

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

## Tuesday – May 11, 2021 – 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 pursuant to Executive Order N-29-20 issued by the Governor of the State of California. There will not be a public location for participating in this meeting. Any interested member of the public can participate telephonically or via internet by utilizing the web link or dial-in information printed on this agenda.

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

Item Description:	Board Action
<b>A. CALL TO ORDER &amp; ROLL CALL OF DIRECTORS</b>	
<b>B. AGENDA</b>	Adopt
<b>C. CONSENT CALENDAR</b> a. Draft Minutes of Regular Meeting of April 13, 2021 (Remote Meeting) b. Bills Paid Nos. 5333 – 5397	Approve
<b>D. PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>Speakers are asked to limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board. The President may refer the matter to staff or to a future meeting agenda.</i>	
<b>E. DISTRICT MATTERS</b>	
1. Fiscal Year 2021-2022 Proposed District Operating Budget	Approve
2. Park Maintenance Facility Project: Accept Bid from Lowest Qualified Bidder in Response to Notice Inviting Bids and Authorize Staff to Enter into Contract with Lowest Qualified Bidder.	Approve
3. Resolution 2021-04: Approving and Authorizing the District Manager to Execute an Agreement between the Marinwood Community Services District and the City of San Rafael for Wildfire Prevention Services Including Defensible Space Evaluations	Approve
4. District Manager Report (verbal)	
<b>F. FIRE DEPARTMENT MATTERS</b>	
1. Draft Minutes of Fire Commission Meeting of May 4, 2021	Review
2. Chief Officer Report and Activity Summary	Review
3. Date of Next Fire Commission Meeting – June 1, 2021	
<b>G. PARK AND RECREATION MATTERS</b>	
1. Draft Minutes of Park & Recreation Commission Meeting of April 27, 2021	Review
2. Recreation and Park Maintenance Activity Reports	Review
3. Date of Next Park & Recreation Commission Meeting – May 25, 2021	
<b>H. BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>I. ADJOURN</b>	
<b>DATE OF NEXT REGULAR BOARD MEETING – June 8, 2021</b>	

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

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting  
Tuesday – April 13, 2021

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

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**

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

**B. Agenda**

No proposed changes to the agenda.

**C. Consent Calendar**

a. *Draft Minutes of Regular Meeting of March 9, 2021 (Remote Meeting)*

b. *Bills Paid Nos. 5265-5332*

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

All in favor. Motion carried unanimously.

**D. Public Comment Open Time for Items Not on Agenda:**

Board of Directors received public comment regarding:

a. District contracting procedures; Solar contract

**E. District Matters:**

1. *2<sup>nd</sup> Draft District Budget for Fiscal Year 2021-2022*

Board of Directors received 2<sup>nd</sup> Draft District Budget for Fiscal Year 2021-2022

2. *Resolution 2021-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services*  
Oyserman to approve/Case to second “Resolution 2021-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services.”

All in favor. Motion carried unanimously.

3. *Resolution 2021-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance*

Oyserman to approve/Kilkenny to second “Resolution 2021-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance.”

All in favor. Motion carried unanimously.

4. *District Manager Report*

Board of Directors received District Manager Report

**F. Fire Department Matters:**

1. *Draft Minutes of Fire Commission Meeting of April 6, 2021*

Board of Directors reviewed Draft Minutes of Fire Commission Meeting

2. *Chief Officer Report and Activity Summary*

Board of Directors received Chief Officer Report

3. *Date of Next Fire Commission Meeting – May 4, 2021*

**G. Park and Recreation Matters:**

1. *Recreation and Park Maintenance Activity Reports*  
Board received Recreation and Park Maintenance Activity Report
  
2. *Date of Next Park & Recreation Commission Meeting – April 27, 2021*

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

- Update on playground equipment replacement project

Meeting adjourned at 9:01PM

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 11, 2021

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
5333	4/1/2021	US Bank Corp Pmt Svcs	4,219.68	Data	Fire	5210725	General	30.00
				Online meeting subscription	Fire	5211325	General	27.49
				Supplies	Fire	5220110	General	38.15
				subscription	Fire	5220810	General	13.95
				bathroom repair	Rec	5220310	Building	119.06
				Internet set up	Park	5210725	General	202.59
				Online meeting subscription	Park	5211325	General	43.04
				Generator valve replacemen	Park	5220210	General	39.61
				Fencing/sandbags/paint	Park	5220310	General	1,525.84
				Website hosting	Rec	5210122	Adult	21.99
				Afterschool supplies	Rec	5220819	Afterschool	187.09
				Marketing banners	Rec	5220819	General	134.76
				Online meeting subscription	Rec	5211325	General	77.20
				bridge toll - conference	Rec	5211315	General	8.70
				office supplies	Rec	5220110	General	611.80
				Music subscription	Rec	5220819	General	14.99
				Camp advertising / banners	Rec	5210122	General	814.72
				ARC certs	Rec	5220819	Pool	232.00
				Art supplies	Rec	5220110	Preschool	56.95
				Food supplies	Rec	5220819	Youth	19.75
5334	4/1/2021	Marin Municipal Water Distri	1,865.55	Water Jan/Feb	Fire	5210835	General	261.52
					Rec	5210835	General	475.81
					Park	5210835	General	1,128.22
5335	4/1/2021	Willscot	494.66	Mobile office	Measure A	5220910	General	494.66
5336	4/2/2021	National Academy of Athletic	3,461.60	Afterschool sports	Rec	5210146	Youth	3,461.60
5337	4/2/2021	Jerry Mehcz	5,593.60	Tennis	Rec	5210146	Tennis	5,593.60
5338	4/2/2021	Play Well TEKnologies	1,068.20	Lego class	Rec	5210146	Youth	1,068.20
5339	4/2/2021	Marin Prof Firefighters Local	882.00	Dues - April	Fire	5211330	General	882.00
5340	4/2/2021	RJ Ricciardi	2,872.50	Audit FY 19/20	Park	5210210	General	718.25
					Rec	5210210	General	718.25
					Fire	5210210	General	1,436.00
5341	4/2/2021	Romig Engineers	847.50	Geotech services	Measure A	5220910	General	847.50
5342	4/6/2021	Project A	20.00	Email hosting	Fire	5220110	General	20.00
			20.00		Rec	5220110	General	20.00
5343	4/6/2021	Battle Born Media-Marin	950.00	camp advertising	Rec	5210122	General	950.00
5344	4/6/2021	Got Gophers?	275.00	Pest control	Park	5211532	General	275.00
5345	4/6/2021	Gary Gockel	8,670.00	Pool LED lighting	Rec	5220215	Pool	4,905.00
				Pool cleaning/pump motor re	Rec	5220215	Pool	575.00
				Wading pool pump replacer	Rec	5220215	Pool	3,190.00
5346	4/6/2021	Marin Landscape Materials	3,770.16	Grounds maintenance	Park	5220310	General	3,770.16
5347	4/6/2021	All Star Rents	106.79	Equipment rental	Park	5211220	General	106.79
5348	4/8/2021	Marinwood CSD	74,539.39	Fire salaries	Fire	5110110	General	24,897.60
				Fire OT	Fire	5120110	General	13,361.76
				FLSA	Fire	5110319	General	1,322.61
				Acting Pay	Fire	5110310	General	509.52
				4850 pay	Fire	5110110	General	6,939.52
				Holiday Pay	Fire	5110313	General	3,411.12
				Admin Asst	Fire	5110110	Admin	900.80
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	900.80
				Admin Asst	Park	5110110	Admin	450.40
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	5,036.00
				Rec hourly	Rec	5110210	General	195.50
				Park salary	Park	5110110	General	4,293.60
				Park hourly	Park	5110210	General	409.68
				Pool staff	Rec	5110210	Pool	80.00
				Summer	Rec	5110210	Summer	161.50
				Preschool	Rec	5110210	Preschool	4,091.25
				Afterschool	Rec	5110210	Afterschool	1,319.65
				PR fees	Fire	5210230	General	137.28
				PR fees	Rec	5210230	General	49.26
				PR fees	Park	5210230	General	11.51
				SS + Medicare	Fire	5140140	General	3,548.89
				SS + Medicare	Rec	5140140	General	1,393.77
				SS + Medicare	Park	5140140	General	358.87
				EDU + SUI	Fire	5140145	General	5.64

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				EDU + SUI	Rec	5140145	General	87.25
				EDU + SUI	Park	5140145	General	7.37
				Benefits withholding	Park	2120066	General	-740.38
				Benefits withholding	Rec	2120066	General	-1,029.68
				Benefits withholding	Fire	2120066	General	-5,866.10
5349	4/8/2021	Marinwood CSD	13,901.52	Retire 04/09/2021	Park	5130510	General	1,094.79
					Rec	5130510	General	1,611.21
					Fire	5130510	General	11,195.52
5350	4/8/2021	PG&E	1,622.19	Streetlights - March	Streetlights	5210825	General	1,622.19
5351	4/8/2021	TIAA Commercial Finance	558.61	Copier lease	Park	5220130	General	55.86
					Rec	5220130	General	363.10
					Fire	5220130	General	139.65
5352	4/8/2021	Comcast	126.39	Cable - April	Fire	5210725	General	126.39
5353	4/8/2021	City of San Rafael	1,298.46	658 seasonal maint	Fire	5120910	General	1,298.46
5354	4/12/2021	SDRMA	211.65	Life Ins - May	Fire	5130120	General	92.85
					Park	5130120	General	49.99
					Rec	5130120	General	68.81
5355	4/12/2021	Emergency Equipment Mgm	232.44	Apartment pack hose carrier	Fire	5220810	General	232.44
5356	4/12/2021	Ace Promotional Specialties	10,154.37	Camp shirts	Rec	5220819	Summer	10,154.37
5357	4/12/2021	County of Marin - Central Cc	433.10	Gas - Jan	Park	5220610	General	222.08
				Gas - Feb	Park	5220610	General	211.02
5358	4/12/2021	County of Marin - Central Cc	249.91	Vehicle maint - Jan	Park	5210940	General	249.91
5359	4/12/2021	Lawson Products	81.63	Graffiti remover	Park	5220310	General	81.63
5360	4/12/2021	Marin Ace	12.16	Supplies	Park	5220810	General	12.16
5361	4/12/2021	SiteOne Landscape Supply	571.05	Irrigation supplies	Park	5220310	General	571.05
5362	4/12/2021	Marin Resource Recovery	135.00	Debris dump	Park	5210815	General	135.00
5363	4/12/2021	Ksenia Lister	520.00	refund summer camp	Rec	4631920	Summer	520.00
5364	4/12/2021	Heather Hanna	164.00	refund tennis	Rec	4631915	Tennis	164.00
5365	4/12/2021	Jessica Marker	1,130.00	refund summer camp	Rec	4631920	Summer	1,130.00
5366	4/12/2021	Pavitra Patel	549.00	refund summer camp	Rec	4631920	Summer	549.00
5367	4/12/2021	Karen Winter	485.00	refund summer camp	Rec	4631920	Summer	485.00
5368	4/12/2021	Marsha Mather-Thrift	42.00	refund pool daily fees	Rec	4631917	Pool	42.00
5369	4/12/2021	Bruno Santos	180.00	refund tennis	Rec	4631915	Tennis	180.00
5370	4/13/2021	Mill Valley Refuse Service	460.36	Porta potty	Park	5211220	General	460.36
5371	4/13/2021	National Academy of Athletic	4,435.20	Afterschool sports	Rec	5210146	Youth	4,435.20
5372	4/13/2021	Marin Sanitary Service	2,164.96	Garbage - Mar	Park	5210815	General	1,515.47
					Rec	5210815	General	432.99
					Fire	5210815	General	216.50
5373	4/20/2021	CalPERS	8,333.00	CERBT Apr 2021	Park	5130130	General	3,416.00
					Rec	5130130	General	667.00
					Fire	5130130	General	4,250.00
5374	4/20/2021	SolEd Solar Holdings	1,787.97	Solar - Mar	Rec	5210810	General	1,300.22
					Fire	5210810	General	487.75
5375	4/20/2021	DMV	54.00	utility vehicle registration	Park	5210940	General	54.00
5376	4/20/2021	PG&E	4,804.18	Gas - Mar	Rec	5210810	General	4,284.73
					Fire	5210810	General	519.45
5377	4/20/2021	PG&E	676.09	Electric - Mar	Rec	5210810	General	505.57
					Fire	5210810	General	170.52
5378	4/20/2021	Romig Engineers	340.50	Geotech services	Measure A	5220910	General	340.50
5379	4/22/2021	Marinwood CSD	12,270.99	Retire 04/23/2021	Park	5130510	General	1,094.79
					Rec	5130510	General	1,611.21
					Fire	5130510	General	9,564.99
5380	4/22/2021	Delta Dental Plan of CA	2,046.08	Dental - May	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	368.50
5381	4/22/2021	Vision Services Plan	365.12	Vision - May	Fire	5130120	General	237.33
					Park	5130130	General	73.04
					Rec	5130130	General	54.75
5382	4/22/2021	Marinwood CSD	67,520.60	Fire salaries	Fire	5110110	General	25,485.98
				Fire OT	Fire	5120110	General	11,050.92
				Acting Pay	Fire	5110310	General	504.96
				4850 pay	Fire	5110110	General	4,847.52
				Admin Asst	Fire	5110110	Admin	900.80
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	900.80
				Admin Asst	Park	5110110	Admin	450.40
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	5,036.00
				Park salary	Park	5110110	General	4,293.60
				Park hourly	Park	5110210	General	546.24
				Summer	Rec	5110210	Summer	276.25
				Preschool	Rec	5110210	Preschool	2,659.25
				Afterschool	Rec	5110210	Afterschool	650.63

