) Prepare, post and distribute agendas and appurtenant materials for Board and Commissions in consultation with all applicable laws and regulations.

B. Board Secretary

The Board of Directors may at its discretion appoint a Secretary to keep minutes or to oversee the use of technology to record the discussions and actions of board meetings and any other necessary recordings.

C. Legal Counsel

The Board of Directors may appoint Legal Counsel to assist the Board of Directors and the District as needed. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board. The Legal Counsel reports to the Board as a whole however, the District Manager shall serve as the point of contact between the Board of Directors and the Legal Counsel. In the event the District Manager is the subject of legal concern, the President of the Board of Directors shall function as the point person.

D. Auditor

The District Auditor shall be appointed by the majority vote of the Board of Directors in a public meeting following the RFP process. Selection of the Auditor shall be done in a noticed public meeting and at least every three (3) years. The auditor will be responsible for conducting an annual audit of the District's accounting, records, and financial affairs in accordance with state and federal law and presenting the findings of the annual audit at a regularly scheduled meeting of the Board.

E. Other Consultants

The Board may also appoint, employ, fix the compensation of, and prescribe the duties and authorities of other professional consultants as necessary for the business of the District.

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 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.

B. Special Meetings

Special meetings may be called by the Board President or a majority of the Board of Directors, and the purpose of the meeting communicated clearly.

C. Emergency Meetings

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting in accordance with the Brown Act. An emergency situation means a crippling disaster or threat of crippling disaster which severely impairs public health, safety, or both, as determined by the District Manager or Board President. Anyone who has requested notice of special meetings in accordance with the Brown Act shall be notified by at least one hour prior to the emergency meeting. In the event that telephone and internet services are not functioning, the notice requirement of one hour is waived, but the District Manager or designee shall notify the public of the emergency special meeting and of any action taken by the Board as soon after the meeting as possible. No closed session may be held during an emergency meeting. The minutes of the emergency special meeting shall include a list of persons the District Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions.

D. Attendance

Directors make a commitment to attend monthly meetings and actively participate as Board members. Directors shall attend all regular and special meetings of the Board unless there is good cause. Directors who will be absent at a meeting shall notify the District Manager as soon as possible.

Article VIII Agenda

A. Setting of the Agenda

The District Manager in cooperation with the Board President shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may request any item to be placed on the agenda by either requesting it during an appropriate part of a public meeting or submitting an agenda request via email to the District Manager at least five (5) business days prior to the date of the meeting. Directors should submit the wording they want on the agenda and designate it as a discussion only item or action item.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- 1) The request must be made either verbally during an appropriate part of a public meeting or submitted in writing to the District Manager;
- 2) The Board President shall be the sole judge of whether the public request is or is not a “matter directly related to District business” and shall decide, in consultation with the District Manager, whether or not to include the item on the agenda;
- 3) No item that is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

This policy does not prevent the Board from hearing public comments at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board.

B. Publication of Agenda

The District Manager shall prepare and post agendas for each meeting in accordance with the Brown Act and shall develop an agenda packet which will contain all documents related to the items listed on the agenda. Agendas shall be posted conspicuously for public review at the District office and District’s website. Agendas shall be mailed or sent by electronic media to any person who has on file with the District a written request to receive agendas, after the District has received payment of the appropriate fees to cover either faxing or mailing of said agendas. There will be no fee if the agenda is sent electronically.

1) Regular Meetings

At least seventy two (72) hours prior to the time of all regular meetings, an agenda, which includes all meeting topics and related materials on which there may be discussion and/or action by the Board, will be posted on District website. Supporting materials may be received by the District Manager past this deadline, but must be made available to public at the same time they are made available to the members of the Board of Directors.

2) Special Meetings

The agenda for a special meeting shall be posted at least twenty four (24) hours before the meeting in the same locations as for regular meetings. Agenda packets for special meetings will be available to the Board and the public as soon as they are created, usually no less than ten (10) hours before the special meeting.

3) Emergency Meetings

The agendas for emergency meetings shall be posted no less than one (1) hour before the meeting in the same locations as for regular meetings. Emergency meetings are called only if there is an issue that severely impairs public health, safety or both, as determined by the District Manager or President of the Board.

C. Agenda Items

Although the President of the Board of Directors has the final authority on setting the agenda for each meeting, all regular meetings of the Board will have following agenda items:

- 1) Call to Order;
- 2) Agenda Review;
- 3) Consent Calendar;

- 4) District Matters, when applicable;
- 5) Public Comment – Open Time for Items not on the Agenda;
- 6) Fire Department Matters;
- 7) Park and Recreation Matters;
- 8) Requests for Future Meetings Agenda Items;
- 9) Recognitions and Announcements
- 10) Adjournment.

