

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

## Tuesday – May 12, 2020 – 7:30 PM

**Internet Address:** <https://us02web.zoom.us/j/84792844321>

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

**Meeting ID:** 847 9284 4321

**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.</b>	<b>CALL TO ORDER &amp; ROLL CALL OF DIRECTORS</b>	
<b>B.</b>	<b>AGENDA</b>	Adopt
<b>C.</b>	<b>INTRODUCTION AND WELCOME OF RECENTLY APPOINTED FIRE CHIEF DARIN WHITE</b>	
<b>D.</b>	<b>CONSENT CALENDAR</b> a. Draft Minutes of Regular Meeting of March 10, 2020 b. Bills Paid Nos. 4156 – 4274 (March) and Nos. 4275 – 4405 (April)	Approve
<b>E.</b>	<b>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>F.</b>	<b>DISTRICT MATTERS</b>	
	1. Draft District Budget Models and Projections for Fiscal Year 2020-2021	Review
	2. Resolution 2020-02: Increasing the Amount of the Special Tax for Fire Protection and Emergency Services	Approve
	3. Resolution 2020-03: Increasing the Amount of the Special Tax for Park, Open Space and Street Landscape Maintenance	Approve
	4. District Manager Report	Review
<b>G.</b>	<b>FIRE DEPARTMENT MATTERS</b>	
	1. Chief Officer Report and Activity Summary	Review
	2. Draft Emergency Agreement Among Participating Marin County Fire Agencies to Share Personnel	Approve
	3. Appoint a Marinwood CSD Board Director to the Marin Wildfire Prevention Authority Board of Directors	Appoint
	4. Date of Next Fire Commission Meeting – June 2, 2020 (tentative)	
<b>H.</b>	<b>PARK AND RECREATION MATTERS</b>	
	1. Recreation and Park Maintenance Activity Reports	Review
	2. Date of Next Park & Recreation Commission Meeting – May 26, 2020 (tentative)	
<b>I.</b>	<b>BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>J.</b>	<b>ADJOURN</b>	
	<b>DATE OF NEXT REGULAR BOARD MEETING – June 9, 2020</b>	

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

# Marinwood Community Services District

## Draft Minutes of Board of Directors Meeting

Tuesday – March 10, 2020

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

**Present:**

Board Members: President Jeff Naylor, Leah Green, Sivan Oyserman and Bill Shea.

Staff: District Manager Eric Dreikosen, Acting San Rafael Fire Chief Bob Sinnott, Firefighters Michael Prince, Ryan Brackett and Administrative Assistant Tiffany Combrink.

**Absent:** Board Member Izabela Perry

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

President Naylor called the meeting to order at 7:31PM

**B. Agenda**

No proposed changes to the Agenda.

**C. Consent Calendar**

a. *Draft Minutes of Regular Meeting of February 11, 2020*

b. *Bills Paid Nos. 4074-4155*

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

Aye: Naylor, Shea, Green, Oyserman. Absent: Perry. Motion carried.

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

Board of Directors received public comment regarding:

a. Water fountains in Marinwood Park

**E. District Matters:**

1. *1<sup>st</sup> Draft District Budget for Fiscal Year 2020-2021*

Board received first draft of District Budget for Fiscal Year 2020-2021

2. *District Manager Report.*

Board received the District Manager’s report.

**F. Fire Department Matters:**

1. *Draft Minutes of Fire Commission Meeting of March 3, 2020*

Board 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 – April 7, 2020*

**G. Park and Recreation Matters:**

1. *Draft Minutes of Park & Recreation Commission Meeting of February 25, 2020*

Board reviewed Draft Minutes of P&R Commission meeting

2. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Report

3. *Date of Next Park & Recreation Commission Meeting – March 24, 2020*

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

- Oyserman suggests working up a contingency plan for programs affected by the Coronavirus pandemic

Meeting adjourned at 8:57PM

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 12, 2020

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4156	3/5/20	Abada Capoeira Marin	619.80	Capoeira	Rec	5210146	Youth	619.80
4157	3/5/20	Christine Costello	862.50	Zumba	Rec	5210146	Adult	862.50
4158	3/5/20	Ann McBride	133.70	Irish Dance	Rec	5210146	Youth	133.70
4159	3/5/20	Jerry Mehcz	4,032.00	Tennis	Rec	5210146	Tennis	4,032.00
4160	3/5/20	Sarah Vigil	112.50	Refund picnic rental	Rec	4410215	General	112.50
4161	3/5/20	David Devlin	124.00	Refund Tennis	Rec	4631915	Tennis	124.00
4162	3/5/20	Comcast	126.30	Cable - Feb	Fire	5210725	General	126.30
4163	3/5/20	Honey Bucket	185.83	Porta potty	Park	5211220	General	185.83
4164	3/5/20	Bay Area Janitorial Force	1,250.00	Janitorial - March	Rec	5211110	Building	1,250.00
4165	3/5/20	Smith's Gopher Trapping	350.00	Pest Control - Feb	Park	5211532	General	350.00
4166	3/5/20	Jackson's Hardware	580.89	Pool supplies	Rec	5220310	Pool	148.11
				Park supplies	Park	5220310	General	432.78
4167	3/6/20	Marin Ace	250.19	Pool supplies	Rec	5220310	Pool	15.25
				Park supplies	Rec	5220810	General	199.72
				Fire supplies	Fire	5220810	General	35.22
4168	3/6/20	AFLAC	26.50	Disability Ins - Feb	Park	5130120	General	26.50
4169	3/6/20	Grainger	881.76	Lightbulbs	Rec	5220310	General	38.36
				Battery charger/Engine fuel	Fire	5220810	General	200.96
				Trash bags	Rec	5220310	General	642.44
4170	3/6/20	Leslie's Pool Supply	288.37	Pool chems	Rec	5220710	Pool	288.37
4171	3/6/20	State of CA Dept of Justice	128.00	Fingerprinting	Fire	5210128	General	128.00
4172	3/6/20	Comcast	149.92	Internet - March	Fire	5210725	General	74.96
					Rec	5210725	General	74.96
4173	3/6/20	Marin Resource Recovery	240.00	Debris dump	Park	5210815	General	240.00
4174	3/6/20	PG&E	1,537.78	Streetlights - February	Streetlights	5210825	General	1,537.78
4175	3/6/20	Project A	40.00	Email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
4176	3/10/20	Robyn Bruton	114.06	Preschool supplies	Rec	5220819	Preschool	100.30
				Afterschool supplies	Rec	5220819	Afterschool	13.76
4177	3/10/20	Stephanie Moret	59.85	Mileage reimb	Rec	5220819	General	34.63
				Staff training	Rec	5220819	General	25.22
4178	3/10/20	Life Assist Inc	65.49	Carry case / 3pc splint set	Fire	5220210	General	65.49
4179	3/10/20	Pest Plus	259.00	Pest control	Rec	5220310	General	168.35
					Fire	5220310	General	90.65
4180	3/10/20	Home Depot	466.86	Park maint/ fence	Park	5220310	General	466.86
4181	3/10/20	H2Operations	1,400.00	Underwater plaster repair	Rec	5220215	Pool	1,400.00
4182	3/10/20	Landesign	2,985.00	Landscape contractor	Park	5211125	General	2,985.00
4183	3/10/20	Rafael Lumber	2,384.84	Park maint	Park	5220310	General	2,384.84
4184	3/10/20	Ewing Irrigation	104.64	King tall fescue	Park	5220310	General	104.64
4185	3/10/20	Hagel Services	611.96	Janitorial supplies	Rec	5220827	Building	611.96
4186	3/10/20	Marin Landscape Materials	479.57	Grounds maint.	Park	5220310	General	479.57
4187	3/10/20	TIAA Commercial Finance	526.73	Copier lease - Mar	Park	5220130	General	52.67
					Rec	5220130	General	342.37
					Fire	5220130	General	131.69
4188	3/10/20	Fire King Fire Protection	168.29	Fire extinguisher	Fire	5220210	General	168.29
4189	3/10/20	Verizon Wireless	41.77	Data - March	Fire	5210725	General	41.77
4190	3/10/20	SiteOne Landscape	40.36	Irrigation supplies	Park	5220310	General	40.36
4191	3/10/20	Curtis & Son	139.73	Hydrant wrench	Fire	5220210	General	139.73
4192	3/10/20	Sprint	247.75	cell phones	Fire	5210725	General	247.75
4193	3/10/20	C.A.P.F.	265.50	LTD - March	Fire	5130120	General	265.50
4194	3/12/20	Marinwood CSD	70,232.24	Fire salaries	Fire	5110110	General	30,843.68
				Fire OT	Fire	5120110	General	7,637.79
				Shift Diff.	Fire	5110310	General	205.68
				Admin Asst.	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst.	Rec	5110110	Admin	846.08
				Admin Asst.	Park	5110110	Admin	423.04
				Admin Mgr	Rec	5110110	Admin	1,110.80
				Admin Mgr	Park	5110110	Admin	1,110.80
				Rec Dir	Rec	5110110	General	2,390.92
				Rec Dir	Park	5110110	General	1,024.68
				Rec Salary	Rec	5110110	General	7,001.60
				Park Salary	Park	5110110	General	5,959.20
				Bldg Attendant	Rec	5110210	Building	104.00
				Pool staff	Rec	5110210	Pool	1,512.12
				Swim Team	Rec	5110210	Swim Team	390.00
				Preschool	Rec	5110210	Preschool	6,230.25
				Afterschool	Rec	5110210	Afterschool	1,963.00
				PR fees	Fire	5210230	General	138.49
				PR fees	Rec	5210230	General	87.49
				PR fees	Park	5210230	General	19.72
				SS + Medicare	Fire	5140140	General	3,172.10
				SS + Medicare	Rec	5140140	General	1,844.20
				SS + Medicare	Park	5140140	General	454.95
				EDU + SUI	Rec	5140145	General	172.61