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Spring break camp	Rec	5110210	Youth	3,666.31
				Art show	Rec	5110210	Adult	160.00
				PR fees	Fire	5210230	General	131.12
				PR fees	Rec	5210230	General	62.22
				PR fees	Park	5210230	General	13.66
				SS + Medicare	Fire	5140140	General	3,054.65
				SS + Medicare	Rec	5140140	General	1,513.45
				SS + Medicare	Park	5140140	General	369.32
				EDU + SUI	Fire	5140145	General	10.59
				EDU + SUI	Rec	5140145	General	109.60
				EDU + SUI	Park	5140145	General	9.84
				Benefits withholding	Park	2120066	General	-777.60
				Benefits withholding	Rec	2120066	General	-1,029.68
				Benefits withholding	Fire	2120066	General	-5,670.63
5383	4/22/2021	Marinwood CSD	47,646.78	Health Ins May 2021	Park	5130120	General	11,853.50
					Rec	5130120	General	6,927.75
					Fire	5130120	General	28,865.53
5384	4/22/2021	Beth Arce	468.00	refund summer camp	Rec	4631920	Summer	468.00
5385	4/22/2021	Schultz Entertainment Exper	275.00	summer camp entertainmen	Rec	5220819	Summer	275.00
5386	4/22/2021	Schultz Entertainment Exper	275.00	summer camp entertainmen	Rec	5220819	Summer	275.00
5387	4/22/2021	Alonya van Rooyen	672.00	art class for kids	Rec	5210146	Youth	672.00
5388	4/22/2021	Hayley Lakritz	35.00	staff reimbursement	Rec	5220819	Summer	35.00
5389	4/22/2021	Hansell Design	9,492.25	Plan check & bid packet dra	Measure A	5220910	General	9,492.25
5390	4/22/2021	Grainger	350.07	Supplies	Fire	5220810	General	350.07
5391	4/22/2021	Leslie's Pool Supply	173.96	pool chems	Rec	5220710	Pool	173.96
5392	4/22/2021	Comcast	139.92	Internet - Apr	Fire	5210725	General	69.96
					Rec	5210725	General	69.96
5393	4/22/2021	State of CA Dept of Justice	288.00	fingerprinting	Rec	5210128	General	288.00
5394	4/22/2021	AFLAC	26.50	Disability Ins April	Park	5130120	General	26.50
5395	4/30/2021	US Bank Corp Pmt Svcs	5,124.15	Officer class - J Smith	Fire	5211315	General	440.00
				Online meeting subscription	Fire	5211325	General	27.49
				computer back up	Fire	5220110	General	251.96
				subscription, supplies	Fire	5220810	General	130.65
				Class B uniform jackets	Fire	5220825	General	306.49
				Supplies	Park	5220310	General	39.87
				staff recruitment	Park	5210122	General	274.00
				Online meeting subscription	Park	5211325	General	63.66
				Website hosting	Rec	5210122	Adult	21.99
				Supplies	Rec	5220819	Afterschool	200.17
				email services, subscriptions	Rec	5210122	General	209.99
				fingerprinting	Rec	5210128	General	35.00
				LG staff certs	Rec	5211315	General	384.00
				Online meeting subscription	Rec	5211325	General	78.35
				subscriptions, supplies	Rec	5220110	General	246.33
				subscriptions, certs	Rec	5220819	General	614.99
				job posting, banner, advertis	Rec	5210122	General	1,238.40
				staff meeting supplies	Rec	5211325	Pool	35.30
				Supplies	Rec	5220819	Youth	525.51
5396	4/30/2021	AT&T	100.94	Internet	Park	5210725	General	100.94
5397	4/30/2021	AT&T	270.74	Phones - Mar	Fire	5210725	General	146.26
					Park	5210725	General	22.37
					Rec	5210725	General	102.11
<b>TOTAL:</b>			<b>312,912.47</b>					<b>312,912.47</b>

Total by Department:

Streetlights	1,622.19
Fire Department	157,272.52
Recreation Department	98,804.51
Park Department	44,038.34



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** May 11, 2021  
**Re:** Fiscal Year 2021-2022 Operating Budget: Proposed for Adoption

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Directors,

Please see the included FY 21-22 Proposed Operating Budget presented 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 (FY20-21) budget-to-actuals as of 4/30/21. However, actuals from January – April have not been fully reviewed and are subject to subsequent journaling. They are included for budget reference only.

In considering the proposed operating budget, it is important to understand the challenge of creating fiscal year budgets when one 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 two or more fiscal years. However, the evolving and unpredictable nature of the ongoing public health situation and associated restrictions significantly impacts our consistency from one year to the next and further compounds our budgetary challenges.

As the public health situation continues to evolve and associated impacts have been adjusted and announced by State and Local authorities, we have been able to gain more clarity into what types of recreation programs and offerings will be allowable in the foreseeable future, including capacity restriction easing. As such, the budget includes a significant expansion of anticipated summer program participation from last year yet still only represents approximately 60% of total capacity served pre-COVID. Projections for school-year program participation conservatively represent a further return to pre-COVID levels. Of course, this is dependent upon the continued improvement of the public health situation and could easily move in the opposite direction as the fiscal year progresses.

With that considered, the proposed operating budget conservatively projects a net operating gain of approximately \$412,000. 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 2021-2022 Operating Budget as proposed.

The following represents detailed budget notes specific to each 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 what is anticipated to be received this fiscal year based on the December and April allocations received.
- 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:  
While the basic rates currently remain unchanged for FY21/22, our Experience Modification Factor (EMOD) has decreased from 165% to 140%. The EMOD is factored in after the basic rate estimates have been calculated.
- 5210525 – Insurance General:  
Staff have been informed to expect another increase in our Property/Liability Insurance rates and have been provided an initial estimate which has been included in the proposed operating budget. This is not reflective specific to Marinwood CSD but rather of the industry as a whole due to significant events driving up costs the past several years. However, the District has temporarily removed two significant pieces of property from our policy with the demolition of the former park maintenance facility and modular office, thus offsetting the estimated increase to an even greater degree. That said, these factors will be impacted upon the potential construction of a new park maintenance facility and premiums will be adjusted again at that time.
- 5220916 – Capital Outlay – New Equipment:  
The District had hoped to replace and upgrade the phone system for the admin offices, community center and firehouse during FY20/21 and budgeted for this expenditure with a \$5000 placeholder. However, this was not able to happen during the year and as such this item has been carried over to the FY 21/22 budget.

**Park Dept:**

- 5110110 – Salaries – Regular Staff:  
A 5% salary increase to the pay schedule for park maintenance staff has been included within this draft budget. Since 2013, the park maintenance pay schedule has increased by a total of 5% during the eight (8) year period. In researching wages of similar positions in 10 comparable agencies, the top of the District's park maintenance wage scale comes in near, and in most cases below, the entry-level of comparable wage scales.
- 5130120 – Benefits – Group Medical:  
For the vacant park maintenance position, it has been assumed the future hire would participate in "family" medical and dental insurance and the associated premiums have been budgeted accordingly. Should "employee-only" or "employee +1" plan be needed, associated costs would be lower than currently assumed.
- 5211710 & 5211715 – Long Term Debt:  
Reduction in long-term debt due to the primary MERA bond debt the District has been obligated to was retired in FY 20/21. The remaining smaller MERA bond will be retired in FY 21/22.
- 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 21/22 budget.



- 5220910 & 5220916 – Capital Outlay:  
Capital expenditures include- Topcoat applications to select tennis courts at Marinwood Park as well as Lucas Valley Estates; Tree limb/debris chipper (carried from FY 20/21); Utility vehicle replacement (carried from FY 20/21)

### **Recreation Dept:**

Of note: Given the vast unknowns at the time the FY20/21 budget was drafted and approved, we did not anticipate nor budget for any level of pool operations, hence the steep increases in pool related revenues and expenditures.

- 4410215 & 4410225 – Rental Income Pool/Picnic and Community Center:  
A reduced amount has been projected for park picnic area rentals and no rentals have been assumed for the picnic areas within the pool complex due to capacity restrictions associated with the public health situation. Rentals of the Community Center (indoors) still involve too many burdens on the renting party and as such any associated revenue has been omitted so as not to factor into current budgeting. Should evolving public health conditions allow, Community Center rentals for private events will be reconsidered at such time.
- 4631914 – Community Events:  
Public health restrictions and conditions remain an impractical burden. As such, traditional Community Events revenue and associated expenditures have been omitted from the budget. Should evolving public health conditions allow, Community Events will be reconsidered at such time.
- 4631920 – Summer Rec Programs:  
Specialty Camps have been confirmed, including associated contractor expense, thus providing for an albeit reduced level of Specialty Camps.
- 5210122 – Marketing:  
Budget reflects anticipation that we will be resuming publication of the Marinwood Review recreation program catalog next fiscal year (Ad Sales revenue as well). This will be determined by the evolving public health situation and our confidence levels in allowing for future program planning consistency.
- 5220910 & 5220916 – Capital Outlay:  
Capital expenditures include- Furnace replacement in community center (carried from FY20/21); Room Divider replacement in Gordon Hall; Pool deck concrete repairs; ADA Pool Chair replacement (carried from FY 20/21).

### **Fire Dept:**

Of note: The District is currently engaged in negotiating a successor Memorandum of Understanding (MOU) with the labor group representing the Marinwood Professional Firefighters. The budget may need a formal amendment upon the conclusion of that process.

- 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.

- 5130510 – PERS – Pension:  
Pension costs increased by approximately \$50K due to a significant increase in the required UAL payment as well as moderate increases to the normal rate associated with payroll wages.
- 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%.
- 5210920 – MERA Operating:  
Updated to reflect Marinwood’s allocation share as provided by MERA (also applies to Park).
- 5211140 – Vegetation Management:  
Reduced due to dedicated funding received from MWPA (tracked separately). Remaining amount to account for potential non-MWPA funded situational needs.
- 5211610 – County-Wide Fees:  
Moved District’s allocation for Marin County Sherriff technical support costs for “Tablet Command” mobile dispatch system into this account. Previously accounted for within Telecom.
- 5211710 & 5211715 – Long Term Debt:  
Reduction in long-term debt due to the primary MERA bond debt the District has been obligated to was retired in FY 20/21. The current fire engine debt is represented in this account and will not be fully paid for another few years.
- 5220310 – Land & Buildings Maintenance:  
Includes replacement and relocation of turnout lockers in addition to standard general expenditures.
- 5220825 – Uniforms & Apparel:  
Includes updated costs of uniform components in addition to new badges needed for all personnel.
- 5220916 – Capital Outlay:  
Capital expenditures include- Industrial Turnout Extractor (including installation); Hi-Band Radios complete compliment to replace outdated inventory used for mutual aid and out-of-county response.

**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.

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Proposed: May 11, 2021**

	DISTRICT TOTAL			
	20/21 Budget	Actuals* 4/30/2021	21/22 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	1,680,000.00	1,697,252.28	1,790,000.00	6.55%
4110111 · PropTax - Admin Fee (Contra)	-25,000.00	-25,429.68	-25,000.00	0.0%
4110115 · PropTax - Unitary	10,000.00	12,226.72	10,000.00	0.0%
4110120 · PropTax - Current Unsecured	29,000.00	33,789.97	29,000.00	0.0%
4110140 · ERAF - Excess	155,500.00	235,552.69	165,000.00	6.11%
4110145 · ERAF - PY/Reverse	13,500.00	12,351.67	13,500.00	0.0%
4110210 · PropTax - Supplemental Current	33,000.00	25,654.51	34,000.00	3.03%
4110215 · PropTax - Supplemental Unsecure	500.00	677.06	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	1,000.00	1,080.26	1,000.00	0.0%
4110510 · PropTax - Prior Unsecured	1,000.00	1,011.20	1,000.00	0.0%
4120610 · Special Tax Assessment	1,598,327.00	1,519,783.14	1,631,320.00	2.06%
4120611 · Special Tax- Admin Fee (contra)	-4,900.00	-3,578.00	-4,900.00	0.0%
4220115 · Building Plan Review	4,500.00	11,682.00	7,500.00	66.67%
4410125 · Interest- Co. Pooled Investment	25,000.00	18,693.68	25,000.00	0.0%
4410127 · Interest- ERAF Co. Pooled	100.00	86.81	100.00	0.0%
4410215 · Rental Income - Pool & Picnic	12,500.00	-120.10	6,250.00	-50.0%
4410225 · Rental Income - Community Ctr	21,500.00	-580.77		-100.0%
4511210 · HOPTR	7,500.00	2,763.80	7,499.00	-0.01%
4570110 · Expense Reimbursements	500.00	55,285.70	500.00	0.0%
4631145 · Service Contract Revenue	94,156.00	96,219.00	97,087.00	3.11%
4631911 · Advertising Sales	8,000.00	2,202.22	8,000.00	0.0%
4631912 · Vending Sales	0.00	1,973.74	5,000.00	
4631914 · Community Events	8,490.00	598.23		-100.0%
4631915 · Tennis	30,500.00	64,547.75	44,500.00	45.9%
4631917 · Pool Operating Rev	19,000.00	77,354.05	120,050.00	531.84%
4631919 · Adult Rec Programs	26,085.00	3,473.48	12,455.00	-52.25%
4631920 · Summer Rec Programs	420,976.00	676,767.67	856,715.00	103.51%
4631922 · Youth Rec Programs	335,859.00	168,909.62	264,620.00	-21.21%
4640321 · CSA 13 Contract Rev	611,357.00	467,293.50	623,916.00	2.05%
4710615 · Donations (General)	1,000.00	117.80	1,000.00	0.0%
4710631 · Paramedic Reimbursement	33,000.00	33,220.17	33,000.00	0.0%
4710642 · Miscellaneous Rev	900.00	38,783.20	900.00	0.0%
<b>Total Revenue</b>	<b>5,152,850.00</b>	<b>5,229,643.37</b>	<b>5,759,512.00</b>	<b>101.49%</b>

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Proposed: May 11, 2021**

	DISTRICT TOTAL			
	20/21 Budget	Actuals* 4/30/2021	21/22 Budget	% Change in Budget
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	1,433,712.00	1,182,953.93	1,460,446.00	1.86%
5110210 · Salaries - PT/Seasonal/Temp	464,269.00	289,713.56	586,924.00	26.42%
5110310 · Acting Pay	10,000.00	3,244.28	10,000.00	0.0%
5110313 · Holiday Pay	37,496.00	33,910.08	37,677.00	0.48%
5110319 · FLSA Pay	22,509.00	14,016.03	22,616.00	0.48%
5120110 · Overtime Pay	100,500.00	310,390.91	100,500.00	0.0%
5130120 · Benefits - Group Medical	554,255.00	542,619.95	630,521.00	13.76%
5130130 · OPEB Trust Contribution	100,000.00	83,330.00	100,000.00	0.0%
5130510 · PERS - Pension	637,770.00	561,470.79	688,194.00	7.91%
5140115 · Workers Comp Ins.	146,698.00	140,553.93	131,637.00	-10.27%
5140116 · 4850 Reimbursements (Contra)	0.00	-51,074.34		
5140130 · Physician Services	1,830.00	20.00	1,830.00	0.0%
5140140 · Social Security & Medicare	157,608.00	129,052.89	169,268.00	7.4%
5140145 · Unemployment Ins.	19,805.00	7,414.84	19,805.00	0.0%
5210120 · Consultant Fees	16,500.00	4,000.00	19,500.00	18.18%
5210122 · Marketing	38,310.00	6,005.84	38,600.00	0.76%
5210128 · Fingerprinting/Background	6,000.00	2,189.00	6,000.00	0.0%
5210131 · Legal Services	17,000.00	3,251.50	17,000.00	0.0%
5210146 · Indep. Contractor Fees	154,708.00	137,303.35	216,718.00	40.08%
5210210 · Audit & Accounting	14,000.00	13,160.00	14,000.00	0.0%
5210230 · Payroll Service Fees	11,450.00	6,999.40	10,950.00	-4.37%
5210525 · Insurance - General	59,935.00	52,042.75	50,085.00	-16.43%
5210725 · Telecom - Phone/Internet/Cable	13,370.00	11,702.52	11,720.00	-12.34%
5210810 · Utilities - Gas & Electric	58,365.00	36,437.07	54,500.00	-6.62%
5210815 · Garbage Removal	36,030.00	24,719.93	38,200.00	6.02%
5210825 · Utilities - Street Light Elec.	17,500.00	15,823.49	19,000.00	8.57%
5210835 · Utilities - Water & Sewer	47,830.00	41,037.33	52,350.00	9.45%
5210910 · Maint. - Vehicles	18,000.00	12,310.45	18,000.00	0.0%
5210915 · Maint. - Streetlights	6,125.00	2,803.68	4,625.00	-24.49%
5210920 · MERA Operating	18,566.00	18,565.00	21,207.00	14.22%
5210940 · Maint. - Park Heavy Equipment	3,500.00	2,430.96	3,500.00	0.0%
5211110 · Janitorial Services	20,000.00	0.00	10,000.00	-50.0%
5211125 · Community Landscape Contract	38,500.00	26,865.00	38,500.00	0.0%
5211140 · Vegetation Management	40,000.00	0.00	10,000.00	-75.0%
5211220 · Equipment Rental	4,500.00	4,539.32	4,500.00	0.0%
5211310 · Awards & Incentives	2,000.00	0.00	2,000.00	0.0%
5211315 · Professional Development	18,000.00	2,117.20	21,000.00	16.67%
5211325 · Conferences & Meetings	4,250.00	1,802.41	5,350.00	25.88%
5211330 · Memberships & Dues	11,015.00	11,235.60	10,650.00	-3.31%
5211440 · Travel	3,300.00	471.20	3,300.00	0.0%
5211520 · Publications & Legal Notices	900.00	0.00	900.00	0.0%