D. Changes to the Agenda

Any member of the Board of Directors may make a motion that agenda items be presented in different order. A simple majority is needed for approval of the motion.

The Board may take action on an item that is not on the agenda by first identifying the item and upon a determination by a two-thirds vote of the members of the Board of Directors present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of MCSD subsequent to the agenda being posted, as specified in the Brown Act.

E. Correspondence

All correspondence from the public addressed to the Board of Directors is to be sent to the District Manager who shall forward it to all Directors and acknowledge this action to the originator.

F. Consent Calendar

Agendas for Board meetings shall incorporate a consent calendar listing items of a routine nature, not normally requiring discussion. Approval of the consent calendar shall take place by a motion and a second of the Board and passed by a majority vote. Dissenting votes (by name), shall be recorded in the minutes. The following is a list of consent calendar items, which may be amended from time to time by the direction of the Board of Directors or the District Manager, as they deem appropriate:

- 1) Approval of Minutes;
- 2) Approval of Bills paid during the last month (Payables List).

G. Public Comment on Agenda Items

Any member of the public may address the Board on any item on the agenda at the time that item is being considered by the Board. Speakers will be limited to three (3) minutes per agenda item. The Board President may alter the allocated time at his discretion, for example, shortening the time limit to accommodate a lengthy agenda or lengthening the time limit to allow additional time for discussion of a complicated matter, but must do so before the public comment period begins and must make sure that the same modified time limit will apply to everyone, equally. Speakers shall not be allowed to “split” their time, nor shall they be permitted to “reserve” all or any portion of their allotted time. If any person fails or refuses to abide by these rules, causing disruption of the meeting, the Board President, after warning the speaker, may declare that the speaker is disrupting, disturbing or impeding the orderly conduct of the meeting and order the speaker to leave the meeting room.

1) Action Items

In accordance with Rosenberg’s Rules of Order, the public comment will take place only after the technical questions from the Board of Directors have been answered, and before a motion is introduced. The Board President shall clearly announce the beginning and end to periods of public comment for each action item.

2) Discussion Items

The Board President shall announce the discussion item and whether the public comment section will take place before or after the discussion by the Board of Directors. The Board President shall clearly announce the beginning and end to periods of public comment for each discussion item.

H. Public Comment on Items not on the Agenda

Any member of the public may address the Board on any item of interest to the public within the subject matter jurisdiction of the District that is not on the agenda during the “Public Comment – Open Time for Items not on the Agenda” section of the meeting. Speakers will be limited to three (3) minutes. The Board President may alter the allocated time at his discretion, for example, shortening the time limit to accommodate a lengthy agenda or lengthening the time limit to allow additional time for discussion of a complicated matter, but must do so before the public comment period begins and must make sure that the same modified time limit will apply to everyone, equally. . Speakers shall not be allowed to “split” their time, nor shall they be permitted to “reserve” all or any portion of their allotted time. If any person fails or refuses to abide by these rules, causing disruption of the meeting, the Board President, after warning the speaker, may declare that the speaker is disrupting, disturbing or impeding the orderly conduct of the meeting and order the speaker to leave the meeting room.

No action shall be taken on any item not appearing on the agenda. The Board shall not engage in debate, dialogue, or take action on any matter brought to its attention under public comment, except to respond with factual information only, refer the matter to staff or to determine that the matter should be included on a future agenda for consideration and possible action.

Article IX Public Decorum

During any public comment before the full Board, remarks shall be addressed to the Board, not to individual Directors or staff and not to the audience.

A. Prohibited Actions

The following actions are prohibited during public meetings:

- 1) Obscene, vulgar or abusive language
- 2) Shouting or yelling
- 3) Use of electronic devices, unless they are in silent mode

B. Disorderly Conduct

The presiding officer shall order removed from the meeting room any person who commits the following acts in respect to a Board meeting:

- 1) Disorderly, contemptuous or insolent behavior toward the Board or staff or any member thereof, tending to interrupt the due and orderly course of said meeting;
- 2) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting;
- 3) Disobedience of any lawful order of the presiding officer, which shall include an order to be seated or to refrain from addressing the Board
- 4) Any other interference with the due and orderly course of said meeting.

C. Conduct Enforcement

Any person removed from a meeting shall be excluded from further attendance at the meeting from which removed, unless permission to attend is granted upon motion adopted by a majority vote of the Board. Such exclusion shall be performed by any law enforcement officers or security officers upon being so directed by the presiding officer. Any law enforcement officers or security officers at the meeting, or whose services are commanded by the presiding officer, shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at a public meeting.