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				EDU + SUI	Park	5140145	General	7.09
				Benefits clearing	Park	2120066	General	-837.96
				Benefits clearing	Rec	2120066	General	-1,156.59
				Benefits clearing	Fire	2120066	General	-5,491.18
4195	3/13/20	Marinwood CSD	12,102.37	Retire 03/13/2020	Park	5130510	General	1,268.81
					Rec	5130510	General	1,754.12
					Fire	5130510	General	9,079.44
4196	3/13/20	Ace Promotional Specialties	11,389.11	Deposit - camp shirts	Rec	5220819	Summer	11,389.11
4197	3/16/20	Joanna Soth	94.00	refund babysitter training	Rec	4631922	Youth	94.00
4198	3/16/20	Christadelphian Ecclesia	420.00	Refund - building fees	Rec	4410225	Building	420.00
4199	3/16/20	Sonic Net	19.95	Website hosting	Park	5210122	General	3.99
					Rec	5210122	General	11.97
					Fire	5210122	General	3.99
4200	3/16/20	Studio Weeren	180.00	Web maint - Apr/May/June	Park	5210122	General	36.00
					Rec	5210122	General	108.00
					Fire	5210122	General	36.00
4201	3/16/20	Staples	297.28	Office supplies	Rec	5220110	General	297.28
4202	3/16/20	Alberto Chavarria	500.00	Refund building rental	Rec	4410225	Building	500.00
4203	3/16/20	AT&T	247.49	Phones - Feb	Fire	5210725	General	135.85
					Park	5210725	General	19.91
					Rec	5210725	General	91.73
4204	3/16/20	Sherry Shirkey	45.00	Refund yoga	Rec	4631919	Adult	45.00
4205	3/16/20	Ron Rohlfes	45.00	Refund yoga	Rec	4631919	Adult	45.00
4206	3/16/20	Marin Municipal Water Distri	2,879.56	Water - Jan/Feb	Fire	5210835	General	261.52
					Rec	5210835	General	545.34
					Park	5210835	General	2,072.70
4207	3/16/20	Fire King Fire Protection	924.54	Fire extinguisher annual ser	Fire	5220210	General	924.54
4208	3/16/20	Marin Sanitary Service	3,049.19	Garbage - Feb	Park	5210815	General	2,134.43
					Rec	5210815	General	609.84
					Fire	5210815	General	304.92
4209	3/16/20	PG&E	3,194.38	Gas - Feb	Rec	5210810	General	2,858.12
					Fire	5210810	General	336.26
4210	3/16/20	PG&E	1,499.52	Electric - Feb	Rec	5210810	General	761.60
					Fire	5210810	General	124.81
					Park	5210810	General	613.11
4211	3/16/20	Sandra Levy	54.00	Refund tennis	Rec	4631915	Tennis	54.00
4212	3/16/20	SolEd Solar Holdings	1,310.67	Solar - Feb	Rec	5210810	General	947.26
					Fire	5210810	General	363.41
4213	3/17/20	Marinwood CSD	44,469.49	Health Ins Apr	Park	5130120	General	10,472.85
					Rec	5130120	General	7,498.18
					Fire	5130120	General	26,498.46
4214	3/17/20	SDRMA	233.26	Life Ins - Apr 2020	Fire	5130120	General	90.95
					Park	5130120	General	61.56
					Rec	5130120	General	80.75
4215	3/17/20	Pitney Bowes	317.22	Postage meter lease	Park	5220110	General	63.44
					Rec	5220110	General	190.34
					Fire	5220110	General	63.44
4216	3/17/20	Airgas	319.60	Pool chems	Rec	5220710	Pool	319.60
4217	3/17/20	Greatland	219.91	Checks	Park	5220110	General	54.98
					Fire	5220110	General	54.98
					Rec	5220110	General	109.95
4218	3/18/20	Marin Prof FF Local 1775	882.00	Dues - March	Fire	5211330	General	882.00
4219	3/18/20	Zuleida Garcia Giron	1,250.00	Refund building rental	Rec	4410225	Building	1,250.00
4220	3/18/20	AT&T	96.30	Internet	Park	5210725	General	96.30
4221	3/20/20	VSP	387.94	Vision - April	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
4222	3/20/20	Sandra Levy	27.00	Refund tennis	Rec	4631915	Tennis	27.00
4223	3/20/20	CalPERS	8,333.00	OPEB Mar	Park	5130130	General	2,667.00
					Rec	5130130	General	750.00
					Fire	5130130	General	4,916.00
4224	3/23/20	US Bank Corp Pmt Svcs	13,137.12	Verizon data	Fire	5210725	General	30.00
				E58/E658 maint	Fire	5210910	General	739.97
				Volunteer passports	Fire	5211310	General	43.30
				J Smith officer classes	Fire	5211315	General	650.00
				Supplies/signage/vol. bed/w	Fire	5220810	General	921.31
				Lightbulbs	Rec	5220310	Building	61.55
				Park mtg/hotel/Inspector coi	Park	5211315	General	1,194.59
				Wall clock/certified mail	Park	5220110	General	44.83
				Park signage/dog waste bag	Park	5220310	General	390.30
				Glasses	Rec	5220819	Community	572.77
				CPR certs	Rec	5220819	Adult	60.00
				Supplies	Rec	5220819	Afterschool	1,058.18
				Oven rack	Rec	5220310	Building	255.81
				Job posting/banners/design	Rec	5210122	General	599.47
				Fingerprinting	Rec	5210128	General	120.00
				CPRS training	Rec	5211315	General	12.00
				Supplies	Rec	5220110	General	548.26
				Pool umbrella repair hardwa	Rec	5220215	General	69.27
				Supplies/music subscription	Rec	5220819	General	37.35