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Proposed: May 11, 2021**

	DISTRICT TOTAL			
	20/21 Budget	Actuals* 4/30/2021	21/22 Budget	% Change in Budget
5211528 · Tree Maint. & Services	18,000.00	15,250.00	18,000.00	0.0%
5211532 · Weed & Pest Control	3,800.00	2,225.00	4,500.00	18.42%
5211545 · Election Expense	5,000.00	250.00		-100.0%
5211610 · County-Wide Fees	10,655.00	9,071.98	15,490.00	45.38%
5211710 · Long Term Debt - Principal	56,260.00	56,265.66	39,904.00	-29.07%
5211715 · Long Term Debt - Interest	6,650.00	6,643.23	4,845.00	-27.14%
5220110 · Admin & Office Supplies	23,500.00	14,373.38	22,200.00	-5.53%
5220130 · Copier Lease & Printing	9,955.00	5,744.67	9,955.00	0.0%
5220210 · Equip. Maintenance/Replacement*	27,100.00	7,729.06	27,600.00	1.85%
5220215 · Pool Maintenance	2,500.00	10,627.06	15,000.00	500.0%
5220220 · Small Tools	2,000.00	2,419.67	2,500.00	25.0%
5220310 · Land & Buildings Maintenance	59,000.00	51,697.40	65,500.00	11.02%
5220610 · Gasoline/Fuel	3,500.00	1,733.76	2,500.00	-28.57%
5220710 · Pool Chemicals	1,500.00	4,470.10	14,000.00	833.33%
5220810 · Miscellaneous Supplies	23,650.00	6,259.35	23,000.00	-2.75%
5220819 · Rec Program Supplies & Services	112,440.00	57,018.02	142,550.00	26.78%
5220825 · Uniforms & Apparel	8,900.00	1,802.61	11,600.00	30.34%
5220826 · Vending Supplies	0.00	1,117.57	4,000.00	
5220827 · Janitorial Supplies	18,000.00	5,679.77	18,000.00	0.0%
5220830 · Volunteer Fire Department	10,000.00	35.94	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	50,500.00	0.00	72,600.00	43.76%
5220916 · Capital Outlay - New Equipment	53,700.00	14,094.44	62,000.00	15.46%
5220920 · Capital Reserves Designation	100,000.00	0.00	100,000.00	0.0%
<b>Total Expenditures</b>	<b>4,972,716.00</b>	<b>3,959,938.52</b>	<b>5,347,317.00</b>	<b>7.53%</b>
<b>Net Gain/Loss</b>	<b>180,134.00</b>	<b>1,269,704.85</b>	<b>412,195.00</b>	<b>128.83%</b>

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Proposed: May 11, 2021**

	Park Dept			
	20/21 Budget	Actuals* 4/30/2021	21/22 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	488,880.00	493,900.40	733,900.00	50.12%
4110111 · PropTax - Admin Fee (Contra)	-7,275.00	-7,400.04	-10,250.00	40.89%
4110115 · PropTax - Unitary	2,910.00	3,557.98	4,100.00	40.89%
4110120 · PropTax - Current Unsecured	8,439.00	9,832.88	11,890.00	40.89%
4110140 · ERAF - Excess	45,250.00	68,545.83	67,650.00	49.5%
4110145 · ERAF - PY/Reverse	3,928.00	3,594.34	5,535.00	40.91%
4110210 · PropTax - Supplemental Current	9,603.00	7,465.47	13,940.00	45.16%
4110215 · PropTax - Supplemental Unsecure	145.00	197.03	205.00	41.38%
4110225 · PropTax - Supplemental Redempt	291.00	314.35	410.00	40.89%
4110510 · PropTax - Prior Unsecured	291.00	294.26	410.00	40.89%
4120610 · Special Tax Assessment	392,890.00	373,228.16	400,739.00	2.0%
4120611 · Special Tax- Admin Fee (contra)	-1,200.00	-880.18	-1,200.00	0.0%
4410125 · Interest- Co. Pooled Investment	7,275.00	5,439.87	10,250.00	40.89%
4410127 · Interest- ERAF Co. Pooled	100.00	25.26	100.00	0.0%
4511210 · HOPTR	2,182.00	1,099.93	3,074.00	40.88%
4710642 · Miscellaneous Rev	150.00	36,750.00	150.00	0.0%
<b>Total Revenue</b>	<b>953,859.00</b>	<b>995,965.54</b>	<b>1,240,903.00</b>	<b>30.09%</b>
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	223,827.00	172,157.31	233,243.00	4.21%
5110210 · Salaries - PT/Seasonal/Temp	7,200.00	8,944.68	7,200.00	0.0%
5120110 · Overtime Pay	500.00	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	142,727.00	125,676.28	179,786.00	25.96%
5130130 · OPEB Trust Contribution	41,000.00	34,160.00	39,000.00	-4.88%
5130510 · PERS - Pension	58,790.00	46,995.19	60,063.00	2.17%
5140115 · Workers Comp Ins.	25,732.00	24,601.65	22,727.00	-11.68%
5140140 · Social Security & Medicare	17,712.00	9,677.73	18,432.00	4.07%
5140145 · Unemployment Ins.	765.00	368.33	765.00	0.0%
5210120 · Consultant Fees	7,500.00	1,000.00	8,250.00	10.0%
5210122 · Marketing	530.00	547.98	500.00	-5.66%
5210131 · Legal Services	5,000.00	1,279.18	5,000.00	0.0%
5210210 · Audit & Accounting	3,500.00	3,290.12	3,500.00	0.0%
5210230 · Payroll Service Fees	750.00	455.24	750.00	0.0%
5210525 · Insurance - General	18,550.00	16,751.30	15,610.00	-15.85%
5210725 · Telecom - Phone/Internet/Cable	1,450.00	1,289.80	1,370.00	-5.52%
5210810 · Utilities - Gas & Electric	4,515.00	1,683.24	4,000.00	-11.41%
5210815 · Garbage Removal	25,630.00	18,409.97	28,000.00	9.25%
5210835 · Utilities - Water & Sewer	23,450.00	22,008.94	25,750.00	9.81%
5210910 · Maint. - Vehicles	2,000.00	574.69	2,000.00	0.0%
5210920 · MERA Operating	1,857.00	1,856.00	2,121.00	14.22%
5210940 · Maint. - Park Heavy Equipment	3,500.00	2,430.96	3,500.00	0.0%
5211125 · Community Landscape Contract	38,500.00	26,865.00	38,500.00	0.0%

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Proposed: May 11, 2021**

	Park Dept			
	20/21 Budget	Actuals* 4/30/2021	21/22 Budget	% Change in Budget
5211220 · Equipment Rental	4,500.00	4,539.32	4,500.00	0.0%
5211315 · Professional Development	2,000.00	0.00	2,000.00	0.0%
5211325 · Conferences & Meetings	500.00	672.48	700.00	40.0%
5211330 · Memberships & Dues	2,540.00	1,951.00	2,550.00	0.39%
5211440 · Travel	800.00	0.00	800.00	0.0%
5211528 · Tree Maint. & Services	18,000.00	15,250.00	18,000.00	0.0%
5211532 · Weed & Pest Control	3,800.00	2,225.00	4,500.00	18.42%
5211545 · Election Expense	1,250.00	62.50		-100.0%
5211610 · County-Wide Fees	1,250.00	904.50	1,250.00	0.0%
5211710 · Long Term Debt - Principal	1,938.00	1,938.06	192.00	-90.09%
5211715 · Long Term Debt - Interest	78.00	77.53	8.00	-89.74%
5220110 · Admin & Office Supplies	2,000.00	363.72	2,000.00	0.0%
5220130 · Copier Lease & Printing	765.00	574.48	765.00	0.0%
5220210 · Equip. Maintenance/Replacement*	10,500.00	1,053.12	10,500.00	0.0%
5220220 · Small Tools	1,500.00	2,419.67	2,000.00	33.33%
5220310 · Land & Buildings Maintenance	37,000.00	41,426.03	39,500.00	6.76%
5220610 · Gasoline/Fuel	2,500.00	1,733.76	2,000.00	-20.0%
5220810 · Miscellaneous Supplies	2,350.00	2,189.68	2,000.00	-14.89%
5220825 · Uniforms & Apparel	500.00	464.13	500.00	0.0%
5220827 · Janitorial Supplies	1,000.00	319.33	1,000.00	0.0%
5220910 · Capital Outlay - Improvements	19,500.00	0.00	21,600.00	10.77%
5220916 · Capital Outlay - New Equipment	18,000.00	8,900.00	18,000.00	0.0%
5220920 · Capital Reserves Designation	12,500.00	0.00	14,500.00	16.0%
<b>Total Expenditures</b>	<b>799,756.00</b>	<b>608,087.90</b>	<b>849,432.00</b>	<b>6.21%</b>
<b>Net Gain/Loss</b>	<b>154,103.00</b>	<b>387,877.64</b>	<b>391,471.00</b>	<b>154.03%</b>

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Proposed: May 11, 2021**

	Recreation Dept			
	20/21 Budget	Actuals* 4/30/2021	21/22 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	546,000.00	551,607.00	404,540.00	-25.91%
4110111 · PropTax - Admin Fee (Contra)	-8,125.00	-8,264.64	-5,650.00	-30.46%
4110115 · PropTax - Unitary	3,250.00	3,973.68	2,260.00	-30.46%
4110120 · PropTax - Current Unsecured	9,425.00	10,981.74	6,554.00	-30.46%
4110140 · ERAF - Excess	50,538.00	76,554.63	37,290.00	-26.21%
4110145 · ERAF - PY/Reverse	4,388.00	4,014.29	3,051.00	-30.47%
4110210 · PropTax - Supplemental Current	10,725.00	8,337.72	7,684.00	-28.35%
4110215 · PropTax - Supplemental Unsecure	163.00	220.04	113.00	-30.67%
4110225 · PropTax - Supplemental Redempt	325.00	351.08	226.00	-30.46%
4110510 · PropTax - Prior Unsecured	325.00	328.64	226.00	-30.46%
4410125 · Interest- Co. Pooled Investment	8,125.00	6,075.44	5,650.00	-30.46%
4410127 · Interest- ERAF Co. Pooled		28.21		
4410215 · Rental Income - Pool & Picnic	12,500.00	-120.10	6,250.00	-50.0%
4410225 · Rental Income - Community Ctr	21,500.00	-580.77		-100.0%
4511210 · HOPTR	2,438.00	1,228.44	1,695.00	-30.48%
4570110 · Expense Reimbursements	500.00	0.00	500.00	0.0%
4631911 · Advertising Sales	8,000.00	2,202.22	8,000.00	0.0%
4631912 · Vending Sales	0.00	1,973.74	5,000.00	
4631914 · Community Events	8,490.00	598.23		-100.0%
4631915 · Tennis	30,500.00	64,547.75	44,500.00	45.9%
4631917 · Pool Operating Rev	19,000.00	77,354.05	120,050.00	531.84%
4631919 · Adult Rec Programs	26,085.00	3,473.48	12,455.00	-52.25%
4631920 · Summer Rec Programs	420,976.00	676,767.67	856,715.00	103.51%
4631922 · Youth Rec Programs	335,859.00	168,909.62	264,620.00	-21.21%
4710615 · Donations (General)	1,000.00	117.80	1,000.00	0.0%
4710642 · Miscellaneous Rev	250.00	1,732.52	250.00	0.0%
<b>Total Revenue</b>	<b>1,512,237.00</b>	<b>1,652,412.48</b>	<b>1,782,979.00</b>	<b>17.9%</b>
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	300,894.00	245,974.28	310,373.00	3.15%
5110210 · Salaries - PT/Seasonal/Temp	457,069.00	280,768.88	579,724.00	26.84%
5130120 · Benefits - Group Medical	90,693.00	88,028.54	103,463.00	14.08%
5130130 · OPEB Trust Contribution	8,000.00	6,670.00	7,000.00	-12.5%
5130510 · PERS - Pension	77,066.00	66,133.20	77,754.00	0.89%
5140115 · Workers Comp Ins.	23,550.00	22,606.58	26,374.00	11.99%
5140130 · Physician Services		20.00		
5140140 · Social Security & Medicare	57,353.00	44,955.94	67,671.00	17.99%
5140145 · Unemployment Ins.	17,500.00	5,999.69	17,500.00	0.0%
5210120 · Consultant Fees	3,000.00	1,000.00	3,750.00	25.0%
5210122 · Marketing	36,750.00	5,183.88	37,200.00	1.22%
5210128 · Fingerprinting/Background	5,500.00	2,189.00	5,500.00	0.0%
5210131 · Legal Services	2,000.00	869.69	2,000.00	0.0%



**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Proposed: May 11, 2021**

	Recreation Dept			
	20/21 Budget	Actuals* 4/30/2021	21/22 Budget	% Change in Budget
5210146 · Indep. Contractor Fees	53,514.00	87,202.41	112,488.00	110.2%
5210210 · Audit & Accounting	3,500.00	3,290.13	3,500.00	0.0%
5210230 · Payroll Service Fees	5,500.00	2,352.63	5,000.00	-9.09%
5210525 · Insurance - General	16,935.00	15,457.01	14,815.00	-12.52%
5210725 · Telecom - Phone/Internet/Cable	2,200.00	1,830.63	2,200.00	0.0%
5210810 · Utilities - Gas & Electric	40,350.00	27,249.34	38,000.00	-5.82%
5210815 · Garbage Removal	6,810.00	4,206.63	6,800.00	-0.15%
5210835 · Utilities - Water & Sewer	16,980.00	12,982.59	18,500.00	8.95%
5211110 · Janitorial Services	20,000.00	0.00	10,000.00	-50.0%
5211315 · Professional Development	6,000.00	1,090.20	9,000.00	50.0%
5211325 · Conferences & Meetings	2,500.00	855.03	3,050.00	22.0%
5211330 · Memberships & Dues	3,800.00	3,066.00	3,800.00	0.0%
5211440 · Travel	1,500.00	0.00	1,500.00	0.0%
5211520 · Publications & Legal Notices	500.00	0.00	500.00	0.0%
5211545 · Election Expense	1,250.00	62.50		-100.0%
5211610 · County-Wide Fees	2,750.00	904.50	2,750.00	0.0%
5220110 · Admin & Office Supplies	14,500.00	10,370.06	14,500.00	0.0%
5220130 · Copier Lease & Printing	7,275.00	3,734.04	7,275.00	0.0%
5220215 · Pool Maintenance	2,500.00	10,627.06	15,000.00	500.0%
5220310 · Land & Buildings Maintenance	16,000.00	7,551.69	16,000.00	0.0%
5220710 · Pool Chemicals	1,500.00	4,470.10	14,000.00	833.33%
5220819 · Rec Program Supplies & Services	112,440.00	57,018.02	142,550.00	26.78%
5220825 · Uniforms & Apparel		0.00	1,500.00	
5220826 · Vending Supplies	0.00	1,117.57	4,000.00	
5220827 · Janitorial Supplies	15,000.00	4,500.57	15,000.00	0.0%
5220910 · Capital Outlay - Improvements	31,000.00	0.00	51,000.00	64.52%
5220916 · Capital Outlay - New Equipment	23,000.00	0.00	11,000.00	-52.17%
5220920 · Capital Reserves Designation	10,500.00	0.00	10,500.00	0.0%
<b>Total Expenditures</b>	<b>1,497,179.00</b>	<b>1,030,338.39</b>	<b>1,772,537.00</b>	<b>18.39%</b>
<b>Net Gain/Loss</b>	<b>15,058.00</b>	<b>622,074.09</b>	<b>10,442.00</b>	<b>-30.65%</b>