D. Law Violations

In addition to performing the removal of any person who, in the opinion of the presiding officer has violated the order and decorum of any meeting, the presiding officer may direct any law enforcement officer or officers to place such person under arrest for violation of Section 403 or Section 415 of the California Penal Code, or any other applicable law, and shall cause such person to be prosecuted. The complaint shall be signed by the presiding officer, the District Manager, or the clerk of the meeting.

Article X**Rules of Order**

The MCSD Board of Directors, Commissions and any appointed standing Committees shall follow Rosenberg's Rules of Order. A copy of the rules may be obtained online at https://www.cacities.org/Resources/Open-Government/RosenbergText_2011.aspx or by contacting the District Manager and is included in these bylaws as Appendix A.

Article XI**Code of Conduct****A. Nondiscrimination**

In the performance of their official duties and responsibilities, MCSD Directors will not discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition or disability. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances;

B. Decorum

Members of the Board of Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors, and shall conduct themselves with courtesy to each other, to staff, and to members of the audience present at the meetings. Directors shall defer to the President of the Board or Acting Chairperson for conduct of meetings, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being offensive. Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of said action;

C. Chain of Command

To obtain information needed to supplement their knowledge and improve decision-making, all Directors may approach staff members directly only if the request will not substantially divert the staff from their daily responsibilities. Any requests by individual Director for a meeting with a staff member or for substantive information and/or research from staff shall be channeled through the District Manager. Information that is exchanged before meetings shall be distributed through the District Manager to all Directors.

D. Use of District Resources

Except as specifically authorized, MCSD Directors will not use or permit the use of District owned vehicles, equipment, telephones, materials or property for personal benefit or profit. A member of the Board of Directors will not ask or require a District employee to perform services for the personal benefit or profit of a Board member or employee. Each Director must protect and properly use any District asset within his/her control, including information recorded on paper or in electronic form. MCSD Board of Directors will safeguard District property, equipment, information, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

E. Communication Channels

In order to avoid potential conflict with the Brown Act, members of the MCSD Board of Directors are discouraged from commenting on any issues within the District's subject matter jurisdiction on any social media platform, and should channel any information to be distributed to the Board of Directors or to the public through the District Manager. Corrected information shall be limited to factual information previously disclosed in public meetings.

If contacted by the media, MCSD Board of Directors members shall clearly state that the opinion expressed is their personal opinion, and shall include the opinion of the Board of Directors as a whole.

If contacted by the media for comments on issues within the subject matter jurisdiction but not discussed or acted upon recently, Directors shall defer to the District Manager.

Article XII Meeting Records

A. Minutes

The Secretary of the Board of Directors shall keep minutes of all meetings of the Board and any other meetings as required by the Brown Act. The minutes will be in action item format. If a recording device is used by the secretary to aid in preparation of minutes, a copy of the recording will be available to the public upon request for 30 days from the meeting date.

In accordance with Robert's Rules of Order pp.468 et seq., Marinwood Board of Directors meeting minutes will include the following:

- 1) Date, place and type of each meeting;
- 2) Directors present and absent by name;
- 3) Time and name of late arriving or early departing Directors;
- 4) District staff present by name;
- 5) Call to Order time and name of the presiding Director;
- 6) Start and end time of Closed Session;
- 7) Adoption of the agenda;
- 8) Approval of the Consent Calendar;
- 9) Subject matter of Public Comment during Open Time for Items not on the Agenda;
- 10) Agenda Items for Board Review or Discussion;
- 11) A statement indicating that staff or consultant reports were received by the Board;
- 12) Name of Directors making and seconding motions;
- 13) Final wording of each main motion;
- 14) Name of Directors voting "aye", "nay", "abstaining" or absent during vote, unless the vote was unanimous with all Directors present;
- 15) Time of meeting adjournment;
- 16) Name of the secretary or substitute preparing the minutes

B. Approval of Minutes

A draft of meeting minutes shall be approved, as presented or with modifications, by the Board of Directors at the following regular meeting. Once approved by the Board, the official minutes will be a public record and shall be posted on the Marinwood CSD website www.marinwood.org. A backup electronic copy will also be kept by the Board Secretary.

C. Public Recordings

In accordance with the Brown Act, members of the public may audio or video record MCSD Board of Directors meetings.

Article XIII Commissions

The MCSD has two advisory commissions aligned with District's mission. The Fire Commission provides guidance and oversight of the Fire Department. The Park & Recreation Commission provides guidance and oversight to the Park & Recreation Department. Each commission operates under a set of approved Bylaws and adheres to the Brown Act and Rosenberg's Rules of Order.