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Cleaning supplies/Hand san	Rec	5220827	General	120.08
				Gloves	Rec	5220819	General	161.25
				Pool robot vacuum/waterslic	Rec	5220215	Pool	944.03
				Signage/CPR class records/	Rec	5220819	Pool	1,676.87
				Supplies	Rec	5220819	Preschool	23.80
				Summer camp guide	Rec	5210122	Summer	1,033.33
				Tennis court roller / squeege	Rec	5220819	Tennis	216.58
				Supplies	Rec	5220819	Youth	1,319.53
				Certification course	Rec	5211315	Pool	210.00
				CPR poster/cleaning materi	Rec	5220819	Pool	22.69
4225	3/23/20	Master Sim	600.00	TKD March	Rec	5210146	Youth	600.00
4226	3/23/20	Little Explorers Petting Zoo	100.00	Preschool enrichment	Rec	5220819	Preschool	100.00
4227	3/23/20	Marin Resource Recovery	500.00	Debris dump	Park	5210815	General	500.00
4228	3/23/20	County of Marin	1,535.20	Gas - Jan	Park	5220610	General	225.59
				Gas - Dec	Park	5220610	General	282.72
				Vehicle maint - Dec	Park	5220210	General	1,026.89
4229	3/30/20	Marinwood CSD	68,891.43	Fire salaries	Fire	5110110	General	30,843.68
				Fire OT	Fire	5120110	General	7,337.16
				FLSA	Fire	5110319	General	1,336.82
				Shift Diff.	Fire	5110310	General	385.92
				Admin Asst.	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst.	Rec	5110110	Admin	846.08
				Admin Asst.	Park	5110110	Admin	423.04
				Admin Mngr	Rec	5110110	Admin	1,110.80
				Admin Mngr	Park	5110110	Admin	1,110.80
				Rec Director	Rec	5110110	General	2,449.44
				Rec Director	Park	5110110	General	1,049.76
				Rec Salary	Rec	5110110	General	7,001.60
				Park Salary	Park	5110110	General	5,959.20
				Bldg Attendant	Rec	5110210	Building	104.00
				Pool staff	Rec	5110210	Pool	698.16
				Swim Team	Rec	5110210	Swim Team	566.25
				Preschool	Rec	5110210	Preschool	4,728.67
				Afterschool	Rec	5110210	Afterschool	1,390.78
				Youth	Rec	5110210	Youth	246.50
				PR fees	Fire	5210230	General	129.15
				PR fees	Rec	5210230	General	70.71
				PR fees	Park	5210230	General	17.79
				SS + Medicare	Fire	5140140	General	3,265.16
				SS + Medicare	Rec	5140140	General	1,662.02
				SS + Medicare	Park	5140140	General	454.95
				EDU + SUI	Rec	5140145	General	126.89
				Benefits clearing	Park	2120066	General	-837.96
				Benefits clearing	Rec	2120066	General	-1,162.44
				Benefits clearing	Fire	2120066	General	-5,491.18
4230	3/30/20	AFLAC	26.50	Disability Ins - Mar	Park	5130120	General	26.50
4231	3/30/20	Pest Plus	259.00	Pest Control	Rec	5220310	General	168.35
					Fire	5220310	General	90.65
4232	3/30/20	Delta Dental	2,249.44	Dental April	Fire	5130120	General	1,481.40
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
4233	3/30/20	PG&E	1,537.02	Streetlights - March	Streetlights	5210825	General	1,537.02
4234	3/30/20	Marinwood CSD	12,500.85	Retire 03/27/2020	Park	5130510	General	1,268.81
					Rec	5130510	General	1,767.13
					Fire	5130510	General	9,464.91
4235	3/31/20	Karen Adlman	20.00	refund Art Show	Rec	4631914	Community	20.00
4236	3/31/20	Lucy Arnold	20.00	refund Art Show	Rec	4631914	Community	20.00
4237	3/31/20	Margaret Bastian	20.00	refund Art Show	Rec	4631914	Community	20.00
4238	3/31/20	Victoria Berghoff	20.00	refund Art Show	Rec	4631914	Community	20.00
4239	3/31/20	Gabriel Cass	20.00	refund Art Show	Rec	4631914	Community	20.00
4240	3/31/20	Patsy Chador	20.00	refund Art Show	Rec	4631914	Community	20.00
4241	3/31/20	Syliva Chipman	20.00	refund Art Show	Rec	4631914	Community	20.00
4242	3/31/20	Lisa Clarke	20.00	refund Art Show	Rec	4631914	Community	20.00
4243	3/31/20	Brian Dettor	20.00	refund Art Show	Rec	4631914	Community	20.00
4244	3/31/20	Jeff Downing	20.00	refund Art Show	Rec	4631914	Community	20.00
4245	3/31/20	Carol Durham	20.00	refund Art Show	Rec	4631914	Community	20.00
4246	3/31/20	Emily Dvorin	20.00	refund Art Show	Rec	4631914	Community	20.00
4247	3/31/20	Ryan Brackett	148.05	AFLAC reimb Q3	Fire	5130120	General	148.05
4248	3/31/20	Cesar Correa	148.05	AFLAC reimb Q3	Fire	5130120	General	148.05
4249	3/31/20	Sean Day	242.41	AFLAC reimb Q3	Fire	5130120	General	242.41
4250	3/31/20	John Papanikolaou	259.07	AFLAC reimb Q3	Fire	5130120	General	259.07
4251	3/31/20	Brandon Selvitella	253.96	AFLAC reimb Q3	Fire	5130120	General	253.96
4252	3/31/20	Brian Smith	148.05	AFLAC reimb Q3	Fire	5130120	General	148.05

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4253	3/31/20	Jeff Smith	247.24	AFLAC reimb Q3	Fire	5130120	General	247.24
4254	3/31/20	Janet Carter	568.54	Pilates	Rec	5210146	Adult	568.54
4255	3/31/20	Abada Capoeira Marin	36.00	Capoeira	Rec	5210146	Youth	36.00
4256	3/31/20	Christine Costello	194.25	Zumba	Rec	5210146	Adult	194.25
4257	3/31/20	Lori Margulies	157.50	Yoga	Rec	5210146	Adult	157.50
4258	3/31/20	Ann McBride	66.85	Irish Dance	Rec	5210146	Youth	66.85
4259	3/31/20	Mario Zemmann	72.82	Ballroom	Rec	5210146	Adult	72.82
4260	3/31/20	Jerry Mehcz	1,977.00	Tennis	Rec	5210146	Tennis	1,977.00
4261	3/31/20	Ace Promotional Specialties	7,592.74	Camp shirts	Rec	5220819	Summer	7,592.74
4262	3/31/20	DC Electric	505.98	Streetlight maint - Feb 2020	Streetlights	5210915	General	274.72
				Streetlight maint - repairs	Streetlights	5210915	General	231.26
4263	3/31/20	Grainger	535.03	Tactical latern/LED	Fire	5220810	General	246.39
				Lightbulbs	Rec	5220310	General	69.10
				Batteries	Fire	5220810	General	219.54
4264	3/31/20	Amanda De Leon	500.00	Refund building rental	Rec	4410225	Building	500.00
4265	3/31/20	Emergency Equip Mgmt	205.68	W Kelly - boots	Fire	5220825	General	205.68
4266	3/31/20	Honey Bucket	185.83	Porta potty	Park	5211220	General	185.83
4267	3/31/20	C.A.P.F.	265.50	LTD - April	Fire	5130120	General	265.50
4268	3/31/20	Sprint	247.93	cell phones	Fire	5210725	General	247.93
4269	3/31/20	Verizon Wireless	41.77	Data - March	Fire	5210725	General	41.77
4270	3/31/20	Comcast	252.49	Cable - March	Fire	5210725	General	252.49
4271	3/31/20	TIAA Commercial Finance	526.73	Copier lease - Apr	Park	5220310	General	52.67
					Rec	5220310	General	342.37
					Fire	5220310	General	131.69
4272	3/31/20	Smith's Gopher Trapping	350.00	Pest control - Mar	Park	5211532	General	350.00
4273	3/31/20	Project A	40.00	Email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
4274	3/31/20	Marin Ace	23.96	Supplies	Park	5220810	General	23.96
TOTAL:			304,671.45					304,671.45

Total by Department:

Streetlights	3,580.78
Fire Department	142,998.20
Recreation Department	108,453.73
Park Department	49,638.74