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Proposed: May 11, 2021**

	Fire Dept			
	20/21 Budget	Actuals* 4/30/2021	21/22 Budget	% Change in Budget
<b>Revenue</b>				
4110110 · PropTax - Current Secured	645,120.00	651,744.88	651,560.00	1.0%
4110111 · PropTax - Admin Fee (Contra)	-9,600.00	-9,765.00	-9,100.00	-5.21%
4110115 · PropTax - Unitary	3,840.00	4,695.06	3,640.00	-5.21%
4110120 · PropTax - Current Unsecured	11,136.00	12,975.35	10,556.00	-5.21%
4110140 · ERAF - Excess	59,712.00	90,452.23	60,060.00	0.58%
4110145 · ERAF - PY/Reverse	5,184.00	4,743.04	4,914.00	-5.21%
4110210 · PropTax - Supplemental Current	12,672.00	9,851.32	12,376.00	-2.34%
4110215 · PropTax - Supplemental Unsecure	192.00	259.99	182.00	-5.21%
4110225 · PropTax - Supplemental Redempt	384.00	414.83	364.00	-5.21%
4110510 · PropTax - Prior Unsecured	384.00	388.30	364.00	-5.21%
4120610 · Special Tax Assessment	1,181,212.00	1,123,541.23	1,206,356.00	2.13%
4120611 · Special Tax- Admin Fee (contra)	-3,600.00	-2,644.15	-3,600.00	0.0%
4220115 · Building Plan Review	4,500.00	11,682.00	7,500.00	66.67%
4410125 · Interest- Co. Pooled Investment	9,600.00	7,178.37	9,100.00	-5.21%
4410127 · Interest- ERAF Co. Pooled		33.34		
4511210 · HOPTR	2,880.00	435.43	2,730.00	-5.21%
4570110 · Expense Reimbursements		55,285.70		
4631145 · Service Contract Revenue	94,156.00	96,219.00	97,087.00	3.11%
4640321 · CSA 13 Contract Rev	611,357.00	467,293.50	623,916.00	2.05%
4710631 · Paramedic Reimbursement	33,000.00	33,220.17	33,000.00	0.0%
4710642 · Miscellaneous Rev	500.00	300.68	500.00	0.0%
<b>Total Revenue</b>	<b>2,662,629.00</b>	<b>2,558,305.27</b>	<b>2,711,505.00</b>	<b>1.84%</b>
<b>Expenditures</b>				
5110110 · Salaries - Regular Staff	908,991.00	764,822.34	916,830.00	0.86%
5110310 · Acting Pay	10,000.00	3,244.28	10,000.00	0.0%
5110313 · Holiday Pay	37,496.00	33,910.08	37,677.00	0.48%
5110319 · FLSA Pay	22,509.00	14,016.03	22,616.00	0.48%
5120110 · Overtime Pay	100,000.00	310,390.91	100,000.00	0.0%
5130120 · Benefits - Group Medical	320,835.00	328,915.13	347,272.00	8.24%
5130130 · OPEB Trust Contribution	51,000.00	42,500.00	54,000.00	5.88%
5130510 · PERS - Pension	501,914.00	448,342.40	550,377.00	9.66%
5140115 · Workers Comp Ins.	97,416.00	93,345.70	82,536.00	-15.27%
5140116 · 4850 Reimbursements (Contra)		-51,074.34		
5140130 · Physician Services	1,830.00	0.00	1,830.00	0.0%
5140140 · Social Security & Medicare	82,543.00	74,419.22	83,165.00	0.75%
5140145 · Unemployment Ins.	1,540.00	1,046.82	1,540.00	0.0%
5210120 · Consultant Fees	6,000.00	2,000.00	7,500.00	25.0%
5210122 · Marketing	1,030.00	273.98	900.00	-12.62%
5210128 · Fingerprinting/Background	500.00	0.00	500.00	0.0%
5210131 · Legal Services	10,000.00	1,102.63	10,000.00	0.0%
5210146 · Indep. Contractor Fees	101,194.00	50,100.94	104,230.00	3.0%

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Proposed: May 11, 2021**

	Fire Dept			
	20/21 Budget	Actuals* 4/30/2021	21/22 Budget	% Change in Budget
5210210 · Audit & Accounting	7,000.00	6,579.75	7,000.00	0.0%
5210230 · Payroll Service Fees	5,200.00	4,191.53	5,200.00	0.0%
5210525 · Insurance - General	24,450.00	19,834.44	19,660.00	-19.59%
5210725 · Telecom - Phone/Internet/Cable	9,720.00	8,582.09	8,150.00	-16.15%
5210810 · Utilities - Gas & Electric	13,500.00	7,504.49	12,500.00	-7.41%
5210815 · Garbage Removal	3,590.00	2,103.33	3,400.00	-5.29%
5210835 · Utilities - Water & Sewer	7,400.00	6,045.80	8,100.00	9.46%
5210910 · Maint. - Vehicles	16,000.00	11,735.76	16,000.00	0.0%
5210920 · MERA Operating	16,709.00	16,709.00	19,086.00	14.23%
5211140 · Vegetation Management	40,000.00	0.00	10,000.00	-75.0%
5211310 · Awards & Incentives	2,000.00	0.00	2,000.00	0.0%
5211315 · Professional Development	10,000.00	1,027.00	10,000.00	0.0%
5211325 · Conferences & Meetings	1,250.00	274.90	1,600.00	28.0%
5211330 · Memberships & Dues	4,675.00	6,218.60	4,300.00	-8.02%
5211440 · Travel	1,000.00	471.20	1,000.00	0.0%
5211520 · Publications & Legal Notices	400.00	0.00	400.00	0.0%
5211545 · Election Expense	2,500.00	125.00		-100.0%
5211610 · County-Wide Fees	6,155.00	6,762.98	10,990.00	78.55%
5211710 · Long Term Debt - Principal	54,322.00	54,327.60	39,712.00	-26.9%
5211715 · Long Term Debt - Interest	6,572.00	6,565.70	4,837.00	-26.4%
5220110 · Admin & Office Supplies	7,000.00	3,639.60	5,700.00	-18.57%
5220130 · Copier Lease & Printing	1,915.00	1,436.15	1,915.00	0.0%
5220210 · Equip. Maintenance/Replacement*	16,600.00	6,675.94	17,100.00	3.01%
5220220 · Small Tools	500.00	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	6,000.00	2,719.68	10,000.00	66.67%
5220610 · Gasoline/Fuel	1,000.00	0.00	500.00	-50.0%
5220810 · Miscellaneous Supplies	21,300.00	4,069.67	21,000.00	-1.41%
5220825 · Uniforms & Apparel	8,400.00	1,338.48	9,600.00	14.29%
5220827 · Janitorial Supplies	2,000.00	859.87	2,000.00	0.0%
5220830 · Volunteer Fire Department	10,000.00	35.94	10,000.00	0.0%
5220916 · Capital Outlay - New Equipment	12,700.00	5,194.44	33,000.00	159.84%
5220920 · Capital Reserves Designation	77,000.00	0.00	75,000.00	-2.6%
<b>Total Expenditures</b>	<b>2,651,656.00</b>	<b>2,302,385.06</b>	<b>2,701,223.00</b>	<b>1.87%</b>
<b>Net Gain/Loss</b>	<b>10,973.00</b>	<b>255,920.21</b>	<b>10,282.00</b>	<b>-6.3%</b>

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Proposed: May 11, 2021**

	Streetlights			
	20/21 Budget	Actuals* 4/30/2021	21/22 Budget	% Change in Budget
<b>Revenue</b>				
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%
<b>Total Revenue</b>	<b>24,125.00</b>	<b>22,960.08</b>	<b>24,125.00</b>	<b>0.0%</b>
<b>Expenditures</b>				
5210825 · Utilities - Street Light Elec.	17,500.00	15,823.49	19,000.00	8.57%
5210915 · Maint. - Streetlights	6,125.00	2,803.68	4,625.00	-24.49%
5211610 · County-Wide Fees	500.00	500.00	500.00	0.0%
<b>Total Expenditures</b>	<b>24,125.00</b>	<b>19,127.17</b>	<b>24,125.00</b>	<b>0.0%</b>
<b>Net Gain/Loss</b>	<b>0.00</b>	<b>3,832.91</b>	<b>0.00</b>	



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** May 11, 2021  
**Re:** Park Maintenance Facility Project: Public Bid Results and Impending Board Action

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Directors,

Please see the included bid packet received from the apparent low bidder as a result of the Request for Proposals (RFP) recently issued for the District's Park Maintenance Facility Project.

The complete Request for Proposals (RFP) packet as issued by the District can be viewed on the District's website here: <https://www.marinwood.org/contracts-rfp>

Further information regarding this project has also long-been posted to a dedicated webpage on our website and can be found here: <https://www.marinwood.org/park-maintenance-facility-replacement>

A detailed document containing the published updates as provided to the Board via their public board meeting agenda packets throughout the duration of this initiative can be found on our website at: [https://www.marinwood.org/sites/default/files/maintenance\\_facility\\_dm\\_reports\\_to\\_board\\_5.pdf](https://www.marinwood.org/sites/default/files/maintenance_facility_dm_reports_to_board_5.pdf)

The following is intended to provide a brief historical context of this project initiative to date:

- 2016: The Park Maintenance Facility Project was declared a District priority initiative by the Board of Directors. From that point forward, staff worked to conduct appropriate research and provide the Board with critical information at their subsequent public Board meetings as noted in the above referenced document.
- April 2017: The Park & Recreation Commission, who were also assisting in the planning efforts, hosted a public community forum intended to share the District's initial planning efforts with the public, including the District's first concept design plan options for this project, and receive initial public feedback. Shortly after the District's initial community forum, the District began due diligence regarding environmental impact concerns.
- September 2017: District staff and then Board Director Irv Schwartz, a licensed civil engineer, had an initial planning consultation with a representative from the Marin County Planning Department. At this consultation we were informed the project would need to go through a "Site Plan Review" planning process.
- October 2017: The Board directed staff to engage in the services of a professional architect to provide building concept and design drawings in preparation of our anticipated Site Plan Review application. Multiple local architects were subsequently contacted. Of those, two architects submitted proposals.
- March 2018: The District engaged with Hansell Design to provide architectural services for this project. Bill Hansell, a long-time Marinwood resident and a former Marinwood CSD Board Director, brought his knowledge of the District and the community to the project in addition to his

professional acumen. In the months that followed, Hansell Design produced various concept renditions and presented them to the Park & Rec Commission in the course of their public meetings.

- August 2018: The District completed their environmental review, including an independent certified biological assessment and archeological assessment of the planned project site. This process guided the creation of an environmental Initial Study resulting in the District issuing a Mitigated Negative Declaration in regards to potential environmental impacts resulting from the proposed project.

Also in August 2018, project architect Bill Hansell led the Board through a detailed visual presentation showing the proposed project design as guided by the District's operational needs assessment, including environmental and aesthetic concerns. The feedback received from Board, staff and members of the public was utilized to produce a final design concept.

- September 2018: After this project had been presented and discussed at over 20 preceding public meetings, the Board of Directors formally approved the project concept design as presented and directed staff to formally engage the planning process with the County of Marin based upon the approved design concepts.
- February 2019: After much communication with the County planning department and the involvement of our County Supervisor Damon Connolly, the District was informed by the County that the project would be subject to a "Design Review" planning approval process. This came as a surprise since originally the Site Plan Review process had been initially indicated. Design Review is a much more formal, costly and time-consuming process that not only took several months to complete, but led to significantly increased architectural and other requirements.
- January 2020: Having satisfied the Design Review requirements over a period of almost a year working with County planning staff, the project as originally approved by the Board of Directors in September 2018 was presented to the Marin County Planning Commission in a public hearing. The Planning Commission unanimously approved the project as presented. In total up to this point, the project had been formally discussed and/or presented at over 30 publicly noticed meetings.

Immediately after receiving Design Review approval of the Planning Commission, the project architect and District staff began work on the construction phase of this project, including the production of detailed construction drawings, structural engineering, geotechnical engineering and civil engineering requirements.

- March 2020: The COVID-19 global pandemic struck. The project once again came to a halt.
- November 2020: The existing unfit maintenance facility, originally constructed in the mid-60's, was demolished along with the modular trailer which was used as an office and additional storage area for park maintenance staff.
- March 2021: Having completed all engineering needs, construction drawings were then completed and the District noticed and issued a formal Request for Proposals (RFP) to qualified contractors. This notice was distributed to the Marin Builders Association, the North Coast Builders Exchange as well as two other State-wide builders associations and was also posted as a legal notice in the local newspaper, all in accordance with Public Contract Code. The RFP resulted in ten (10) general contractors expressing interest in the project and performing a site visit. Of those, the District received five (5) sealed bids on April 27, 2021.

The results of the sealed bids revealed the following base bid cost proposals (lowest to highest):

1. Murray Building, Inc., Santa Rosa: \$1,059,000
2. M3 Integrated Solutions, Inc., Santa Rosa: \$1,072,000
3. CF Contracting, Inc., San Francisco: \$1,169,425
4. CWS Construction Group, Inc., Novato: \$1,287,000
5. Azul Works, Inc., San Francisco: \$1,297,000

The bid costs came in significantly higher than anticipated. This is due to several market factors not the least of which is the recent skyrocketing increase in the cost of materials as well as the ever-increasing cost of labor. In speaking with other general contractors, our beliefs were confirmed in that the structure designed by Hansell Design was indeed a relatively simple structure from a construction standpoint. Unfortunately, the Country, and especially our local region, are experiencing unprecedented construction costs caused by not only by the global supply chain challenges due to the pandemic but also due to the multiple recent wildfire disasters impacting our immediate area.

**That said, it must be noted and understood that the single greatest element driving the increased costs of this project was time.** From the point the Board of Directors approved the design concept in September 2018, through the redundant and time-consuming Design Review process, through the setbacks caused by the pandemic, to the point the District was finally able to issue an RFP in March 2021 (2.5 years) construction costs had escalated by anywhere from 200% - 300% and above.

This is a public works project guided by Public Contract Code legislative requirements (Gov Code Section 20100-20920):

[https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?lawCode=PCC&division=2.&title=&part=3.&chapter=1.&article=3.5.](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PCC&division=2.&title=&part=3.&chapter=1.&article=3.5.))

As such, in response to the bids received the Board now has the following formal action options available (further details follow):

1. Do nothing at this time. In accordance with the terms stated in the RFP, the District has 60 days from the date of the sealed bid openings to take formal action.
2. Reject all bids.
  - a. Instruct staff to redesign the building and re-issue an RFP in hopes of receiving lower bids.
  - b. Abandon project completely as conceived and instruct staff to return to the Board with new options to allow for effective solutions to meet our District-wide maintenance needs.
3. Accept the apparent low bid submitted by Murray Building, Inc. and authorize staff to execute contract with the bidder.

To provide detail to each option above:

1. Do nothing.

Should the Board feel they need more time to consider the bids, perform additional research, etc., this is an allowable option. Should this option be chosen at this time, the Board will need to take formal action as described in options 2 or 3 no later than June 25, 2021 (60 days from bid opening that occurred on April 27, 2021).