A. Board Liaisons

Every year, at the January meeting, the Board President shall appoint one Director to serve as liaison to each Commission. Those appointments shall be filled by alternating members of the Board, and all Directors are encouraged to serve as a liaison to the Fire or Park & Recreation Commissions at least once. Other Board members may attend commission meetings as observers in accordance with the Brown Act, but have no authority to participate in any way in commission discussions.

Article XIV Committees

Committees are advisory in nature and should focus on matters which typically require extensive research and review. At the time the Board Chair forms a committee, he/she shall give instructions of the duties of that committee. Additional duties and functions may be delegated by the Board Chair, as needs arise. Committees shall present their reports or recommendations at a regular

meeting of the Board of Directors. The committee chairman shall notify the District Manager of items to be placed on the agenda where action is needed, if possible, five (5) business days prior to the meeting.

A. Standing Committees

Standing committees have a continuing subject matter jurisdiction and a meeting schedule fixed by ordinance, resolution, or formal action of the Board of Directors. The Board President may appoint selected members of the Board, members of the public and District consultants to serve on Standing Committees. A standing committee, even if comprised of less than a quorum of the Board, is subject to the Brown Act. Members of the public may attend meetings of the Standing Committee, and Rosenberg's Rules of Order shall be followed. Board members not appointed to the Standing Committee may attend committee meetings as observers, but have no authority to participate in any way in committee discussions.

B. Ad Hoc Committees

Ad hoc committees are temporary, advisory committees composed solely of less than a quorum of the Board. An ad hoc committee serves a purpose limited in scope and will be dissolved once its specific task is completed. An ad hoc committee is not subject to the Brown Act. The President of the Board of Directors shall appoint such ad hoc committees as deemed necessary or advised by the Board. The duties of the ad hoc committees shall be outlined at the time of appointment. An ad hoc committee shall present monthly activity updates during a regular meeting of the Board of Directors, and once its final report has been made the committee shall be considered dissolved. The appointment of an Ad Hoc committee shall include the term "Ad Hoc" in its title.

Article XV Applicable Laws

A. Government Code §61000, et seq. - Community Services District Law

Following are links to the sections in the California Government Code pertaining to Special Services Districts:

California Government Code	Topic
<u>Sections 61000-61009</u>	Introductory Provisions
<u>Sections 61010-61014</u>	Formation
<u>Sections 61020-61022</u>	Initial Board of Directors
<u>Sections 61025-61030</u>	Reorganizing the Board of Directors
<u>Sections 61040-61048</u>	Board of Directors
<u>Sections 61050-61053</u>	District Officers
<u>Sections 61060-61070</u>	General Powers
<u>Sections 61100-61107</u>	Authorized Services and Facilities
<u>Sections 61110-61119</u>	Finance
<u>Sections 61120-61124</u>	Alternative Revenues
<u>Sections 61125-61131</u>	Capital Financing
<u>Sections 61140-61226.5</u>	Zones

B. Government Code §54950, et seq. - Ralph M. Brown Act

MCSD Board of Directors are obligated to comply with the Brown Act, which guarantees the public's right to attend and participate in meetings of local legislative bodies. Full text may be obtained at http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf

All elected MCSD Directors shall complete Brown Act training. Any director that serves on the Board of another agency is only required to take the training once.

C. Government Code §6250, et seq. - California Public Records Act

This code gives the public a right to inspect public records and to request records subject to payment of fees covering the direct cost of duplication. Exemptions to this act include privileged or confidential documents such as those protected by attorney client privilege, preliminary draft documents and personnel records. A summary is available at http://ag.ca.gov/publications/summary_public_records_act.pdf

D. Government Code §53234, et seq. - Ethics Laws

Although this code does not apply to MCSD Board of Directors as members are not compensated or reimbursed for their service, Directors shall nevertheless complete online courses on these subjects within six (6) months of election or appointment to the Board of Directors, and at least once every two years thereafter. The state Fair Political Practices Commission has made the AB 1234 Local Ethics Training available at no cost to satisfy the local officials' ethics training requirement (<https://oag.ca.gov/ethics>). Should an alternative course be used, it needs to comply with the California Attorney General and the Fair Political Practices Commission.

Directors shall obtain proof of participation after completing the ethics training, and the District Manager will retain those certificates for at least five (5) years. These documents are public records subject to disclosure under the California Public Records Act. Any director that serves on the Board of another agency is only required to take the training once every two years.

E. Government Code §81000, et seq. - Political Reform Act

This code ensures that elections are fair, public officials perform their duties impartially, and serve all citizens equally, free of prohibited conflicts of interest. Government Code §87100 – 87105 in particular refers to the Conflicts of Interests and stipulates that government officials may not make, participate in making, or in any way attempt to use their position to influence a governmental decision if they know or have a reason to know they have a financial interest in the outcome.