**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 12, 2020

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
4275	4/1/20	Janova Lerdal	200.00	Refund Tennis	Rec	4631915	Tennis	200.00
4276	4/1/20	Mary Rosenthal	400.00	Refund Tennis	Rec	4631915	Tennis	400.00
4277	4/1/20	Jane Mock	124.00	Refund Tennis	Rec	4631915	Tennis	124.00
4278	4/1/20	Elizabeth McDermott	124.00	Refund Tennis	Rec	4631915	Tennis	124.00
4279	4/1/20	Priyanka Bhandarkar	200.00	Refund Tennis	Rec	4631915	Tennis	200.00
4280	4/1/20	Yanhao Zhu	200.00	Refund Tennis	Rec	4631915	Tennis	200.00
4281	4/1/20	Izabela Perry	200.00	Refund Tennis	Rec	4631915	Tennis	200.00
4282	4/1/20	Liz Berry	25.00	Refund PNO	Rec	4631922	Youth	25.00
4283	4/3/20	Licita Fernandez	20.00	Refund Art Show	Rec	4631914	Community	20.00
4284	4/3/20	Alexandra Freidman	20.00	Refund Art Show	Rec	4631914	Community	20.00
4285	4/3/20	Geraldine Ganun	20.00	Refund Art Show	Rec	4631914	Community	20.00
4286	4/3/20	Sara Gaston Huey	20.00	Refund Art Show	Rec	4631914	Community	20.00
4287	4/3/20	Dove Govrin	20.00	Refund Art Show	Rec	4631914	Community	20.00
4288	4/3/20	Rich Hannigan	20.00	Refund Art Show	Rec	4631914	Community	20.00
4289	4/3/20	David Hardesty	20.00	Refund Art Show	Rec	4631914	Community	20.00
4290	4/3/20	Nelson Hee	20.00	Refund Art Show	Rec	4631914	Community	20.00
4291	4/3/20	Bonnie Himberg Bonika	20.00	Refund Art Show	Rec	4631914	Community	20.00
4292	4/3/20	Susie Kelly	20.00	Refund Art Show	Rec	4631914	Community	20.00
4293	4/3/20	Donna Klie	20.00	Refund Art Show	Rec	4631914	Community	20.00
4294	4/3/20	Carol Ladewig Bronstein	20.00	Refund Art Show	Rec	4631914	Community	20.00
4295	4/3/20	Ellen Leo	20.00	Refund Art Show	Rec	4631914	Community	20.00
4296	4/3/20	Jennifer Lipson	20.00	Refund Art Show	Rec	4631914	Community	20.00
4297	4/3/20	Anandi Matteson	20.00	Refund Art Show	Rec	4631914	Community	20.00
4298	4/3/20	Larry McCloskey	20.00	Refund Art Show	Rec	4631914	Community	20.00
4299	4/3/20	Sandra McCreary	20.00	Refund Art Show	Rec	4631914	Community	20.00
4300	4/3/20	June Miller	20.00	Refund Art Show	Rec	4631914	Community	20.00
4301	4/3/20	Catherine Moreno	20.00	Refund Art Show	Rec	4631914	Community	20.00
4302	4/3/20	Becky Ordin	20.00	Refund Art Show	Rec	4631914	Community	20.00
4303	4/3/20	Susanne Orelind	20.00	Refund Art Show	Rec	4631914	Community	20.00
4304	4/3/20	Debbie Patrick	20.00	Refund Art Show	Rec	4631914	Community	20.00
4305	4/3/20	Kelly Phipps	20.00	Refund Art Show	Rec	4631914	Community	20.00
4306	4/3/20	Emeigh Poindexter	20.00	Refund Art Show	Rec	4631914	Community	20.00
4307	4/3/20	Barbara Poole	20.00	Refund Art Show	Rec	4631914	Community	20.00
4308	4/3/20	Martha Runco	20.00	Refund Art Show	Rec	4631914	Community	20.00
4309	4/3/20	Nadia Saccardi	20.00	Refund Art Show	Rec	4631914	Community	20.00
4310	4/3/20	Steven Schreiberman	20.00	Refund Art Show	Rec	4631914	Community	20.00
4311	4/3/20	Misty Segura-Bowers	20.00	Refund Art Show	Rec	4631914	Community	20.00
4312	4/3/20	Anne Shaheen	20.00	Refund Art Show	Rec	4631914	Community	20.00
4313	4/3/20	Cathy Shine	20.00	Refund Art Show	Rec	4631914	Community	20.00
4314	4/3/20	Donna Solin	20.00	Refund Art Show	Rec	4631914	Community	20.00
4315	4/3/20	Valerie Stilson	20.00	Refund Art Show	Rec	4631914	Community	20.00
4316	4/6/20	Jennifer Volpe	486.00	Refund Summer Camp	Rec	4631920	Summer	486.00
4317	4/6/20	Katie Bedell	1,930.00	Refund Summer Camp	Rec	4631920	Summer	1,930.00
4318	4/6/20	Genevieve Burch	87.50	Refund TKD	Rec	4631922	Youth	87.50
4319	4/6/20	Amy Smith	87.50	Refund TKD	Rec	4631922	Youth	87.50
4320	4/6/20	Larisa Kiryukhin	72.00	Refund TKD	Rec	4631922	Youth	72.00
4321	4/6/20	Yolanda Siegmuehler	15.00	Refund TKD	Rec	4631922	Youth	15.00
4322	4/6/20	Laura Palomino	105.00	Refund TKD	Rec	4631922	Youth	105.00
4323	4/6/20	Olesya Moiseyenko	832.00	Refund Summer Camp	Rec	4631920	Summer	832.00
4324	4/6/20	Heather Ellison	1,312.00	Refund Summer Camp	Rec	4631920	Summer	1,312.00
4325	4/6/20	Rieko Inoue	112.00	Refund Tennis	Rec	4631915	Tennis	112.00
4326	4/6/20	Sara Frack	112.00	Refund Tennis	Rec	4631915	Tennis	112.00
4327	4/6/20	Rosemarie Regan	94.00	Refund Yoga	Rec	4631919	Adult	94.00
4328	4/6/20	Angie Withey	1,302.00	Refund Summer Camp	Rec	4631920	Summer	1,302.00
4329	4/6/20	Mandy Reyes	1,622.00	Refund Summer Camp	Rec	1631920	Summer	1,622.00
4330	4/8/20	Marinwood CSD	68,296.37	Fire Salaries	Fire	5110110	General	28,386.32
				Fire OT	Fire	5120110	General	10,648.40
				4850 pay	Fire	5110110	General	2,457.36
				Fire holiday	Fire	5110313	General	3,304.68
				Admin Asst.	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst.	Rec	5110110	Admin	846.08
				Admin Asst.	Park	5110110	Admin	423.04
				Admin Mgr	Rec	5110110	Admin	1,110.80
				Admin Mgr	Park	5110110	Admin	1,110.80
				Rec Dir	Rec	5110110	General	2,449.44
				Rec Dir	Park	5110110	General	1,049.76
				Rec Salary	Rec	5110110	General	7,100.00
				Park Salary	Park	5110110	General	5,959.20
				Bldg Attendant	Rec	5110210	Building	104.00
				Pool staff	Rec	5110210	Pool	179.24
				Preschool	Rec	5110210	Preschool	1,734.00
				Afterschool	Rec	5110210	Afterschool	368.00
				Youth	Rec	5110210	Youth	110.50
				PR fees	Fire	5210230	General	121.07



NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				PR fees	Rec	5210230	General	43.93
				PR fees	Park	5210230	General	14.75
				SS + Medicare	Fire	5140140	General	3,451.50
				SS + Medicare	Rec	5140140	General	1,268.80
				SS + Medicare	Park	5140140	General	454.95
				EDU + SUI	Rec	5140145	General	30.29
				Benefits clearing	Park	2120066	General	-837.96
				Benefits clearing	Rec	2120066	General	-1,169.08
				Benefits clearing	Fire	2120066	General	-5,491.18
4331	4/8/20	Thomas Tabakin	20.00	Refund Art Show	Rec	4631914	Community	20.00
4332	4/8/20	Cecelia Thorne	20.00	Refund Art Show	Rec	4631914	Community	20.00
4333	4/8/20	Susan Weil	20.00	Refund Art Show	Rec	4631914	Community	20.00
4334	4/8/20	Lousie Williams	20.00	Refund Art Show	Rec	4631914	Community	20.00
4335	4/8/20	Selina Wintersteen	20.00	Refund Art Show	Rec	4631914	Community	20.00
4336	4/8/20	David Yoas	20.00	Refund Art Show	Rec	4631914	Community	20.00
4337	4/8/20	Bing Zhang	20.00	Refund Art Show	Rec	4631914	Community	20.00
4338	4/10/20	Liana Belli	1,534.00	Refund Summer Camp	Rec	4631920	Summer	1,534.00
4339	4/10/20	Braden Mollison	325.00	Refund Lifeguard Training	Rec	4631919	Adult	325.00
4340	4/10/20	Cassie Alciati	325.00	Refund Lifeguard Training	Rec	4631919	Adult	325.00
4341	4/10/20	Andrea Dunn	325.00	Refund Lifeguard Training	Rec	4631919	Adult	325.00
4342	4/10/20	Juliet Starrett	325.00	Refund Lifeguard Training	Rec	4631919	Adult	325.00
4343	4/10/20	Benjamin Shafer	325.00	Refund Lifeguard Training	Rec	4631919	Adult	325.00
4344	4/10/20	Maggie McPhail	325.00	Refund Lifeguard Training	Rec	4631919	Adult	325.00
4345	4/10/20	Lilla Shkolnikov	325.00	Refund Lifeguard Training	Rec	4631919	Adult	325.00
4346	4/10/20	Kristin Erickson	325.00	Refund Lifeguard Training	Rec	4631919	Adult	325.00
4347	4/10/20	Angie Withey	240.00	Refund Swim Lessons	Rec	4631917	Aquatics	240.00
4348	4/10/20	Juana Macedo-Garcia	500.00	Refund Building Rental	Rec	4410225	Building	500.00
4349	4/13/20	Bruce King	3,000.00	Structural Engineer Retainer	Measure A	2110200	General	3,000.00
4350	4/13/20	SDRMA	233.26	Life Ins - May 2020	Fire	5130120	General	90.95
					Park	5130120	General	61.56
					Rec	5130120	General	80.75
4351	4/13/20	AT&T	247.28	Phones - Mar	Fire	5210725	General	136.16
					Park	5210725	General	19.95
					Rec	5210725	General	91.17
4352	4/13/20	Pitney Bowes	500.00	Postage	Fire	5220110	General	175.00
					Rec	5220110	General	325.00
4353	4/13/20	Marin Prof FF Local 1775	882.00	Dues - April	Fire	5211330	General	882.00
4354	4/13/20	Sonic	19.95	website hosting	Park	5210122	General	3.99
					Rec	5210122	General	11.97
					Fire	5210122	General	3.99
4355	4/13/20	DC Electric	298.48	Shop electrical repair	Park	5220310	General	298.48
4356	4/15/20	Marinwood CSD	12,993.52	Retire 04/10/2020	Park	5130510	General	1,268.81
					Rec	5130510	General	1,780.65
					Fire	5130510	General	9,944.06
4357	4/15/20	Jorge's Tree Service	4,500.00	Tree maintenance	Park	5211528	General	4,500.00
4358	4/15/20	City of San Rafael	4,030.98	Vehicle maint	Fire	5210910	General	4,030.98
4359	4/15/20	Marinwood CSD	45,763.45	Health Ins - May	Park	5130120	General	10,472.82
					Rec	5130120	General	7,498.16
					Fire	5130120	General	27,792.47
4360	4/15/20	Hagel	311.34	Janitorial supplies	Rec	5220827	Building	311.34
4361	4/15/20	PG&E	2,015.25	Gas - Mar	Rec	5210810	General	1,732.89
					Fire	5210810	General	282.36
4362	4/15/20	Marin Sanitary	3,049.19	Garbage - Apr	Park	5210815	General	2,134.43
					Rec	5210815	General	609.84
					Fire	5210815	General	304.92
4363	4/17/20	Marin Resource Recovery	52.50	Debris dump	Park	5210815	General	52.50
4364	4/17/20	Sarah Azerad	560.00	Refund Summer Camp	Rec	4631920	Summer	560.00
4365	4/17/20	Landesign	2,985.00	Landscape contractor	Park	5211125	General	2,985.00
4366	4/17/20	Emergency Equip Mgmt	617.16	FF shirt/pants	Fire	5220825	General	617.16
4367	4/17/20	Angela Donald	233.00	Refund Pool Membership	Rec	4631918	Pool	233.00
4368	4/17/20	Curtis & Son	108.57	Hydrant wrench	Fire	5220220	General	108.57
4369	4/17/20	Kelly Moore Paint	434.95	Park maint.	Park	5220310	General	218.07
				Rec maint.	Rec	5220310	General	216.88
4370	4/17/20	Burton's Fire	1,000.34	Battery charging system	Fire	5210910	General	1,000.34
4371	4/17/20	Rika Gopinath	1,917.00	Refund Summer Camp	Rec	4631920	Summer	1,917.00
4372	4/22/20	PG&E	1,233.64	Electric - Mar	Rec	5210810	General	804.20
					Fire	5210810	General	51.68
					Park	5210810	General	377.76
4373	4/22/20	Mary Murray	180.00	Refund Summer Camp	Rec	4631920	Summer	180.00
4374	4/22/20	Alexandra Weibel	654.00	Refund Summer Camp	Rec	4631920	Summer	654.00
4375	4/22/20	Amy Johnson	45.00	Refund PNO	Rec	4631922	Youth	45.00
4376	4/22/20	Alia Berlin	1,250.00	Refund Building Rental	Rec	4410225	Building	1,250.00
4377	4/22/20	ePact Network	804.00	Emerg contact info / camps	Rec	5220819	Summer	804.00
4378	4/22/20	VSP	387.94	Vison - May	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
4379	4/22/20	Ewing	121.19	Park supplies	Park	5220310	General	121.19
4380	4/22/20	Staples	111.72	Office supplies	Rec	5220110	General	111.72
4381	4/22/20	Quill	87.86	Covid - sanitizing supplies	Fire	5220810	General	87.86
4382	4/23/20	Marinwood CSD	61,672.23	Fire salaries	Fire	5110110	General	28,383.20