2. Reject all bids.

- a. Redesign the facility. It must be understood that redesigning the facility and reissuing an RFP in an attempt to lower the total construction cost could likely cause the District be required to repeat the entire County Planning process, depending upon the scope of the redesign. The District received Design Review approval specifically on the project as presented. If after only minor revisions it was determined by the County that the revised design remains within the scope of the original approval, it will still take significant time to reach that point. This is in addition to the time and expense that will be incurred with the need to then create new construction plan sets based on the revised design as well as the time involved in revising the RFP packet, noticing the RFP to the required agencies and awaiting the receipt of the second round of sealed bids.

As mentioned, time has been the single most impactful factor driving the increased costs this project has already incurred. As such, there are no guarantees that a second round of bidding would result in reduced costs despite any reduction in building scope.

Additionally, the current facility design was created to meet the District's operational needs at a minimal yet effective level for the foreseeable future. Any further reductions in design scope would also compromise the facility's intended effectiveness towards achieving its identified functional needs.

- b. Abandon the project as conceived. As illustrated in the above timeline of events as well as the additional documents located on the project webpage, the District performed a vast amount of planning, research and due diligence in every aspect of this project. These efforts led to the design and the facility location that was proposed and ultimately approved. Abandoning the project as conceived would essentially be starting over again from scratch in the hopes a new solution might be identified that was not previously identified through the exhaustive previous efforts while also meeting the identified needs criteria.

3. Accept the low bid and authorize the District Manager to execute contract.

It must be understood that the above listed bid totals were the "base bids" received for this project. The base bids did not include the Additional Alternatives (Add Alts) listed in the District-issued bid packet. The Add Alts were: 1) East and West Fenced Courtyards; 2) Break Room Cabinetry with Sink; and 3) Vertical Shade and Security Fins. These Add Alts were bid separately in accordance with the bid packet instructions. The District reserves the right to accept or reject the individual Add Alt bids. However, as also stated in the bid packet, all bids were compared on the base bid and the District is obligated to accept the bid of the qualified bidder with the lowest proposed base bid.

Given the amounts of the base bids, it is currently assumed by staff the Board may choose not to accept any of the Add Alts included with the apparent low bidder's proposal and these projects would not be completed as a component of the contract. However, the District reserves the right to complete these projects utilizing "Force Account Labor," more commonly referred to as in-house staffing. Should the Board accept the low bid while also rejecting the Add Alts, staff intends to perform in-house the installation of breakroom cabinetry and sink as well as the construction of a modified fencing solution on at least the western end of the facility. While the fencing installed would not be as detailed, uniform nor durable as originally designed, staff believes it can be completed in a manner so as to provide for a reduced level of additional storage capacity as well as providing the intended additional security feature for the covered open-ended portion of the facility.



This potential action further involves several additional consideration factors to be resolved. In no particular order:

- While the low bidder is in no way obligated, it does appear allowable within the Public Contract Code to work with the accepted low bidder in a collaborative manner to identify minimal ways by which the building design could potentially be value-engineered and modified in attempt to lower total construction costs. To be clear, the key word is “minimal” which is also not clearly defined within the Code or associated legislation. Anything beyond minimal value-engineering modifications would require the project to be reissued and subject to the public bidding procedures once again, at which point the District would then be held to the potential bid costs received as a result. Should the value-engineered modifications be determined minimal enough so as not to require a repeat of the bidding process, any associated cost savings achieved would be relatively small.
- The District Board would need to determine how specifically to fund this project. Below is a breakdown of possible funding solutions:
  - The use of Measure A funds has long-been identified and assigned as a funding source for this project. District staff anticipate total Measure A funds available for this project of approximately \$380,000 - \$400,000. This represents the entirety of Measure A funds expected to be allocated to the District through the current remaining life of the initiative set to expire in March 2022 with a final payment received in July 2022. While there have been some discussions of placing a renewal measure on the County-wide ballot, this has yet to be determined and would be subject to the outcome of the voters.
  - At the conclusion of this fiscal year, the District will have accumulated \$400,000 in Board-designated capital reserves.
  - The District has achieved strong operating financial gains for the past several years amounting to anywhere from \$700,000 - \$900,000 annual gains to our general fund. This has allowed the District to achieve a considerable average cash balance within our general fund with a current cash balance of \$5.5 million on May 6, 2021.
  - The District also has the option to finance a portion of this project through a loan. This option deserves consideration as interest rates remain extremely low at this time and would allow the District to maintain a strong cash balance position.

Staff has received initial information from the California Special District Association, Finance Corporation. The District has previously utilized financing through CSDA when the community center and firehouse were remodeled several years ago. In speaking with a rep from the finance corporation, staff was informed this capital project is ideal for their financing options available. Staff was further informed that rates do indeed remain extremely low at this time and were provided examples of recent similar loans awarded with 10-year terms at rates of 2.75% - 2.85% for amounts between \$800K - \$1Mil.

Based on this initial conversation and direction provided, they are currently checking with their partner banking institutions on the District's behalf to receive current rates on a loan balance assumed to be between \$500K - \$600K with a 10-year term, including any potential pre-payment penalties should the District desire to pay off the principal balance prior to the completion of the full term. Should the Board decide to pursue this opportunity, a final determination would

need to be made as to the amount of the loan and the District would then be able to lock-in the best available rate and terms. The associated Board action would take place during a subsequent board meeting 2-3 months from now.

Given the various funding options presented, the District could conceivably utilize multiple funding avenues for this project, all of which should be assumed to exhaust the remaining allocation of Measure A funds available to the District. To provide one example:

Measure A Funds:	\$380,000
Designated Reserves:	\$200,000
Financing Loan:	\$500,000
<u>General Fund:</u>	<u>\$100,000</u>
<b>Total Funding:</b>	<b>\$1,180,000</b>

The above funding example is but one potential solution. There are several different methodologies and funding combinations by which the Board could allocate funding to provide for this project as presented at this time. Regardless of which funding combination may ultimately be determined, the above information is intended to illustrate that the District can indeed afford this project and do so in a way that does not compromise the financial health of the District.

In summary, the Board is at a critical decision-point in this initiative. The process leading the District to this point has been long, thorough and inclusive. During this time, our maintenance needs have not diminished nor will they in the foreseeable future. However, the costs associated with any potential project of this nature will continue to escalate. In the meantime, the District assets utilized to perform this work need to be stored properly to ensure their continued operation and intended lifespan. Above all, our most valuable assets, the dedicated District employees who work tirelessly to provide for our community, require a proper facility and working conditions which allow them to perform their job responsibilities in an efficient, effective and, most importantly, safe manner.

**Staff Recommendation:** Accept the apparent low bid received, determine which, if any, Additional Alternatives to accept and authorize the District Manager to engage Murray Building, Inc. in executing a contract for the construction of the Marinwood Park Maintenance Facility. Additionally, make a determination on the preferred allocations to be used for funding the project, including potentially providing staff direction to pursue final loan financing amount and terms through the California Special Districts Association, Finance Corporation.

**MARINWOOD COMMUNITY SERVICES DISTRICT  
PARK MAINTENANCE FACILITY  
BID PROPOSAL**

The Undersigned, as Bidder, doing business under the firm name of:

Name of Bidder:

Murray Building, Inc.

Business Address:

1181 Broadway, Sonoma, CA 95476

Having carefully examined your Invitation for Bids, Instructions to Bidders, Specifications and Drawings and the Addenda listed below, and having examined the site of the work and all conditions affecting it, the undersigned proposes to furnish all labor, materials, plant, equipment and services and to perform all work necessary and incidental to the work as described in strict accordance with the above documents including Addenda numbered for consideration of the unit prices and extensions set forth in the following schedule:

**Base Bid (Lump Sum):** required labor, materials, transportation, equipment, incidentals, and services for construction of a new Park Maintenance Facility consisting of a 1,200sf enclosed workshop, break room (not incl cabinetry and sink re: Add Alt 02), restroom, and storage closet contiguous with a 1,300sf covered (unconditioned) storage area as shown on the plans and specifications, complete for the lump sum of:

\$ 1,059,000

one million Fifty-nine thousand - dollars

**Additive Bid Item:**

	Price (Words)	Price (Dollars)
Add Alt 01 East & West Courtyards totaling 1,960sf, including fencing on concrete stem walls, rolling gates, and compacted gravel surfaces.	Three Hundred seventy-seven thousand Eight hundred \$ <del>Forty-six</del> <del>377,846</del> Dollars (Cm)	\$ 377,846
Add Alt 02 Break Room cabinetry with sink	Twenty-one thousand Five Hundred seventy Five \$ <del>21,575</del> Dollars (Cm)	\$ 21,575
Add Alt 03 Vertical Shade and Security Fins at openings above wall on column line 03 between lines A.2 and C.2 to be detailed in a separate Addendum	Ninety-Three thousand nine Hundred Fifty-eight \$ <del>93,958</del> Dollars (Cm)	\$ 93,958
	Dollars	\$
	Dollars	\$
	Dollars	\$

**LIST OF SUBCONTRACTORS/APPRENTICES**

The bidder shall here give a list of his proposed subcontractors. The information presented below must embrace the names and addresses of all subcontractors and a description of the work to be performed by each.

<u>SUBCONTRACTOR ADDRESS</u>	<u>LICENSE NUMBER</u>	<u>DESCRIPTION OF WORK</u>
<u>Damazio - Petaluma</u>	<u>928048</u>	<u>EXCAVATING</u>
<u>R &amp; R MAHER - Vallejo</u>	<u>508930</u>	<u>CONCRETE</u>
<u>Ahlborn - Santa Rosa</u>	<u>854244</u>	<u>Fence and Steel</u>
<u>BK Mill - Newark</u> County	<u>428941</u>	<u>CASE WORK</u>
<u>Solaro Roofing - Fairfield</u>	<u>495355</u>	<u>Roofing</u>
<u>COAST - SANTA ROSA</u> Loomis	<u>465440</u>	<u>INSULATION</u>
<u>The Smith Co. -</u>	<u>747469</u>	<u>Overhead Doors</u>
<u>GLASS &amp; SASH - <sup>SAN</sup> RAFAEL</u>	<u>173807</u>	<u>Glazing</u>

**LIST OF SUBCONTRACTORS/APPRENTICES**

The bidder shall here give a list of his proposed subcontractors. The information presented below must embrace the names and addresses of all subcontractors and a description of the work to be performed by each.

SUBCONTRACTOR ADDRESS      LICENSE NUMBER      DESCRIPTION OF WORK

DC Tile - Colfax      605586      TILE

W. SACRAMENTO

Boeger Plastering      319451      Stucco

KBI - Petaluma      944475      PAINT

Folsom

CaLidad Plumbing      840323      Plumbing

BayCities Fire      731222      Fire sprinklers

SANTA ROSA

TOP-Notch - Sacramento      972009      HVAC

Nordby - SANTA ROSA      757006      Electric

R.P. Coatings - Hayward      #538214      Floor Finish

R.P.  
COATING

NOTE: SEE PAGE #17 FOR LIST OF SUBCONTRACTORS

Marinwood CSD  
Park Maintenance Facility

**STATEMENT OF SUBCONTRACTORS**  
**For**  
**MARINWOOD COMMUNITY SERVICES DISTRICT -**  
**PARK MAINTENANCE FACILITY**


The bidder is required to state below the name and address of each subcontractor and the portion of the work each subcontractor will perform:

Subcontractor name, address, license #	Subcontractor work
<u>Damazio - Petaluma # 928048</u>	<u>Excavating</u>
<u>R+R MAHER, Vallejo # 508930</u>	<u>Concrete</u>
<u>Ahlborn - Santa Rosa # 854244</u>	<u>Fence and Steel</u>
<u>BK Mill - Newark # 428941</u>	<u>CASE Work</u>
<u>Solano Roofing - Fairfield # 495355</u>	<u>Roofing</u>

Respectfully submitted,

Official Address:  
1181 Broadway  
Sonoma, CA. 95476

Firm: Murray Building, Inc.

By:   
CLAUDIA MURRAY

Title: Secretary

Date: 4/27/2021

**STATEMENT OF SUBCONTRACTORS**  
**For**  
**MARINWOOD COMMUNITY SERVICES DISTRICT -**  
**PARK MAINTENANCE FACILITY**

The bidder is required to state below the name and address of each subcontractor and the portion of the work each subcontractor will perform:

Subcontractor name, address, license #	Subcontractor work
COAST - Santa Rosa # 465440	Insulation
The Smith Co. - Loomis # 747469	overhead Poon
Glass & Sash - San Rafael # 173807	Glazing
DC Tile - Colfax # 605586	Tile
Boeger Plaster - W. Sacramento # 319451	Stucco

Respectfully submitted,

Official Address:

1191 Broadway  
Sonoma, CA. 95476

Firm: Murray Building, Inc.

By:

Claudia Murray  
CLAUDIA MURRAY

Title:

Secretary

Date:

4/27/2021



**STATEMENT OF SUBCONTRACTORS**  
**For**  
**MARINWOOD COMMUNITY SERVICES DISTRICT -**  
**PARK MAINTENANCE FACILITY**

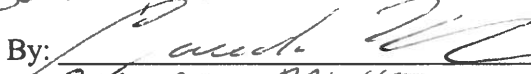
The bidder is required to state below the name and address of each subcontractor and the portion of the work each subcontractor will perform:

Subcontractor name, address, license #	Subcontractor work
KBT; Petaluma # 944475	PAINT
Calidad Plumbing - Folsom # 840323	Plumbing
Bay Cities Fire - SANTA ROSA # 731222	Fire Sprinklers
Top Notch - Sacramento # 972009	HVAC
Nordby - SANTA ROSA # 757006	Electrical
R.P. COATINGS - HAYWARD # 538214	FLOOR FINISH

Respectfully submitted,

Official Address:  
1191 Broadway  
Sonoma, CA. 95476

Firm: Murray Building, Inc.

By:   
CLAUDIA MURRAY

Title: Secretary

Date: 4/27/2021

**STATEMENT OF SUBCONTRACTORS**  
**For**  
**MARINWOOD COMMUNITY SERVICES DISTRICT –**  
**PARK MAINTENANCE FACILITY**

The bidder is required to state below the name and address of each subcontractor and the portion of the work each subcontractor will perform:

Subcontractor name, address, license #	Subcontractor work
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Respectfully submitted,

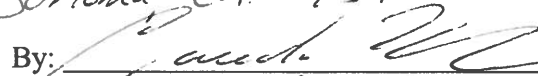
Official Address:

1191 Broadway  
Sonoma, CA. 95476

Firm:

Murray Building, Inc.

By:

  
CLAUDIA MURRAY

Title:

Secretary

Date:

4/27/2021

The bidder shall indicate if the use of apprentices is planned and indicate how many and for what trades.

*Will Request From:*

PLANNED APPRENTICES

TRADE/DESCRIPTION OF WORK

<i>ABC Northern CA. CHAPTER</i>	<i>Journeyman Carpenter</i>	<i>(2)</i>
-------------------------------------	-----------------------------	------------

_____	_____
_____	_____
_____	_____

*X [Signature]*  
*Charles Murray, Secretary*

**NOTE: NO SUBSTITUTION OR ADDITIONS MAY BE MADE WITHOUT PRIOR WRITTEN APPROVAL**

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

The undersigned agrees that, if this Proposal is accepted, the undersigned will execute a Contract with the **Marinwood Community Services District** within seven (7) days from the date of the mailing of the notice of award to the bidder to the address given by them.