Article XVI Training

Members of the Board of Directors are encouraged, but not obligated, to attend educational conferences and professional meetings that further Directors' understanding of District business and/or their role as Board Director. Participation in all training or attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences may be paid for by the District, subject to Board approval for the specific training opportunity requested. Members of the Board of Directors may take advantage of special discounts offered by a business to all legislative bodies or offered to the District because of MCSD's membership in a particular organization.

There is no limit to the number of Directors attending a particular conference or seminar, but if three or more members of the Board attend a particular conference or seminar, they are prohibited from discussing MCSD business amongst each other so as not to violate the Brown Act.

Article XVII Violations

A perceived violation of policies and laws by a Director should be brought to the attention of the Board President or the full Board of Directors for investigation and consideration of any appropriate action. Remedies include but are not limited to:

- 1) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy;
- 2) referral of the violation to the District's Legal Counsel

Article XVIII Governing Provisions; Severability

Any and all applicable laws of any governmental authority or agency having jurisdiction over the Board of Directors are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) and any provision of these Bylaws, the applicable law(s) shall control and such Bylaws provision(s) shall be considered null and void; provided; however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect.

Article XIX Bylaws Adoption and Amendments

The MCSD 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.

Amendments:

Article XIII as amended 8/9/16

Article IX as amended and included 5/8/18

Article XII as amended 2/12/19

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.

Miller Creek Trail Update:

I was able to speak further with Robert Eves, developer of the proposed senior living center to be constructed at the end of Marinwood Ave. For your reference, I have also included a formal letter provided by Mr. Eves for your review.

To refresh, a condition of the development's approval that originally occurred in 2006 included a primitive trail to be constructed along Miller Creek from Las Gallinas Ave to the extension of Marinwood Ave to be constructed leading to the senior living facility. The District contracted with a trail design consultant, Timothy Best, to provide a report on the feasibility and estimated costs of constructing a trail through this area. Mr. Best provided several options representing various trail designs and construction concepts and their associated estimated costs. District staff strongly recommended one of the options presented at a total estimated construction cost of \$274,000.

It was acknowledged this trail design far exceeded what was described in the original 2006 development approval agreement. Staff was asked to communicate with Mr. Eves in regards to potential cost sharing for this initiative and what would represent a reasonable financial contribution on the part of the developer. Mr. Eves has been very amiable in our conversations and recognizes the District's need to construct a trail in accordance with modern day trail standards. Mr. Eves also recognizes that regardless of the ultimate trail design selected, construction costs would be much higher than they would have been in 2006 when the agreement was originally approved. As such, Mr. Eves proposed we ascertain the current day estimated cost of constructing a trail as described in the language included in the original 2006 agreement. Once that information is acquired, Mr. Eves and his development partners would then contribute that amount to overall project costs. Personally, I feel this represents a fair and reasonable solution for all parties.

With that, I have reached out again to Timothy Best to ask his opinion if any of the trail design concepts he originally presented closely resembles the trail as described in the 2006 agreement. If not, I have asked him to provide a professional construction cost estimate based on the 2006 trail description and his persona reconnaissance of the area. Unfortunately, Mr. Best will be out of town for the remainder of May and will not be able to provide this information until after he returns. However, he is happy to work on this for us as soon as he can upon his return. I will keep the Board updated once we receive the pertinent information.

Park Maintenance Facility:

Construction of the park maintenance facility building has been completed by Murray Building, Inc. and the County has authorized the issuance of a temporary certificate of operation.

This week staff will post and notice the RFP for the remaining work needed for the construction of the exterior courtyards, including potential installation of the new walking path to be constructed through the general area. As previously discussed, the RFP will include various "add alts" allowing the District to elect various elements of construction as it so chooses. The base bid item will be the western courtyard as that is essential to closing off and securing the western end of the building. It is anticipated that the results from this round of bidding will be presented to the Board at their June 14 meeting for discussion and potential approval.

Marin Wildfire Prevention Authority Projects:

As informed at last month's board meeting, we once again have goats grazing select areas of District-owned open space. The goats were initially placed in the Grasshopper Hill area on May 2nd and will transition to the open space areas along Idylberry Road and Miller Creek Ave to just beyond Queenstone Fire Road. This initiative is being funded as an MWPA "Core" project and does not impact the funding received directly to the District for implementation of our local projects.

Also resuming in the past couple of weeks have been the residential property defensible space and home hardening evaluations conducted in partnership with the San Rafael Fire Department utilizing their trained defensible space inspectors. These evaluations will be conducted amongst the vast majority of residential properties at no cost to property owners. They are intended to educate and encourage homeowners to make informed decisions and take action regarding proper prevention measures in the event of a major wildfire. During the evaluations homeowners are also made aware of the upcoming "Chipper Days" providing them an opportunity to have any debris chipped and removed at no cost.