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Fire OT	Fire	5120110	General	7,250.28
				FLSA	Fire	5110319	General	1,254.96
				4850	Fire	5110110	General	2,460.48
				Admin Asst.	Fire	5110110	Admin	846.08
				Admin Mgr	Fire	5110110	Admin	2,221.60
				Admin Asst.	Rec	5110110	Admin	846.08
				Admin Asst.	Park	5110110	Admin	423.04
				Admin Mngr	Rec	5110110	Admin	1,110.80
				Admin Mngr	Park	5110110	Admin	1,110.80
				Rec Director	Rec	5110110	General	2,449.44
				Rec Director	Park	5110110	General	1,049.76
				Rec Salary	Rec	5110110	General	7,100.00
				Park Salary	Park	5110110	General	5,959.20
				Bldg Attendant	Rec	5110210	Building	104.00
				Preschool	Rec	5110210	Preschool	1,044.00
				Afterschool	Rec	5110210	Afterschool	663.55
				PR fees	Fire	5210230	General	111.30
				PR fees	Rec	5210230	General	44.29
				PR fees	Park	5210230	General	15.56
				SS + Medicare	Fire	5140140	General	3,034.49
				SS + Medicare	Rec	5140140	General	1,216.47
				SS + Medicare	Park	5140140	General	454.95
				EDU + SUI	Rec	5140145	General	16.12
				Benefits clearing	Park	2120066	General	-837.96
				Benefits clearing	Rec	2120066	General	-1,169.08
				Benefits clearing	Fire	2120066	General	-5,491.18
4383	4/27/20	Laura Malekian	759.00	Refund Summer Camp	Rec	4631920	Summer	759.00
4384	4/27/20	Allison Weissleder	117.20	Refund Summer Camp	Rec	4631920	Summer	117.20
4385	4/27/20	Ryan Boland	506.00	Refund Summer Camp	Rec	4631920	Summer	506.00
4386	4/27/20	Mamiko Schoback	253.00	Refund Summer Camp	Rec	4631920	Summer	253.00
4387	4/27/20	Maryann Rodriguez	62.00	Refund Swim Lessons	Rec	4631917	Aquatics	62.00
4388	4/27/20	Karsson Hevia	756.00	Refund Summer Camp	Rec	4631920	Summer	456.00
				Refund Swim Lessons	Rec	4631917	Aquatics	300.00
4389	4/27/20	Gaelle Gordon	436.00	Refund Summer Camp	Rec	4631920	Summer	436.00
4390	4/27/20	Debra Bellings-Kee	218.00	Refund Summer Camp	Rec	4631920	Summer	218.00
4391	4/27/20	Marinwood CSD	12,374.08	Retire 04/24/2020	Park	5130510	General	1,268.81
					Rec	5130510	General	1,780.65
					Fire	5130510	General	9,324.62
4392	4/27/20	US Bank Corp Pmt Svcs	3,725.01	Data	Fire	5210725	General	30.00
				Engine detailing	Fire	5210910	General	135.00
				company officer training	Fire	5211340	General	650.00
				Firehouse supplies	Fire	5220810	General	539.84
				Zip recruiter refund	Park	5210122	General	-498.00
				Playground insp. Course	Park	5211315	General	218.05
				Propane	Park	5220310	General	15.65
				Advertising	Rec	5220819	Adult	75.00
				Supplies	Rec	5220819	Afterschool	140.21
				Course materials	Rec	5220819	Aquatics	219.36
				Covid - sanitizing supplies	Rec	5220310	Building	367.70
				Supplies - RaiseAGlass	Rec	5220819	Community	529.59
				website hosting / creative cl	Rec	5210122	General	101.98
				Office supplies	Rec	5220110	General	52.31
				Rec supplies	Rec	5220819	General	20.80
				Lifeguard certs	Rec	5211330	Pool	152.00
				Pool supplies	Rec	5220819	Pool	80.33
				AED supplies	Rec	5220828	Pool	702.20
				Music subscription / job recr	Rec	5220819	Youth	192.99
4393	4/28/20	MESHA	525.00	Refund Building Rental	Rec	4410225	Building	525.00
4394	4/28/20	Karsson Hevia	25.00	Refund Picnic Rental	Rec	4410215	Pool	25.00
4395	4/28/20	Sonia Lastreto	50.00	Refund Pool Party	Rec	4410215	Pool	50.00
4396	4/28/20	Jennifer Thomson	50.00	Refund Pool Party	Rec	4410215	Pool	50.00
4397	4/28/20	Lorin Sylvia	50.00	Refund Pool Party	Rec	4410215	Pool	50.00
4398	4/28/20	Lisa Hooper	50.00	Refund Picnic Rental	Rec	4410215	Pool	50.00
4399	4/28/20	Celso DeLeon	500.00	Refund Building Rental	Rec	4410225	Building	500.00
4400	4/28/20	Sandra McCreary	550.00	Refund Building Rental	Rec	4410225	Building	550.00
4401	4/28/20	Jane Sa	160.00	Refund Picnic Rental	Rec	4410215	Pool	160.00
4402	4/30/20	Marin County Sheriff's Office	431.59	Mobile Data Mar-Jun 2020	Fire	5210725	General	431.59
4403	4/30/20	Marin Trophies	49.63	Engraving	Fire	5211310	General	49.63
4404	4/30/20	Kaiser Foundation Health Pl	986.00	Physician services - VFD	Fire	5140130	General	986.00
4405	4/30/20	AT&T	96.30	Internet	Park	5210725	General	96.30
TOTAL:			258,642.98					258,642.98

Total by Department:

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
					Streetlights			0.00
					Fire Department			143,909.55
					Recreation Department			71,695.13
					Park Department			40,038.30

# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** May 12, 2020  
**Re:** Fiscal Year 20-21 Operating Budget: Models & Projections

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Directors,

Please see the included draft operating budget models and projections.

May is typically the month when the Board would approve and adopt a fiscal year operating budget for the following fiscal year. Due to the various uncertainties still surrounding the COVID-19 situation, the budget remains in draft form and the Board is not being presented this budget for adoption. Staff anticipates the budget to be completed and presented to the Board for initial adoption at the June board meeting.

You will notice this draft budget template is different than previous templates presented to the Board. In light of the COVID-19 situation and the uncertainty regarding summer camp and pool operations, staff are presenting two significantly different budget scenarios:

- Column **"20/21 Budget Standard"** represents what would have been a typical operating year without any impacts associated with COVID-19.
- Column **"20/21 Budget No Summer Camps/Pool"** represents complete shut-down of all summer programs and pool operations associated with COVID-19 impacts.

To be clear, staff are anticipating operating *some level* of summer camp programming and have been hard at work planning for multiple possible scenarios. We are still awaiting final guidance from Marin County Public Health as to what size, scope and operations will be allowable. However, we have been informed directly from the Marin County Public Health Officer that summer camps will indeed be allowable county-wide with various yet to be finalized restrictions put in place. Without going into great detail regarding said restrictions, our broad understanding is the guidance will be similar to guidance currently in place for the pop-up childcare centers currently operating and serving children of health care workers and first responders as it relates to group childcare ([https://www.marinhhs.org/sites/default/files/files/public-health-updates/advisory\\_guidance\\_childcare\\_2020.03.13\\_001-lh.pdf](https://www.marinhhs.org/sites/default/files/files/public-health-updates/advisory_guidance_childcare_2020.03.13_001-lh.pdf)). However, we have also been informed that summer camps will be open to all Marin County youth. With this initial guidance in mind, we are anticipating that we will be able to serve significantly fewer youth than traditionally served in our summer programs. Also, at this time Public Health has not released any guidance nor indications as to the possible operations of public pool complexes other than they are to remain closed for the time being and possibility of future operations will be analyzed at a future date.

As it relates to the two budget models presented at this time, the reality is the final proposed budget will fall somewhere in between these two models and will be updated once the final guidance is released from Public Health. It is our understanding this guidance should either be released sometime this week or next and, similar to previous public health orders, will be consistent across the six (6) Bay Area counties that have been working in unison throughout the COVID-19 public health response.

Furthermore, as the coming fiscal year will undoubtedly be vastly different from a financial perspective, the included draft budget models do not show a comparison percentage to the current fiscal year budget. Rather, the far-right column shows a comparison percentage from the "standard" draft budget to the "no

summer camps/pool” budget. Comparing either to the current fiscal year seemed an irrelevant exercise at this time as the two years simply are not comparable.

Finally, it is important to understand the challenges of creating fiscal year budgets and illustrating impacts when one of our primary annual revenue and expense generators, summer camp and pool operations, have seasons that spread across two separate fiscal years. Revenue and expense from these programs are typically budgeted at a seasonal basis yet fully contained within the budget for the second fiscal year of the two impacted fiscal years. When looked at over two or more years, we achieve consistency within the budget projections. For instance, the current impact of COVID-19 will impact both FY 19/20 and FY 20/21. Also, we have no way to predict what situation(s) we will be facing come Spring/Summer 2021. We may be faced with downsized program offerings or we may be able to return to full operations. Either way, this will impact revenue earned and expense incurred in Spring 2021 to be applied to FY 20/21, yet not able to be reasonably represented at this time. As such, the intention of the presented models is to show the *overall impact of the current COVID-19 situation* as it relates to District revenue and expense.

As you will note, our worst-case scenario budget model of “no summer camp/pool” still projects the District achieving a moderate operating net gain of revenue above expenditures forecasting the District to increase our general fund balance by approximately \$140,000 at year-end. This is a conservative estimate. For the past several years staff have been able to exceed our forecasted net gain by significant margins through creative revenue opportunities, conservative property tax estimations and judicious spending oversight.

Even though when compared to previous years we are projecting a significantly lower year-end net gain to our general fund balance, we are still projecting a net gain. The District has performed well from a financial perspective the past several years, increasing our overall general fund balance by approximately \$2.4 million the past four fiscal years. From a cash flow perspective, as of April 30, 2020 our general fund had a cash balance of approximately \$5.26 million. While recognizing that a small portion of our cash balance could ultimately be refunded to people previously registered for programs that could be potentially cancelled and that we will not be able to serve all of our registered summer camp participants this coming summer, the District remains in a strong financial position to withstand the negative economic impacts associated with COVID-19.

Beyond the information above, for the purpose of this budget model presentation please note the following details:

#### Tax Revenue:

Property Tax estimates remain consistent across both models. Again, these are conservative estimates. Total amount budgeted for Current Secured (4110110) actually represents what is anticipated to be received this fiscal year based on the initial December allocation. (All other general property taxes have little if any adjustments)

#### Expenditures:

Line items such as various utilities and select operating costs remain consistent across both models using a standard operating scenario as the baseline. However, it stands to reason that with our serving a reduced program load coupled with the potential of no pool season, items such as various utilities could be significantly lower than what is projected.