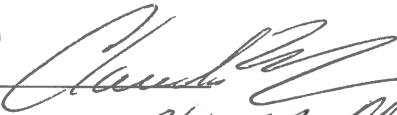
If the Proposal is accepted, the undersigned agrees to start work within fourteen (14) calendar days of issuance of the Notice to Proceed. It is also agreed that all work included in the specifications and drawing shall be completed within two hundred fifteen (215) consecutive calendar days from the Notice to Proceed.

The undersigned proposes, upon award of the Contract, to furnish a performance bond in the amount of one hundred percent (100%) of the amount of the Contract and the required payment (material and labor) bond.

As a guarantee that the terms of this Proposal will be complied with, the undersigned submits herewith a Proposal guarantee in the amount of ten percent (10%) of the total bid, an executed Fair Employment Practices Certificate, and executed statement of subcontractors and an executed Non-Collusion Affidavit.

**ADDENDA ACKNOWLEDGEMENT**

All Addenda bound with the specifications or issued during the time of bidding are included in this proposal. Receipt of the following Addenda and date thereof is acknowledged:

Addendum #1 \_\_\_\_\_    
Claudia Murray, Secretary

Dated: 4.20.21

Addendum #2 \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum #3 \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum #4 \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum #5 \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum #6 \_\_\_\_\_

Dated: \_\_\_\_\_

No person, firm, or corporation shall be allowed to make, file, or be interested in more than one (1) bid for the same project unless such alternate bids are called for. However, a person, firm or corporation who has submitted a sub-proposal to one bidder is not hereby disqualified from submitting a sub-proposal or quoting prices to other bidders.

If this proposal is accepted and the undersigned shall fail to contract as aforesaid and to give the two bonds in the sums to be determined as aforesaid with surety satisfactory to the District within three (3) working days of notice of award, the District may, at its option, determine that the bidder has abandoned the contract, and thereupon this proposal and the acceptance thereof shall be null and void and the forfeiture of such security accompanying this proposal shall operate and the same shall be the property of the Marinwood Community Services District.

It is hereby agreed that the undersigned, as bidder, shall furnish a faithful performance bond of the total amount of this proposal and a labor and materials bond in the amount of one hundred percent (100%) of the total amount of this proposal to the Marinwood Community Services District and at no expense to said Marinwood Community Services District, in the event that this proposal is accepted by said Marinwood Community Services District.

#### SUBCONTRACTS

The following "Specialty Item" of work is hereby exempted from percentage requirements of work performed by the Contractor's own organization and workmen under his immediate supervision:

NONE

Attention is directed to the provisions in Appendix D – "General Conditions & Project Specifications" and, where applicable, in Section 5-1.13, "Subcontracting," of the Standard Specifications, and Section B, "Proposal Requirements and Conditions," of the General Provisions contained within the Contract Documents.

**VERIFICATION OF SITE VISIT**

The bidder hereby verifies that they have visited the Marinwood Community Services District Park Maintenance Facility site at 775 Miller Creek Road, San Rafael, CA 94903, on

4.9.21 @ 2:00P

Date

and have inspected the planned project areas.

Murray Building, Inc.

Name of Bidder



Signature of Bidder

Confirmed by:



Signature of Owner or Architect

**NONCOLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED  
WITH BID**

State of California )

County of SONOMA ) ss.

To the MARINWOOD COMMUNITY SERVICES DISTRICT

Claudia Murray, being first duly sworn, deposes and says that

they are Secretary of Murray Building Inc.  
the party making the foregoing bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Non-collusion Affidavit is part of the Proposal. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

Notary Seal

\_\_\_\_\_  
Signature of Notary Public

**Notary Certificate Attached**

Claudia Murray  
Signature of Document Signer *Claudia Murray*  
Secretary



# CALIFORNIA JURAT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA }

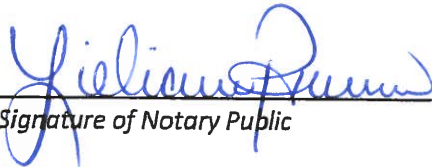
COUNTY OF Sonoma }

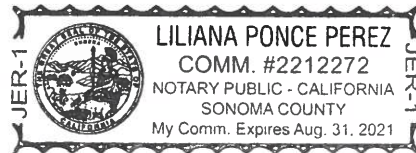
Subscribed and sworn to (or affirmed) before me on this 23<sup>rd</sup> day of April, 2021  
Date Month Year

by Claudia Murray

*Name of Signers*

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

Signature:   
*Signature of Notary Public*



*Seal*  
*Place Notary Seal Above*

## OPTIONAL

*Though this section is optional, completing this information can deter alteration of the document or fraudulent attachment of this form to an unintended document.*

### Description of Attached Document

Title or Type of Document: Noncollusion Affidavit to be Executed by Bidder and Submitted with Bid

Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

(THE BIDDER'S EXECUTION ON THE SIGNATURE PORTION OF THIS PROPOSAL  
SHALL ALSO CONSTITUTE AN ENDORSEMENT AND EXECUTION OF THOSE  
CERTIFICATIONS WHICH ARE A PART OF THIS PROPOSAL)

**EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

The bidder Murray Building Inc, proposed subcontractor hereby certifies that they have \_\_\_\_\_, have not , participated in a previous contract or subcontract subject to the equal opportunity clauses, as required by Executive Orders 10925, 11114, or 11246, and that, where required, they have filed with the Joint Reporting Committee, the Director of the Office of Federal Contract Compliance, a Federal Government contracting or administering agency, or the former President's Committee on Equal Employment Opportunity, all reports due under the applicable filing requirements.

**Note:** The above certification is required by the Equal Employment Opportunity Regulations of the Secretary of Labor (41 CFR 60-1.7(b) (1)), and must be submitted by bidders and proposed subcontractors only in connection with contracts and subcontracts which are subject to the equal opportunity clause. Contracts and subcontracts which are exempt from the equal opportunity clause are set forth in 41 CFR 60-1.5. (Generally only contracts or subcontracts of \$10,000 or under are exempt.)

Currently, Standard Form 100 (EE0-1) is the only report required by the Executive Orders or their implementing regulations.

Proposed prime Contractors and subcontractors who have participated in a previous contract or subcontract subject to the Executive Orders and have not filed the required reports should note that 41 CFR 60-1.7(b) (1) prevents the award of contracts and subcontracts unless such Contractor submits a report covering the delinquent period or such other period specified by the Federal Highway Administration or by the Director, Office of Federal Contract Compliance, U.S. Department of Labor.

*Listed - to follow " bid opening  
Subcontractors that are*

  
CIAUDIA Murray, secretary

**DEBARMENT AND SUSPENSION CERTIFICATION**

**TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29**

The bidder, under penalty of perjury, certifies that, except as noted below, they or any other person associated therewith in the capacity of owner, partner; director, officer, and manager:

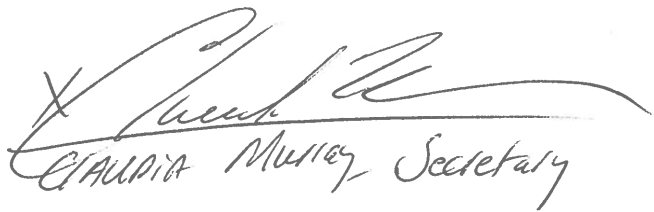
- are not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal agency; *cm*
- have not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal agency within the past 3 years; *cm*
- do not have a proposed debarment pending; and *cm*
- have not been indicted, convicted, or had a civil judgment rendered against them by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past 3 years. *cm*

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions.

The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.



*Claudia Murley, Secretary*

**NOTICE**

Section 7028.15 of the Business and Professions Code provides that it is a misdemeanor for any person to submit a bid to a public agency in order to engage in the business or act in the capacity of a Contractor within the state without having a license therefore except in certain cases. Therefore, you must sign one of the following two statements:

1. I am familiar with the provisions of Section 7028.15 of the California Business and Professions Code in my opinion the following exceptions contained within the Code section apply:

I declare under penalty of perjury that the foregoing is true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 2021, at \_\_\_\_\_, California.

\_\_\_\_\_  
(Signature)

2. I am a licensed Contractor possessing the following license, the number of which is 646709, the license expiration date is 10/31/2021. 2023

I declare under penalty of perjury that the foregoing is true and correct. Executed this 26 day of April 2021, at Sonoma, California.

  
(Signature)

*CLAUDIA Murray - secretary*

ANY BID NOT CONTAINING THE FOREGOING INFORMATION, OR A BID CONTAINING INFORMATION WHICH IS SUBSEQUENTLY PROVEN FALSE, SHALL BE CONSIDERED NON-RESPONSIVE AND SHALL BE REJECTED BY THE PUBLIC AGENCY.

## PUBLIC CONTRACT CODES

### Public Contract Code Section 10285.1 Statement

In accordance with Public Contract Code Section 10285.1 (Chapter 376, Stats. 1985), the bidder hereby declares under penalty of perjury under the laws of the State of California that the bidder has \_\_\_\_, has not  been convicted within the preceding three years of any offenses referred to in that section, including any charge of fraud, bribery, collusion, conspiracy, or any other act in violation of any state or Federal antitrust law in connection with the bidding upon, award of, or performance of, any public works contract, as defined in Public Contract Code Section 1101, with any public entity, as defined in Public Contract Code Section 1100, including the Regents of the University of California or the Trustees of the California State University. The term "bidder" is understood to include any partner, member, officer, director, responsible managing officer, or responsible managing employee thereof, as referred to in Section 10285,1.

Note: The bidder must place a check mark after "has" or "has not" in one of the blank spaces provided. The above Statement is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Statement. Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

### Public Contract Code Section 10162 Questionnaire

In accordance with Public Contract Code Section 10162, the Bidder shall complete, under penalty of perjury, the following questionnaire:

Has the bidder, any officer of the bidder, or any employee of the bidder who has a proprietary interest in the bidder, ever been disqualified, removed, or otherwise prevented from bidding on, or completing a federal, state, or local government project because of a violation of law or a safety regulation?

Yes \_\_\_\_\_

No  \_\_\_\_\_

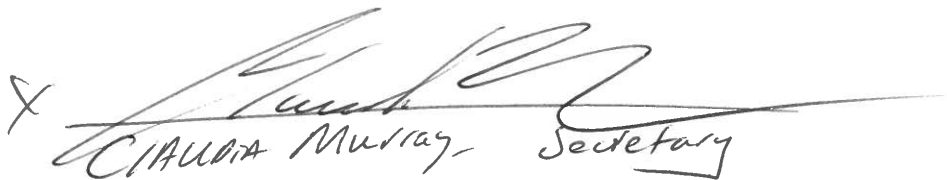
If the answer is yes, explain the circumstances on a separate sheet of paper and attach it after this page.

**Public Contract Code Section 10232 Statement**

In accordance with Public Contract Code Section 10232, the Contractor, hereby states under penalty of perjury, that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Contractor within the immediately preceding two-year period because of the Contractor's failure to comply with an order of a federal court which orders the Contractor to comply with an order of the National Labor Relations Board.

Note: The above Statements and Questionnaire are part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Statement and Questionnaire.

Bidders are cautioned that making a false certification may subject the certifier to criminal prosecution.

X   
CLAUDIA Murray, Secretary

**BID BOND**  
**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**PARK MAINTENANCE FACILITY**

KNOW ALL PERSONS BY THESE PRESENTS, that Marinwood Community Services District ("District"), a local government agency located in the County of Marin, State of California, has received a Proposal from Murray Building, Inc., (hereinafter designated as "PRINCIPAL"), whereby PRINCIPAL agrees to enter into a Contract with the District for the improvements more particularly described in all documents forming the complete Contract entitled PARK MAINTENANCE FACILITY which said complete Contract is hereby referred to and made a part hereof; and

WHEREAS, said PRINCIPAL is required to furnish a bond in connection and with said Proposal, provided that if said PRINCIPAL fails or refuses to enter into said Contract, the Surety of this bond will pay the District the amount hereinafter set forth.

NOW, THEREFORE, we the PRINCIPAL and Philadelphia Indemnity Insurance Company, as Surety, are held and firmly bound unto Marinwood Community Services District in the penal sum of \$ 10% of the total amount bid, lawful money of the United States, being not less than ten percent (10%) of the estimated Contract cost of the work, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION IS SUCH that if said PRINCIPAL, his/her/its heirs, executors, administrators, successors or assigns, shall fail to enter into said Contract, then said Surety will pay the same in or to an amount not exceeding the amount hereinabove set forth, and also will pay in case suit is brought upon this bond a reasonable attorney's fee in such suit, which fee shall be fixed by the Court.

AS FURTHER TERMS OF THIS BOND, IT IS UNDERSTOOD AS FOLLOWS:

- (a) If said Proposal shall be rejected, or in the alternative;
- (b) If said Proposal shall be accepted and the PRINCIPAL shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said proposal) and shall furnish a bond for his/her/its faithful performance of said contract, and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Proposal; then, this obligation shall be void, otherwise the same

shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the District may accept such Proposal; and said Surety does hereby waive notice of any such extension.

PROVIDED FURTHER, that no final settlement between the District and PRINCIPAL shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

NOTE: To be signed by PRINCIPAL and Surety and acknowledgment and Notarial seal attached.

(SEAL)

Murray Building, Inc.

PRINCIPAL

By: 

Claudia Murray - Secretary Title:

Philadelphia Indemnity Insurance Company

SURETY

By: 

Nancy L. Wallis, Attorney-in-Fact Title:

One Bala Plaza #100

Bala Cynwud, PA 19004-0950

(Address of Surety)



**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of Sonoma )

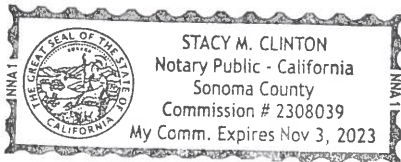
On April 21, 2021 before me, Stacy M. Clinton, Notary Public  
Date Here Insert Name and Title of the Officer

personally appeared Nancy L. Wallis  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature [Handwritten Signature]  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: \_\_\_\_\_ Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_ Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: \_\_\_\_\_

Corporate Officer — Title(s): \_\_\_\_\_

Partner —  Limited  General

Individual  Attorney in Fact

Trustee  Guardian or Conservator

Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

Signer's Name: \_\_\_\_\_

Corporate Officer — Title(s): \_\_\_\_\_

Partner —  Limited  General

Individual  Attorney in Fact

Trustee  Guardian or Conservator

Other: \_\_\_\_\_

Signer Is Representing: \_\_\_\_\_

PHILADELPHIA INDEMNITY INSURANCE COMPANY  
One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and Stacy M. Clinton, Natalie Ann Horder, Catherine A. Pinney, Mark W. Stokes, Nancy L. Wallis, Lacey Torkelson Smith, Kenneth A. Keeney and K. Dixon Wright of USI Insurance Services USA, Inc., its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$50,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14<sup>th</sup> of November, 2016.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

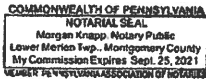
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 27<sup>TH</sup> DAY OF OCTOBER, 2017.



(Seal)

Robert D. O'Leary Jr., President & CEO  
Philadelphia Indemnity Insurance Company

On this 27<sup>th</sup> day of October, 2017, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public: Morgan Krapp  
residing at: Bala Cynwyd, PA  
My commission expires: September 25, 2021

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 27<sup>th</sup> day of October, 2017 are true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 21st day of April, 2021.



Edward Sayago, Corporate Secretary  
PHILADELPHIA INDEMNITY INSURANCE COMPANY

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

### California All-Purpose Acknowledgement

State of California }  
County of Sonoma } SS.