Other Items of Note:

- In response to questions and comments raised at last month's board meeting regarding future capital project needs, staff will present an updated spreadsheet detailing identified capital project needs. Staff has maintained this information for many years, including capital projects completed over the past several years, and regularly revisits and updates as needed. This information will be presented at an upcoming board meeting as time and other priority agenda items allow.

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.



May 4, 2022

Mr. Eric Dreikosen, District Manager
Marinwood Community Services District
775 Miller Creek Road
San Rafael, CA 94903

Dear Eric:

The purpose of this report is to bring you up to date on our current development activities for THE OAKS senior living community and to focus on the proposed creekside trail contemplated in our development approvals.

As you know, THE OAKS is approved by Marin County for 131 senior living apartments. The architecture is done and was very well received by the Planning Commission, the Board of Supervisors and nearby community members. We are finalizing the interior designs now.

As you know, we need to build a bridge crossing Miller Creek at the south end of Marinwood Avenue. A great deal of attention has been given to the bridge design in cooperation with County planning people and several environmental agencies. That work is now done, and the engineered drawings have been submitted to the Marin planning agencies for approval. When complete, we will be issued a Building Permit for the bridge and its roadway connections on its north and south sides. We expect to start the bridge construction in August with completion targeted at mid-October.

Our project civil engineer, ILS & Associates, is now working on the construction drawings for the roadway from the bridge to our building site. I am glad to report that the Planning Department is very pleased with the plan to eliminate most of the concrete retaining walls by doing some grading on CSD property where it meets our property. These roadside areas will become green and much more appealing than concrete along the new roadway. We are very grateful for your tentative support of this plan. When people drive along Highway 101 and look west onto our development site and your forested land behind us, they will no longer see hundreds of lineal feet of concrete walls. As promised, we

35 MILLER AVENUE
NO. 232
MILL VALLEY CA 94941
(415) 464-2000 FAX (415) 384-9359
www.venturecorporation.com

will deliver to your office a copy of the final roadway and grading plans for CSD approval.

My partners and I have discussed the new hiking trail that the CSD is considering. As you know, our development approvals include the repair of an old creekside trail from our property onto yours. You recently retained Timothy Best, a respected geologist and hydrologist, to explore the possibilities of vastly improving the old trail and creating new additions to it. You told me that you and the Board members of the Marinwood CSD believe that a well-designed bike and hike trail would be a terrific addition and likely to get a lot of use by Marinwood residents. Mr. Best's report presents a variety of alternatives, all of which are far grander than the trail that we are required to provide.

Since this new hiking trail will not be on our property, and since it will benefit Marinwood residents, we are willing to turn this project over to you. I think that you will be a lot happier with the results if the CSD builds a new trail supported and implemented by the CSD. We propose that the CSD settle on a final design and cost that works for the CSD, and we will pay our fair share of the cost of its development. The project will be managed exclusively by the CSD and we will cooperate fully. Our share of the cost should probably be whatever we would have spent to do the trail work that is directed by the County approvals. This will be a substantial cash contribution that we will pay to the CSD when you are ready to launch the new trail project.

If you have any questions about the topics covered in this letter, let me know. We want to keep you informed. And, if you elect to take on responsibility for the creation and maintenance of the new hiking trail, please let me know and we will be an eager supporter.

Thanks again for your consideration and support.

Respectfully,



Robert J. Eves



Memo

To: Marinwood Board of Directors

From Darin White, Fire Chief

Date: May 10, 2022

Re: Fire Department Update

Marin Wildfire Prevention Authority- (MWPA) The Ops Committee met on April 14 and discussed the multiple proposed CORE project proposals and their estimated expenditures for FY 22-23. Some of the proposed projects sought increased funding for Environmental Compliance, Public Education and Outreach, Home Hardening and Grants, Direct Assistance Program, the Chipper Program, and the Evacuation Risk Assessment and other items. In some of these areas, grant funding is being pursued and this would return CORE monies for other projects.

Staff discussed the strong likelihood that environmental costs would increase with the various sensitive plants and species that could impact environmental compliance efforts due to project size and scope. Given the responses to the project proposals and their associated costs, a few of the agencies wanted to further discuss the budget impacts and where adjustments could be made. This feedback focused the AdHOC Finance Committee's review of proposed projects on Tuesday, April 19. Director Brown and Anne Crealock provided additional project information and detail which was helpful in informing the requested adjustments to some of the above-mentioned CORE allocations.

The Advisory Technical Committee (ATC) met on Thursday April 28th and gave additional recommendations on how to best modify the proposals so that they could achieve CORE savings for each agency while providing support to the MWPA Countywide projects.