Both budget models show the District’s ability to continue to contribute to both our OPEB Trust and our Designated Reserves at the \$100,000 level each as has been achieved for the past several years.

#### District-Wide:

##### ➤ 5140115 – Workers’ Comp Ins:

While the basic rates remain unchanged for FY 20/21, our Experience Modification Factor (EMOD) has decreased from 196% to 165%. The EMOD is factored in after the basic rate estimates have been calculated. Of note: Workers’ Comp costs are directly related to total staff wages paid and hours worked. This amount is estimated in the Spring of every year for the following fiscal year and then reconciled shortly after the following year-end. Given our reduction in staffing due to program

cancellations and reductions it is anticipated we will see a significant true-up payment as part of the reconciliation process.

➤ 5210525 – Insurance – General:

We have been informed to expect a significant increase in our Property/Liability Insurance. This is not reflective specific to Marinwood CSD but rather it is reflective of the industry as a whole which has had significant events driving up costs the past several years. As such, we were informed that while not yet final, they are initially projecting a 53% increase in our costs. However, the District also carries heightened coverage levels at \$5 million per incident. If the District reduced this level to \$2.5 million, it is projected our total P/L insurance cost would decrease by 5%. At this time, reducing our levels of protection is not something staff would recommend but it warrants monitoring if costs continue to escalate at this pace.

➤ 5211545 – Election Expense:

Election expenses have been estimated and allocated across all departments to represent costs associated with the upcoming Director vacancies.

➤ 5220916 – Capital Outlay – New Equipment:

The District is desperately in need of a new phone system for the admin offices, community center and firehouse. We are gathering quotes for this work and have included in both budget models a \$5000 placeholder for the time-being.

Park:

Note: Our park maintenance operations budget is already at a very conservative level of basic needs and equipment to perform the work required. As such, there is little difference between the two budget models beyond the allocation of property taxes out of Park and into other more heavily impacted departments.

➤ 5130510 – PERS Pension:

Decrease in pension costs from prior year due to decrease in total full-time wages combined with addition of a “PEPRA” new-hire to replace a retired “classic” employee. Additionally, the required UAL payment for the classic miscellaneous pension plan decreased by approximately 7.2% from FY 19/20.

➤ 5220210 – Equip. Maintenance/Replacement:

Park maintenance staff have informed of the need for a new aerator for the fields. Initial research shows this cost between \$1000 - \$1200 and has been added to the budget.

➤ 5220910 & 5220916 – Capital Outlays:

Current capital outlay needs include tennis court surface repairs for both the Creekside Park tennis court in Lucas Valley Estates and tennis courts 1 & 2 in Marinwood Park. Also included is a carry-over item from the current fiscal year budget for a new utility vehicle to replace the aging John Deere “Gator.” Park maintenance staff have also requested the purchase of a small commercial-grade tree & limb chipper for tree debris. Initial cost estimate is \$5000 - \$6000 and has been added to the budget. This item will help in greatly reducing the need for debris piles after in-house tree work and would allow such work to be immediately chipped into the dump trailer.

Recreation:

Note: The Recreation budget is the most severely impacted between budget models. When analyzing summer program specific revenues and expenditures, the “no summer” model shows a decrease in total revenue of approximately \$1.5 million from the standard budget model resulting strictly from the elimination of summer programming. However, as discussed at the March board meeting, approximately 75% of summer program operating revenue represents associated variable expense (staffing, supplies, etc.). As such, the associated variable expenditures also decreased by approximately \$1.1 million from the standard model. This results in a figure of approximately \$400,000 in net revenue loss from the elimination of summer programming. To balance the Recreation budget for the fiscal year, additional property tax revenue was allocated to the department. The shortfall is also made up through the gains achieved in operating the school year programs.

- 5220910 & 5220916 – Capital Outlays:  
Include upgrading the community center bathroom fixtures to commercial grade touchless fixtures, needed pool deck concrete repairs, new pool covers as well as carry-over items from the current fiscal year budget which include the anticipated replacement of the aging hydraulic chair lift for the pool (ADA compliance) and anticipated replacement of an aging furnace for the community center.

Fire:

Note: Similar to Park Maintenance, our Fire Department budget is already at a very conservative level of basic needs and equipment to perform the work required. As such, there is little difference between the two budget models.

- 4631145 – Service Contract Revenue; 4640321 – CSA 13 Contract Revenue:  
Amounts budgeted are placeholders and will change. Final figures are not able to be calculated until the close of the fiscal year and the current agreements are reconciled against the relative projections used at the time for CSA 13.
- 5130120 – Benefits Medical; 5130130 – OPEB Trust Contribution:  
Decreases from prior year are due to a decrease in retiree health costs.
- 5130510 – PERS Pension:  
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%.
- 5220110 – Admin & Office Supplies:  
Increase from prior year due primarily to budgeting for two new computers & related hardware/software to replace two outdated work computers utilized constantly.
- 5220210 – Equipment Maintenance/Replacement:  
“Standard” budget model includes purchase of both replacement and additional exercise equipment. These items have been removed from the other budget model and can be revisited depending on scope of summer program operations allowed and related potential positive revenue impacts should financial circumstances exceed expectations.
- 5220310 – Land & Buildings Maintenance:  
“Standard” budget model includes the purchase of new turnout lockers, a long-recognized need. This item has been temporarily removed from the other budget model. However, depending on scope of summer program operations allowed and related potential positive revenue impacts, staff would recommend revisiting this item and moving forward with this expenditure should financial circumstances allow.
- 5220916 – Capital Outlays:  
Both budget models include purchase of a Trail Rescue Cart which can be carried into open space for emergency response and patient transport. Also includes new 10,000 watt industrial generator to replace the aging generator used to power emergency functions of the fire station during power shutdown events and incidental power outages.

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Draft Models and Projections**

	DISTRICT TOTAL				
	19/20 Budget	Actuals* 4/30/2020	20/21 Budget Standard	20/21 Budget No Summer Camps/Pool	% Change in 20/21 Budget Models
<b>Revenue</b>					
4110110 · PropTax - Current Secured	1,620,000.00	1,600,696.81	1,680,000.00	1,680,000.00	0.0%
4110111 · PropTax - Admin Fee (Contra)	-25,000.00	-22,656.15	-25,000.00	-25,000.00	0.0%
4110115 · PropTax - Unitary	9,500.00	11,768.47	10,000.00	10,000.00	0.0%
4110120 · PropTax - Current Unsecured	27,500.00	32,347.21	29,000.00	29,000.00	0.0%
4110140 · ERAF - Excess	155,500.00	220,702.85	155,500.00	155,500.00	0.0%
4110145 · ERAF - PY/Reverse	10,000.00	20,958.40	13,500.00	13,500.00	0.0%
4110210 · PropTax - Supplemental Current	33,000.00	24,644.56	33,000.00	33,000.00	0.0%
4110215 · PropTax - Supplemental Unsecure	500.00	1,411.90	500.00	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	1,000.00	1,217.23	1,000.00	1,000.00	0.0%
4110510 · PropTax - Prior Unsecured	1,000.00	1,274.11	1,000.00	1,000.00	0.0%
4120610 · Special Tax Assessment	1,558,156.00	1,481,789.65	1,598,327.00	1,598,327.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	-4,900.00	-3,578.00	-4,900.00	-4,900.00	0.0%
4220115 · Building Plan Review	2,000.00	7,230.00	4,500.00	4,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	15,000.00	34,939.53	25,000.00	25,000.00	0.0%
4410127 · Interest- ERAF Co. Pooled	100.00	400.48	100.00	100.00	0.0%
4410215 · Rental Income - Pool & Picnic	25,000.00	17,681.94	25,000.00	12,500.00	-50.0%
4410225 · Rental Income - Community Ctr	43,000.00	13,695.21	43,000.00	21,500.00	-50.0%
4511210 · HOPTR	7,500.00	3,805.70	7,500.00	7,500.00	0.0%
4530527 · Grant Rev - Designated	0.00	17,368.33			
4570110 · Expense Reimbursements	500.00	58,683.33	500.00	500.00	0.0%
4631145 · Service Contract Revenue	94,205.00	81,884.00	94,156.00	94,156.00	0.0%
4631911 · Advertising Sales	8,000.00	7,240.62	8,000.00	8,000.00	0.0%
4631912 · Vending Sales	20,000.00	11,862.52	15,000.00	0.00	-100.0%
4631914 · Community Events	18,170.00	8,921.45	18,830.00	8,490.00	-54.91%
4631915 · Tennis	61,000.00	47,439.19	61,000.00	30,500.00	-50.0%
4631917 · Pool Operating Rev	277,000.00	297,656.88	226,000.00	19,000.00	-91.59%
4631918 · Pool Memberships	80,000.00	111,466.04	90,000.00	0.00	-100.0%
4631919 · Adult Rec Programs	35,150.00	16,770.16	31,020.00	26,085.00	-15.91%
4631920 · Summer Rec Programs	1,168,640.00	1,683,743.36	1,132,390.00	0.00	-100.0%
4631922 · Youth Rec Programs	396,930.00	198,824.52	337,269.00	335,859.00	-0.42%
4640321 · CSA 13 Contract Rev	591,311.00	442,952.25	613,786.00	611,628.00	-0.35%
4640329 · Unused Credit	0.00	104.99			
4640415 · OES Reimbursements	0.00	34,465.78			
4710615 · Donations (General)	1,000.00	1,500.00	1,000.00	1,000.00	0.0%
4710631 · Paramedic Reimbursement	33,000.00	28,022.13	33,000.00	33,000.00	0.0%
4710642 · Miscellaneous Rev	900.00	2,904.84	900.00	900.00	0.0%
<b>Total Revenue</b>	<b>6,264,662.00</b>	<b>6,500,140.29</b>	<b>6,259,878.00</b>	<b>4,732,145.00</b>	<b>-24.41%</b>