On 04/23/2021 before me Liliana Ponce Perez, Notary Public

personally appeared Claudia Murray  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Liliana Ponce (Seal)



Optional

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

**Description of the Attached Document:**

Title of Type of Document: Bid Bond Marinwood Community Services District Park Maintenance Facility

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

Accompanying this proposal is Bid Bond.  
(Notice: Insert the words "Cash \$ \_\_\_\_\_", "Cashier's Check", "Certified Check," or  
"Bidder's Bond.") in the amount equal to at least 10 percent of the total of the bid.

The names of all persons interested in the foregoing proposal as principals are as follows:

**IMPORTANT NOTICE:** If bidder or other interested person is a corporation, state legal name of corporation, also names of the president, secretary, treasurer, and manager thereof; if a co-partnership, state true name of firm, also names of all individual copartners composing firm; if bidder or other interested person is an individual, state first and last names.


Murray Building, Inc - CA.

President: SCOTT Murray Secretary: Claudia Murray

**ADDENDA:** This Proposal is submitted with respect to the changes to the contract included in addenda numbers) # 1 Dated 4/20/21.  
(Fill in any addenda numbers if addenda have been received.)

By my signature on this proposal I certify, under penalty of perjury under the laws of the State of California, that the foregoing questionnaire and statements of Public Contract Code Sections 10162, 10232 10285.1 are true and correct and that the bidder has complied with the requirements of Section 8103 of the Fair Employment and Housing Commission Regulations (Chapter 5, Title 2 of the California Administrative Code). By my signature on this proposal I further certify, under penalty of perjury under the laws of the State of California and the United States of America, that the Non-collusion Affidavit required by Title 23 United States Code, Section 112 and Public Contract Code Section 7106; and the Title 49 Code of Federal Regulations, Part 29 Debarment and Suspension Certification are true and correct.

**SIGN HERE:**

Signature of Bidder:   
Date: 4/27/2021 CLAUDIA Murray secretary

Business address: 1181 Broadway, Sonoma, CA. 95476

Business Phone No.: 707-939-9001

Place of business: Sonoma, CA.

Place of residence: SONOMA, CA.



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** May 11, 2021  
**Re:** Resolutions 2021-04: Defensible Space Service Agreement with City of San Rafael

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Directors,

Please see the included Resolution 2021-04 and associated agreement with the City of San Rafael to provide for defensible space services to Marinwood Community Services District.

In 2020, Marin County voters approved Measure C, a parcel tax to fund the establishment of the Marin Wildfire Prevention Authority (MWPA), a joint powers authority tasked with improving wildfire safety for all Marin residents, businesses, and visitors. The MWPA consists of 17 Marin county agencies, including the District and the City. The tax revenue collected for the MWPA is dedicated to three funding categories: core, local, and defensible space. "Core" monies are designated for five distinct geographic zones and account for 60 percent of the tax revenue. The District and the City are within the same designated zone, which also incorporates County Service Areas (CSAs). "Local" and "defensible space" monies account for 20 percent each and are designated to each participating agency individually with allocation based on respective populations. As a member agency, the District receives a sum of money for our local and defensible space categories required to be spent on local fire mitigation projects and residential home evaluations.

#### District Projected MWPA Funding FY 2021-22 Annual Budget

<b>Agency</b>	<b>JPA Core 60%</b>	<b>JPA D-Space 20%</b>	<b>JPA Local 20%</b>	<b>Total Estimated Revenues</b>
Marinwood CSD	\$193,236	\$64,412	\$64,412	\$322,060

The Marinwood Community Services District and the City of San Rafael have maintained a working partnership since 1973 to provide shared fire protection and emergency services throughout their unified operational area. The current arrangement between the City and the District is articulated in a joint powers agreement that was approved by the Board of Directors in 2014. The Fire Chief Officer Services amendment was added and approved by the Board in 2018. The existing agreements focus on fire administration, fire suppression, Emergency Medical Services and structural prevention services, not wildfire prevention or mitigation. The District and the City now wish to enter an agreement relating to wildfire prevention and mitigation services, including defensible space evaluations.

As the District and the City become more aligned and unified in their operations, which include 9-1-1 call services, joint training opportunities, fire prevention, emergency management, environmental management services, records management, equipment support, and administrative support services, the inclusion of MWPA-funded services for defensible space evaluations and fuel reduction projects is a logical next step in the existing relationship between the District and City. Furthermore, our working relationship with the City has allowed for access to additional resources which, as a small District with limited resources, we would not otherwise be able to provide.

Over the past year, the City has used their local and defensible space funds to build a comprehensive Wildfire Mitigation Team to provide defensible space evaluations and fuel reduction project planning and implementation within the City and District unified operational area. The District has used a portion of the MWPA funds it receives to compensate the City for services provided within the District. Formalizing the Agreement to continue coordinating MWPA-funded services like defensible space evaluations and vegetation management projects as workload and costs increase is consistent with the District's and City's history of cooperative fire services and current shared services agreements. Coordinating services within the unified operational area will provide simplified and unified public service by eliminating duplicated costs associated with recruitment, training, scheduling and managing employees, and acquisition of supplies and equipment needed to provide services.

During the start-up phase of increased wildfire prevention activity associated with the creation of the MWPA, staff from the District and City established a process for work to be completed and reimbursed. This agreement formalizes those terms in perpetuity, or until either party gives notice.

Through this agreement, the City will bill the District for defensible space evaluations provided to residents in the District, and for employee time spent implementing fuel reduction projects that occur on District-owned open space lands. The City will assume costs, not to be billed to Marinwood, for the following: recruitment, hiring, and training of staff; uniforms; vehicle maintenance; and fuel. These fixed costs will be assumed by the City as will the overall management of coordination of the wildfire mitigation efforts. Only the direct costs incurred with these projects will be billed to Marinwood.

If the District were to manage these efforts without the collaboration of the City, our limited resources and lack of subject matter expertise would require the use of an independent consultant at a much higher expense than can be achieved through the attached agreement.

**Staff Recommendation:** Approve Resolution 2021-04 authorizing the District Manager to execute the agreement between Marinwood Community Services District and the City of San Rafael for defensible space services.

**RESOLUTION NO. 2021-04**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE MARINWOOD COMMUNITY SERVICES DISTRICT APPROVING AND AUTHORIZING THE DISTRICT MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE MARINWOOD COMMUNITY SERVICES DISTRICT AND THE CITY OF SAN RAFAEL FOR WILDFIRE PREVENTION SERVICES, INCLUDING DEFENSIBLE SPACE EVALUATIONS**

**WHEREAS**, the Marinwood Community Services District (District) and the City of San Rafael (City) have maintained a successful partnership since 1973 to provide shared fire protection and emergency services throughout their unified operational area; and

**WHEREAS**, the existing agreements between the District and the City focus on fire administration, fire suppression, Emergency Medical Services and structural prevention services, not wildfire prevention or mitigation; and

**WHEREAS**, in 2020, Marin County voters approved Measure C, a parcel tax to fund the establishment of the Marin Wildfire Prevention Authority (MWPA), a joint powers authority tasked with improving wildfire safety for all Marin residents, businesses, and visitors, and a portion of the tax is allocated to each member agency, including the District and the City for use for local and defensible space projects; and

**WHEREAS**, the District and the City now wish to build upon their existing relationship and enter into an agreement relating to shared wildfire prevention and mitigation services, including defensible space evaluations;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Marinwood Community Services approves and authorizes the District Manager to execute an agreement between the Marinwood Community Services District and the City of San Rafael for defensible space services in the form attached hereto as Exhibit A.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors on May 11, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Bill Shea, President of the Board

ATTEST: \_\_\_\_\_  
Tiffany Combrink, Secretary to the Board

**AGREEMENT BETWEEN THE CITY OF SAN RAFAEL AND THE MARINWOOD  
COMMUNITY SERVICES DISTRICT FOR DEFENSIBLE SPACE SERVICES**

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by and between the CITY OF SAN RAFAEL (“CITY”) and the MARINWOOD COMMUNITY SERVICES DISTRICT (“DISTRICT”)

WHEREAS, CITY and DISTRICT are contiguous local governmental agencies which each provide fire protection and emergency services within their respective jurisdictions; and

WHEREAS, since 1973 and as permitted by applicable law including but not limited to Government Code Sections 55631 through 55634, CITY and DISTRICT have entered into a series of cooperative agreements for the effective and efficient provision of fire and emergency services throughout a unified operational area, to their mutual advantage; and

WHEREAS, CITY and DISTRICT currently operate under agreements pursuant to which they share certain fire and emergency personnel and chief officers for the provision of fire and emergency services in their unified operational area; and

WHEREAS, as part of their fire and emergency services, CITY and DISTRICT each also perform property inspections and various vegetation management operations to provide and/or increase defensible space near structures, for the purpose of mitigating the risk of destructive wildfires (hereafter, “defensible space operations”); and

WHEREAS, the CITY and DISTRICT are both members of the Marin Wildfire Prevention Authority (“MWPA”), a joint powers authority established in 2019 to develop and implement a comprehensive wildfire prevention and emergency preparedness plan throughout almost all of Marin County; and

WHEREAS, the operations of the MWPA are funded by a parcel tax measure (“Measure C”) adopted by the voters of Marin County on March 3, 2020; and

WHEREAS, the MWPA has authorized Measure C tax proceeds to be used to fund qualifying activities of MWPA member agencies, including funding for defensible space operations; and

WHEREAS, CITY has hired additional Fire Department staff to perform defensible space operations funded by the MWPA, and has sufficient capacity to be able to provide similar services to DISTRICT for properties within DISTRICT’s jurisdiction, on a contract basis; and

WHEREAS, DISTRICT also receives funds from MWPA for defensible space operations and wishes to use a portion of those funds to compensate CITY for providing those services; and

WHEREAS, consistent with their history of cooperative fire protection services and their current shared services agreements, CITY and DISTRICT now wish to coordinate their MWPA-funded defensible space operations on the terms and conditions set forth in this Agreement;



NOW, THEREFORE, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES as follows:

1. PROJECT COORDINATION.

A. CITY'S Project Manager. Quinn Gardner is hereby designated the Project Manager for CITY and shall supervise all aspects of the progress and execution of this Agreement at the sole expense of CITY. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute Project Manager, for any reason, CITY shall notify DISTRICT within ten (10) business days of the substitution.

B. DISTRICT'S Project Manager. Eric Dreikosen is hereby designated as the Project Manager for DISTRICT. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute Project Manager, for any reason, DISTRICT shall notify CITY within ten (10) business days of the substitution.

2. SERVICES COVERED BY AGREEMENT.

CITY and DISTRICT intend this Agreement to apply only to services determined by DISTRICT, in its sole discretion, to qualify for funding by the MWPA's local and defensible space funding categories. CITY will not provide any services for DISTRICT under this Agreement unless CITY first provides DISTRICT with a cost estimate for the services, if available, and, regardless of whether such cost estimate is available or not, DISTRICT provides CITY with a written notice to proceed. Notwithstanding the parties' intention that services under this Agreement will qualify for MWPA local and defensible space funding, once DISTRICT provides CITY with a notice to proceed and the requested services are performed by CITY, DISTRICT will be required to compensate CITY as provided in this Agreement regardless whether such MWPA funding is finally provided to DISTRICT by the MWPA.

3. DUTIES OF CITY.

CITY will perform annual defensible space inspections and specific fuel reduction projects within DISTRICT'S jurisdiction as specifically requested by DISTRICT'S Project Manager. CITY at their sole expense will recruit, hire, and train staff to perform such services, and will have sole discretion over the salary and expenses paid to such staff. In connection with performing defensible space inspections, once CITY has prepared an inspection report for a particular property, CITY shall not be required to pursue any enforcement actions as to that property absent express agreement between the parties.

4. DUTIES OF DISTRICT.

DISTRICT shall not be required to request services from CITY pursuant to this Agreement, and it is understood that DISTRICT intends to contract directly with other service providers for local and defensible space services whenever it is reasonably able to do so. Should DISTRICT decide to seek the services of another agency or vendor for specific

projects, especially those that have historically been performed by CITY, DISTRICT shall give advance notice so that CITY can hire and plan for work accordingly. This notice shall be provided as soon as DISTRICT determines it will not utilize the services of CITY, but no less than 30 days beforehand.

5. COMPENSATION.

In consideration for the full performance of the services described herein by CITY DISTRICT will compensate CITY as follows:

A. For defensible space inspections, DISTRICT shall pay CITY on a time and materials basis at the then current Hourly Rate Plus Benefits of each CITY employee providing such direct services. The Hourly Rate Plus Benefits document attached hereto as Exhibit A and incorporated herein by reference is an example of the current Hourly Rate Plus Benefits amount. For purposes of this Agreement, the Hourly Rate Plus Benefits means the employee's hourly rate plus direct benefits paid or provided by CITY, inclusive of health and retirement benefits. CITY will track employee time and expenses when performing such defensible space inspections within DISTRICT'S jurisdiction. Rates will be subject to change in accordance with CITY publicly available pay schedule.

B. For services on fuel reduction projects, DISTRICT shall pay CITY on a time and materials basis at the then current Hourly Rate Plus Benefits of each CITY employee providing such direct services. CITY will track employee time and expenses separately for each fuel reduction project.

C. CITY will rebill DISTRICT for any costs incurred from third party vendors for work completed in DISTRICT provided DISTRICT has provided written notice to proceed with respect to such work in accordance with this Agreement.

D. DISTRICT will make payment to CITY quarterly within 30 days after receipt of itemized invoices submitted by CITY.

6. TERM OF AGREEMENT.

This Agreement shall be effective as of July 1, 2020 and shall continue in effect until such time as either party provides not less than 30 days' written notice of termination to the other party, or upon the effective date of the termination of the MWPA.

7. INSPECTION AND AUDIT.

Upon reasonable notice, CITY shall make available to DISTRICT, or its agent, for inspection and audit, all documents and materials maintained by CITY in connection with its performance of its duties under this Agreement.

8. ASSIGNABILITY.

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

9. INSURANCE.

CITY is self-insured for general liability up to \$750,000 and belongs to an excess insurance pool for additional coverage beyond that amount. CITY is self-insured for worker's compensation insurance coverage up to \$1,000,000 and has an excess liability policy for additional coverage. Upon request, CITY will provide DISTRICT with certificates evidencing such coverage.

10. INDEMNIFICATION.

To the fullest extent allowed by law, DISTRICT shall defend, indemnify and hold harmless CITY, its officers, agents and employees, while acting within the course and scope of their employment under this Agreement, from any liability or damage, including but not limited to reasonable attorneys' fees, arising from any acts or omissions of DISTRICT, its officers, agents and employees, except such liability or damage caused by the gross negligence or willful misconduct of CITY. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement, and shall survive the termination or completion of this Agreement for the full period of time allowed by law.

To the fullest extent allowed by law, CITY shall defend, indemnify and hold harmless DISTRICT, its officers, agents and employees, while acting within the course and scope of their employment under this Agreement, from any liability or damage, including but not limited to reasonable attorneys' fees, arising from any acts or omissions of CITY, its officers, agents and employees, except such liability or damage caused by the gross negligence or willful misconduct of DISTRICT. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement, and shall survive the termination or completion of this Agreement for the full period of time allowed by law.

11. NONDISCRIMINATION.

CITY and DISTRICT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

12. COMPLIANCE WITH ALL LAWS.

CITY shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. CITY shall release, defend, indemnify and hold harmless DISTRICT, its officers, agents, employees, and volunteers from any and all damages, liabilities, penalties, fines, including reasonable attorneys' fees and costs, and all other consequences from any claims arising from or related to allegations of noncompliance or violation of any laws, ordinances, codes or regulations by CITY or any of its officers, agents and employees in connection with their performance of any work under this Agreement.