The OPS Committee met again on May 3 and further project discussion and refining took place for the purpose of finalizing FY 2022-23 Workplan content. The OPS Committee will bring the final draft Work Plan to the MWPA Board for its consideration on May 19, 2022.

Vegetation Management

Goat grazing began last week on Grasshopper Hill and then will occur Idylberry rd. The masticator work being performed on Queenstone Fire Road and pictured on page 2 is making good progress. The work will resume in a couple of weeks.



Before



After

COVID/Vaccinations

A couple of months ago, New York State Health Officials discovered a few of the COVID cases were stemming from a new and more infectious variant of the Omicron BA.2. This variant is called BA.2.12.1 and was responsible for about 3% of the cases occurring in February 2022. On April 26, 2022, the variant is now responsible for more than 58% of new cases in the same areas of New Jersey, New York, and Connecticut and it is now above 90% in Central New York. It is reported that the variant is spreading quickly throughout other parts of the U.S. but not as fast as it has in New York.

Experts are watching this closely to see whether the new variant is causing an increase in the number of persons being hospitalized as this could also lead to an increase in deaths. For example, in Spring of 2020 there were 19,000 hospitalizations in New York State, which seemed to be an epicenter of severe infection and deaths. In one month the COVID related hospitalizations have nearly doubled from 817 on March 29 to 1,588 on April 26, 2022. Hospitalizations are estimated to occur within about 14 days of infection.

Generosity



On Friday April 15, 2022 The San Rafael Fire Foundation donated generous breakfast food baskets to the crews of the San Rafael and Marinwood Fire Departments. The baskets (which were stocked with many delicious items from Andy's Market on Pt. San Pedro rd.) were donated in appreciation of the members' hard work during the pandemic. While there were many ideas considered the donation of the food baskets seemed to be one that could have immediate benefit and on each shift. The food baskets included a letter of appreciation along with meatless sausage, maple bacon, delicious orange juice, a bag of coffee, a dessert bread, pancake mix, maple syrup, eggs, and more. Pictured above from left to right are Captain John Papanikolaou, San Rafael Council Member Rachel Kertz, Captain Ryan Bracket, and Engineer Cesar Correa.

Public Education



(Photo shared courtesy of Ms. Lara Franklin, 4/18/22)

On April 18, 2022, Ca. Brandon Selvitella, Engineer Brian Smith and Firefighter Paramedic Sean Day joined Ms. Lara Franklin's Kindergarten class at Mary E. Silveira elementary school for Young Author's Fair week. The Marinwood Firefighters shared a couple of interesting stories and taught the class about the day in the life of a firefighter as the students look on attentively.

Acting Captain Qualified – Engineer Jeff Smith



On Saturday April 23, 2022, Engineer Jeff Smith completed the requirements for Acting Fire Captain as set forth in the Memorandum of Understanding. This includes the experience pre-qualifications, associated courses and training, and evaluated shift rotations by all three Captains. As stated so confidently by Captain John Papanikolaou:

“I've had the pleasure of working closely with Jeff on my shift for the last three years and I'm confident in his ability to fulfill this role. Jeff has proven himself as a reliable team member and consistently demonstrates excellent technical ability, problem solving skills, and attention to detail. Jeff's competency and calm demeanor have earned him the respect of his peers and he will have no trouble adapting to the role of supervisor as required.”

We congratulate Jeff on this continuous and concerted effort to meet the requirements and we look forward to supporting his future efforts to assume a leadership role within our department.

Marinwood Fire Department Statistics: April 2022

The Marinwood Fire Department responded to 95 emergency calls in April 2022. A little under two-thirds of the calls were medical incidents; one of which involved a suspected or confirmed COVID-19 case. The department responded to five fires. One involved E58 which observed a smoke column from NB 101 that looked to be in the Northgate Mall area at the Merrydale overcrossing while returning from another incident. E58 took the off ramp to investigate and found a small 10'x20' vegetation fire in the eucalyptus grove behind the Chase Bank at 300 Las Gallinas Ave. E58 quickly extinguished and overhauled the fire. There were no obvious signs of its ignition.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	13	5	0	0	2	N/A	0	20
CSA 13	3	1	1	0	1	N/A	0	6
Old JPA (Mont Marin)	9	0	0	0	0	N/A	0	9
New JPA (East of 101)	23	5	5	1	0	N/A	0	34
SR Mutual Aid	6	5	0	2	1	1	0	15
MC JPA	0	2	0	0	0	N/A	0	2
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	1	4	0	2	0	2	0	9
Total number	55	22	6	5	4	3	0	95
<i>Percentage of total</i>	<i>57.9%</i>	<i>23.2%</i>	<i>6.3%</i>	<i>5.3%</i>	<i>4.2%</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, 20 seconds

Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – April 26, 2022

Time and Place: 7:00PM via Teleconference

Present:

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

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Director: Chris Case

1. Agenda

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

2. Public Comment on Non-Agenda Items

The Commission received public comment regarding:

- a) Offering Rec programs for families on Saturdays

3. Draft Minutes of March 22, 2022 P&R Commission Meeting

Fein to approve/Campo to second approval of Draft Minutes of March 22, 2022 P&R Commission Meeting.
All in favor. Motion carried unanimously.