13. NO THIRD PARTY BENEFICIARIES.

CITY and DISTRICT do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

14. NOTICES.

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO CITY Project Manager: Quinn Gardner, Emergency Manager  
1375 Fifth Avenue  
San Rafael, CA 94901

TO DISTRICT Project Manager: Eric Dreikosen, District Manager  
775 Miller Creek Road  
San Rafael, CA 94903

15. STATUS OF CITY EMPLOYEES UNCHANGED.

DISTRICT and CITY expressly intend and agree that any services provided by CITY employees, agents, and volunteers pursuant to this Agreement are in the nature of contract services, and nothing in this Agreement shall be deemed to create an employment relationship between DISTRICT and CITY employees, agents, and volunteers.

16. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the DISTRICT and the CITY.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the DISTRICT and the CITY.

17. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

18. COSTS AND ATTORNEY'S FEES.

In any action brought to enforce the terms and conditions of this Agreement, or arising out of the performance of this Agreement, each party shall bear its own attorney's fees and costs expended in connection with such action.

19. COUNTERPARTS AND ELECTRONIC SIGNATURE.

This Agreement may be executed by electronic signature and in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one document. Counterpart signature pages may be delivered by telecopier, email or other means of electronic transmission.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the day, month and year first above written.

**CITY OF SAN RAFAEL**

**MARINWOOD COMMUNITY SERVICES DISTRICT**

\_\_\_\_\_  
Jim Schutz, City Manager

\_\_\_\_\_  
Eric Dreikosen, District Manager

ATTEST:

ATTEST:

\_\_\_\_\_  
Lindsay Lara, City Clerk

\_\_\_\_\_  
Secretary to the Board of Directors

APPROVED AS TO FORM:

APPROVED AS TO FORM:

\_\_\_\_\_  
Robert F. Epstein, City Attorney

\_\_\_\_\_  
District Counsel





**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**DRAFT MINUTES OF FIRE COMMISSION MEETING**  
**May 4, 2021**

**Time and Place:** 7:00PM Via Teleconference

**Present:**

Commissioners: Chair Steve Farac, Tom Elsbree, Pascal Karsenti, Ron Marinoff

Absent: Greg Stilson (CSA 13 Alternate)

Staff: District Manager Eric Dreikosen, San Rafael Fire Chief Darin White

Board:

Farac called the meeting to order at 7:03 PM.

**1. Agenda**

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

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

There were no comments from the public.

**3. Commissioner Items of Interest**

There were no Commissioner Items of Interest

**4. Draft Minutes of April 6, 2021 Fire Commission Meeting**

M/s Marinoff/Elsbree to approve Draft Minutes of April 6, 2021 Fire Commission Meeting as presented. All approved.  
Motion carried unanimously.

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

Commission received Chief Officer Report and Activity Summary.

**6. Requests for Future Agenda Items**

There were no requests for future agenda items.

The meeting was adjourned at 7:36 PM.

Eric Dreikosen





**Memo**

**To:** Marinwood Board of Directors

**From:** Darin White, Fire Chief

**Date:** May 11, 2021

**Re:** Fire Department Update

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**Marin Wildfire Prevention Authority-Vegetation Management**

This summer staff has been increased in both the Defensible Space Inspector and Vegetation Management Specialist positions with the goal of furthering their assessments and outreach efforts throughout Marinwood. Additionally, prescribed herbivory (goat grazing) on at least 20 acres of Marinwood’s Open Space, Fire Road vegetation/fuel removal, the return of AmeriCorp Teams, and the potential establishment of a direct assistance grant program are all proposed projects for completion this year.

On Monday April 19, 2021, MWPA Executive Director Mark Brown presented information on current MWPA activities to the San Rafael City Council Members and Mayor Kate Colin. Anne Creelock has been hired as the Planning and Program Manager of the MWPA and will begin sometime in May. In addition, Sabrina Teller will serve as legal counsel for the MWPA and is providing assistance with aligning the language for proposed submissions for those agencies interested in, or requiring assistance. 2 environmental firms are scheduled to provide presentations to the Executive Committee. FireSafe Marin will provide its first workshop the week of May 4, 2021 and the first of 2 contracts for the expanded chipper days has been signed. Chipper days will be offered beginning May 17, 2021.

**Drought**

Cal Fire has already initiated the opening of the fire season and although they have not communicated their firefighting strategies for this year’s fires, it is readily apparent that the very dry winter has led to reduced moisture content in large fuels as well as light and flashy fuels. The dry vegetation has already proven to be problematic with recent wild fire incidents in the state.

Water conservation efforts should already be underway for most fire service agencies. The use of recirculating pumps and other water recapturing units for training, will enable new firefighters to learn the extinguishing methods and products that have served as a foundation for firefighting efforts going back millenia. However, new products such as fire retardants, dry chemicals and powders may all see increased utility from local and state agencies as we all find ways to conserve water.

## **Vegetation Management**

Last year we had 6 inspectors conducting vegetation management inspections. This year we will be staffed with 17 inspection staff. This combination model of seasonal and permanent/highly trained staff began inspections on April 26, 2021. The first folks started in San Rafael in Bret Harte and Lincoln Hill. Inspections began in Marinwood last week. The following link will be useful to residents seeking assistance through the Americorps crews: <https://www.cityofsanrafael.org/wildfire-prevention-assistance/>

## **COVID/Vaccinations**

On Tuesday April 27, 2021 Marin County's public health officer said that it is safe for people who have been fully immunized for COVID-19 to be outside without a mask, provided they avoid crowds.

Dr. Matt Willis followed the lead of the Centers for Disease Control (CDC) and the California Department of Public Health, which had made similar announcements earlier the same day. It appears Governor Gavin Newsom also issued revisions to state regulations regarding mask wearing that align with the CDC.

Due to a last-minute spike in infections, Marin County was not able to move to the Yellow Tier last week as had been anticipated. Moving to the Yellow Tier will result in additional capacity for most facilities, restaurants, malls, businesses, churches, etc.

As Marin County begins to phase out the large-scale vaccine sites by the end of May it will rely on mobile pop-up vaccination sites. Over the past two months, Marin has expanded its mobile operations to offer more targeted pop-up vaccine clinics in communities where few or no vaccination options exist. Appointment requirements have been waived, but those with appointments are being accepted, and plans are underway to deploy mobile teams to large apartment complexes, local events, or shopping centers where people naturally gather.

Marin's two mass vaccination sites in San Rafael will close at the end of May. The last date to obtain a first dose vaccine from the Marin Health and Wellness Campus on Kerner Boulevard or Marin Center (Marin County Fairgrounds) vaccine sites was Saturday, May 1. Both sites will remain open through May 29 to fulfill second dose needs.

The Larkspur Ferry Terminal will continue to operate but individuals will need to have set an appointment beforehand. No drop-ins will be accepted.

COVID-19 Vaccine supply has now outpaced demand in Marin County. So much so that people who are 16 years of age and older do not have to be a Marin County employee or resident to receive a vaccination, and no photo ID is required. As of May 2, 2021 approximately 300,003 doses of vaccine have been administered in Marin County. Out of an estimated 209,638 adults living in Marin County, an estimated 174,682 have received at least one dose and 133,376 have completed the series of doses (2).

## **Vaccinations for Kids**

In addition, it appears that COVID vaccinations for kids ages 12-15 could be approved as early as this week. Reportedly, the Pfizer vaccination clinical trials have been a tremendous success with a 100% efficacy rate with kids ages 12-15. There are approximately 14,000 students in Marin County and getting them the vaccinations during the summer will create a far better stance for teachers, staff, and students alike when school resumes this fall and allows for the long anticipated in-person/class instruction.

## Emergency Incidents



### **Marinwood Fire Mutual Aid**

On April 20, 2021, a structure fire engulfed two apartments and damaged several others on the 800 block of Diablo Avenue in Novato. Marinwood Engine 58 responded to provide mutual aid and upon arrival were assigned as the Rapid Intervention Group focusing on rescue. As the fire progressed, the crew was reassigned to the roof of the two-story building to perform ventilation operations and check for fire extension in the attic. Approximately one dozen residents were displaced and needed to find shelter elsewhere. The American Red Cross gave assistance with housing, meals, and clothing vouchers. [Photo credit: *Marin IJ*]

## Other



### **Repairs Set for Curve on Lucas Valley Road**

The dangerous hairpin curve that has been the site of numerous vehicle and bicycle crashes on Lucas Valley road just east of Big Rock is set to receive a [\\$2.25 million upgrade](#). A 135-foot retaining wall on the downhill side of the road will enable County crews to widen the curve to reduce the likelihood of a mishap. In 2019, a tanker truck spilled thousands of gallons of gasoline into the creek below when it was unable to negotiate the curve and rolled over. [Photo by Alan Dep, *Marin IJ*]

**Marinwood Fire Department Statistics: April 2021**

The Marinwood Fire Department has responded to 86 emergency calls in April 2021 as of the morning of April 29; of these, 8 calls were cancelled en route. Nearly two-thirds of the calls were medical incidents; no calls involved a confirmed COVID-19 case. The department responded to one structure fire in Novato and one cooking fire in North San Rafael.

<i>Incidents by Area and Type</i>								
<b>Area</b>	<b>MA</b>	<b>PSA</b>	<b>FA/NN</b>	<b>FIRE</b>	<b>HAZMAT</b>	<b>COVER</b>	<b>OTHER<sup>3</sup></b>	<b>TOTAL</b>
Marinwood	17	5	1	0	0	N/A	0	23
CSA 13	3	3	2	0	0	N/A	0	8
Old JPA (Mont Marin)	3	2	0	0	0	N/A	0	5
New JPA (East of 101)	23	5	2	1	0	N/A	0	31
SR Mutual Aid	3	2	0	0	1	0	0	6
MC JPA	6	0	0	0	0	N/A	0	6
MC Mutual Aid	2	0	0	0	0	N/A	0	2
Novato	0	3	0	1	0	1	0	5
<b>Total number</b>	<b>57</b>	<b>20</b>	<b>5</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>86</b>
<i>Percentage of total</i>	<i>66.3%</i>	<i>23.3%</i>	<i>5.8%</i>	<i>2.3%</i>	<i>1.2%</i>	<i>1.2%</i>	<i>0.0%</i>	

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

Average response time for Engine 58:	5 minutes, 50 seconds
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# Marinwood Community Services District

Draft Minutes of Park & Recreation Commission Meeting

Tuesday – April 27, 2021

**Time and Place:** 7:00PM via Teleconference

**Present:**

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

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Director: Lisa Ruggeri

**1. Agenda**

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

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

Commissioners received public comment regarding:

- a. Park Maintenance Facility Project

**3. Draft Minutes of February 23, 2021 P&R Commission Meeting**

Campo to approve/Fein to second Draft Minutes of February 23, 2021 P&R Commission Meeting.

All approved. Motion carried unanimously.

**4. Draft Minutes of March 16, 2021 Joint P&R/Fire Commission Special Meeting**

Campo to approve/Tune to second Draft Minutes of March 16, 2021 Joint P&R/Fire Commission Special Meeting. All approved. Motion carried unanimously.

**5. Draft Minutes of April 13, 2021 Board Meeting**

Commission reviewed minutes.

**6. Marinwood Park Play Structures Replacement Project**

Commission discussed project. Commissioner Fein will work with staff to create a draft community survey to be presented to the Commission for review. Commissioner Sjahsam will work with staff to identify size of play structure(s) footprint to continue research on possibilities in accordance with anticipated budget.

**7. Recreation and Park Maintenance Activity Report**

Commission received Recreation and Park Maintenance Activity Report.

**8. Commissioner Items of Interest – Requests for Future Agenda Items**

- Campo requested update on Park Maintenance Facility.
- Fein requested discussion on Horne Trail in Blackstone Canyon

**9. Adjourn**

Meeting adjourned at 8:15 PM

Eric Dreikosen

Parks and Recreation Report  
May 2021  
Submitted by: Luke Fretwell, Recreation Director

## **RECREATION**

This past month the Recreation Staff worked on finalizing our aquatics and summer camp staffs and began conducting staff trainings and orientations for our new hires; we resumed renting out our picnic areas in the park and began marketing those options; we have continued to fill camp openings from the waitlists and are promoting and filling reservations at the pool; and preparation and planning continue for our summer camps and summer pool season.

### Summer Camp Enrollment

Staff has almost finished contacting all the summer camp waitlists for the additional spots we opened last month, and most spots are full. We are confident that the remaining openings will be filled by the start of camp. I would like to thank the Rec Staff for fielding the many hundreds of phone calls this past few weeks to get these 500+ spots filled.

### Pool

The pool season began on Monday, April 12<sup>th</sup> and things have been going smoothly. Our lap swim reservations have sold out for both April and May and our Recreation Swim reservations, which begin May 15<sup>th</sup>, are showing strong numbers as well. We will begin offering private and semi-private swim lessons on the weekends beginning May 15<sup>th</sup> and during the week starting in summer. So far lessons have completely sold out but we will be adding additional timeslots and options in the coming days. On May 3<sup>rd</sup> we announced that our Guards in Training program would resume this summer for kids entering 7<sup>th</sup> grade through 14 years and enrollment has begun trickling in. We will be offering three 2-week sessions this summer.

### Picnic Rentals

On May 3<sup>rd</sup> we began accepting reservations for our 2 group picnic areas in the park and reservations have been pouring in.

### Summer Preparation

In addition to all the scheduling, planning, and ordering supplies for this summer, John Paul and Robyn have begun running trainings and orientations for our part-time spring and summer staff members. With a summer staff of over 200 high school and college students, this is no small task. All our lifeguards undergo rigorous rescue, first aid, and CPR training (in addition to their lifeguard certification), and all our camp counselors and pool attendants get trained in CPR/AED and First Aid each summer. Providing a safe environment for our participants is always our top priority in all our programs.

## **PARKS & BUILDING MAINTENANCE**

This past month the Parks Staff continued landscaping work on the firemen's hill, began fortifying the turf ahead of the heavy summer foot traffic, cleaned up the landscaping at the Mini Park and Creekside Park, and repaired two irrigation leaks discovered on the field near the tennis courts.

### Firemen's Hill Landscaping Update

This past month staff finished completely rebuilding the 200 ft. retaining wall along the walking path that had become rotted and broken. Defunct and outdated irrigation lines were replaced and rerouted to be used for future plantings. Weeds, debris, and rock were removed, and barrier and fresh woodchips were spread over the entirety of the area. Staff will be resurfacing the walking path and pruning the trees and plants in the coming days and weeks. Additional plantings, decorative stones, and new signage will be added in the coming months. Staff continue to work on this project as time allows during limited windows between the numerous other maintenance duties and the inevitable unplanned repairs that pop up. I am grateful to Estevan and Marco for their continued hard work on this exceptionally large project.

### Trees

This past couple weeks we had several trees trimmed in the park near the tennis courts, around the pool complex, and next to the fire house. Strategic regular tree maintenance not only helps keep our parks looking good but helps prevent our trees from becoming too top-heavy and prone to blowing over (especially the crucial trees whose roots help fortify the eroding creek banks), helps reduce dead and dangling hazardous branches, and helps strike the desired balance between providing shade and allowing enough sunlight through for maintaining healthy grass.

Upcoming projects include more work on the firemen's hill landscaping, installing shade sails around the community center to provide shade for the summer camps, and painting at the pool.

Recruitment efforts continue to fill our vacant maintenance worker position and I hope I will have news by next month.

### 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