4. Draft Minutes of April 12, 2022 Board Meeting

Commission reviewed minutes.

5. Request from Juarez Family for Placement of Memorial Bench at Marinwood Park Horseshoe Pits in Memory of Jim Juarez

Fein to approve/Campo to second approval of Placement of Memorial Bench at Marinwood Park Horseshoe Pits in Memory of Jim Juarez. All in favor. Motion carried unanimously.

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

-Campo requested update on potential Miller Creek Trail when new information is available.

-Dreikosen informed Commission they would be presented with identified capital project needs information.

8. Adjourn

Meeting adjourned at 8:02 PM

Eric Dreikosen

Parks and Recreation Report

May 2022

Submitted by: Luke Fretwell, Recreation Director

RECREATION

Summer Camp Registration Update

As of this week all but a couple of our camps are full for the summer. Enrollment for our specialty camps is strong and it looks like most will run this summer. Staff will continue to market the camps with openings throughout the rest of the spring.

This year's camp program includes 13 different age group days camps (ages 3-entering 7th grade); an array of specialty camps including tennis, soccer, LEGO engineering, filmmaking, babysitter training, jazz band, and flag football; and our Counselors-in-Training and Guards-in-Training programs for 7th grade – 14-years.

Pool Season Update

Our first month of the 2022 pool season has gone smoothly with strong attendance during both our lap swim and recreation swim hours. Group and Private swim lessons are almost completely full for the spring and summer, as are the lifeguard training classes.

We are currently accepting registration for the Guards-in-Training program and hope to fill that up before summer. The Guards-in-Training is not only a fun summer activity for middle school age kids who enjoy being at the pool but is also a great introduction to lifeguard skills for kids wanting to become lifeguards when they're older. In this camp participants learn and practice most of the skills that are taught in the American Red Cross Lifeguarding course, get to shadow the Marinwood lifeguard staff during recreation swim, and participate in staff trainings and audits throughout the summer. It has become a terrific feeder program for our lifeguard staff, and the vast majority of our lifeguards each year are former GIT's.

Recreation Staff Update

I want to acknowledge the recreation staff for putting in a lot of extra hours and taking on some extra responsibilities this past month. In addition to his normal duties, Recreation Supervisor John Paul has been spending several hours each week filling in for lifeguards who have been unable to work due to COVID and other school-related circumstances. Robyn has similarly stepped in to fill in for one of our preschool teachers who is out with an injury, as well as for our after-school staff who, like the lifeguards, occasionally cannot work due to COVID exposures and other circumstances. Additionally, John Paul and Robyn have also been teaching CPR, Lifeguard Training, and Babysitter Training classes, averaging a class per week each, on top of their other duties. I am extremely grateful to them for their hard work and dedication to keeping their respective programs running smoothly in spite of continual staffing challenges.

PARKS & BUILDING MAINTENANCE

Turf Treatment

This past week the Parks Staff began our pre-summer turf treatment, including aerating, fertilizing, and seeding the turf in the parks and pool.

STRAW Program Work along the Panhandle

Throughout the week of May 2nd the STRAW Program spent several hours removing invasive plants throughout the creekbank along the panhandle. (The program had to pause during COVID and they put in a lot of extra time

to try and get caught up.) The area is looking great. Parks staff removed the piles and debris, which filled up our dump trailer 4 times over. We are grateful for our continuing partnership with the STRAW program and are excited to see them resume their activities.

Tree Trimming in Panhandle/Firemen's Picnic Area

The week of May 9th we will have some tree trimming work completed along the panhandle path and in the Firemen's Picnic Areas to remove dead limbs and heavy overgrowth.

Park Staff Update

After several months working short-staffed, I am pleased to announce that we have finally filled our vacant third Maintenance Worker position. Cesar Alvarez will start on May 9th. Cesar has an extensive background in landscape maintenance, irrigation, and turf management, and we are excited to have him on board, both for the experience he brings, as well as for making our staff whole again.

Upcoming Projects

In the coming weeks staff will be installing shade sails on our community center patios, repairing some fencing in the panhandle, and adding plantings around the community center.

Daily/Weekly Duties:

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