**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Draft Models and Projections**

	DISTRICT TOTAL				
	19/20 Budget	Actuals* 4/30/2020	20/21 Budget Standard	20/21 Budget No Summer Camps/Pool	% Change in 20/21 Budget Models
<b>Expenditures</b>					
5110110 · Salaries - Regular Staff	1,398,126.00	1,164,855.35	1,433,712.00	1,433,712.00	0.0%
5110210 · Salaries - PT/Seasonal/Temp	1,072,449.00	786,241.19	994,672.00	192,856.00	-80.61%
5110310 · Acting Pay	10,000.00	3,127.66	10,000.00	10,000.00	0.0%
5110313 · Holiday Pay	36,494.00	32,646.84	37,496.00	37,496.00	0.0%
5110319 · FLSA Pay	19,746.00	12,383.23	22,509.00	22,509.00	0.0%
5120110 · Overtime Pay	100,500.00	213,280.32	100,500.00	100,500.00	0.0%
5130120 · Benefits - Group Medical	553,010.00	480,738.77	554,255.00	554,255.00	0.0%
5130130 · OPEB Trust Contribution	100,000.00	74,997.00	100,000.00	100,000.00	0.0%
5130510 · PERS - Pension	589,600.00	556,920.45	637,770.00	637,770.00	0.0%
5140115 · Workers Comp Ins.	193,046.00	164,626.94	164,964.00	141,408.00	-14.28%
5140116 · 4850 Reimbursements (Contra)	0.00	-910.14			
5140130 · Physician Services	4,514.00	986.00	1,830.00	1,830.00	0.0%
5140140 · Social Security & Medicare	201,123.00	166,308.58	198,184.00	136,845.00	-30.95%
5140145 · Unemployment Ins.	26,254.00	17,435.15	26,254.00	9,379.00	-64.28%
5210120 · Consultant Fees	19,900.00	10,300.00	16,500.00	16,500.00	0.0%
5210122 · Marketing	37,650.00	36,703.13	38,310.00	38,310.00	0.0%
5210128 · Fingerprinting/Background	6,100.00	2,768.00	6,000.00	6,000.00	0.0%
5210131 · Legal Services	22,000.00	5,980.50	17,000.00	17,000.00	0.0%
5210146 · Indep. Contractor Fees	210,710.00	131,655.84	208,258.00	154,708.00	-25.71%
5210210 · Audit & Accounting	14,000.00	12,800.00	14,000.00	14,000.00	0.0%
5210230 · Payroll Service Fees	10,850.00	8,801.60	11,450.00	8,700.00	-24.02%
5210525 · Insurance - General	40,137.00	34,383.14	59,935.00	59,935.00	0.0%
5210530 · Legal Settlements	0.00	142,500.00			
5210725 · Telecom - Phone/Internet/Cable	12,400.00	10,819.81	13,370.00	13,370.00	0.0%
5210810 · Utilities - Gas & Electric	59,420.00	39,316.18	58,365.00	58,365.00	0.0%
5210815 · Garbage Removal	32,985.00	31,985.75	36,030.00	36,030.00	0.0%
5210825 · Utilities - Street Light Elec.	17,500.00	13,620.79	17,500.00	17,500.00	0.0%
5210835 · Utilities - Water & Sewer	45,260.00	42,128.56	47,830.00	47,830.00	0.0%
5210910 · Maint. - Vehicles	18,000.00	12,679.55	18,000.00	18,000.00	0.0%
5210915 · Maint. - Streetlights	6,375.00	2,973.00	6,125.00	6,125.00	0.0%
5210920 · MERA Operating	17,661.00	17,661.00	18,566.00	18,566.00	0.0%
5210940 · Maint. - Park Heavy Equipment	3,500.00	94.56	3,500.00	3,500.00	0.0%
5211110 · Janitorial Services	20,000.00	15,089.00	20,000.00	20,000.00	0.0%
5211125 · Community Landscape Contract	38,500.00	29,850.00	38,500.00	38,500.00	0.0%
5211140 · Vegetation Management	40,000.00	0.00	40,000.00	40,000.00	0.0%
5211220 · Equipment Rental	4,500.00	2,535.61	4,500.00	4,500.00	0.0%
5211310 · Awards & Incentives	2,000.00	419.27	2,000.00	2,000.00	0.0%
5211315 · Professional Development	15,000.00	8,645.88	17,500.00	14,000.00	-20.0%
5211325 · Conferences & Meetings	5,250.00	2,704.08	4,250.00	4,250.00	0.0%
5211330 · Memberships & Dues	10,865.00	11,035.50	11,840.00	11,015.00	-6.97%

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Draft Models and Projections**

	DISTRICT TOTAL				
	19/20 Budget	Actuals* 4/30/2020	20/21 Budget Standard	20/21 Budget No Summer Camps/Pool	% Change in 20/21 Budget Models
5211340 · Certifications - Personnel	0.00	650.00			
5211440 · Travel	3,800.00	0.00	3,300.00	3,300.00	0.0%
5211520 · Publications & Legal Notices	900.00	0.00	900.00	900.00	0.0%
5211528 · Tree Maint. & Services	18,000.00	4,500.00	18,000.00	18,000.00	0.0%
5211532 · Weed & Pest Control	2,800.00	3,060.00	3,800.00	3,800.00	0.0%
5211545 · Election Expense	5,000.00	0.00	5,000.00	5,000.00	0.0%
5211610 · County-Wide Fees	10,510.00	8,072.36	10,655.00	10,655.00	0.0%
5211710 · Long Term Debt - Principal	54,427.00	54,429.76	56,260.00	56,260.00	0.0%
5211715 · Long Term Debt - Interest	8,468.00	8,465.43	6,650.00	6,650.00	0.0%
5220110 · Admin & Office Supplies	21,425.00	15,310.52	23,500.00	23,500.00	0.0%
5220130 · Copier Lease & Printing	10,200.00	7,207.85	9,955.00	9,955.00	0.0%
5220210 · Equip. Maintenance/Replacement*	26,000.00	17,164.09	31,125.00	27,100.00	-12.93%
5220215 · Pool Maintenance	23,500.00	8,502.81	23,500.00	15,000.00	-36.17%
5220220 · Small Tools	2,000.00	932.49	2,000.00	2,000.00	0.0%
5220310 · Land & Buildings Maintenance	60,000.00	33,871.79	62,500.00	59,000.00	-5.6%
5220610 · Gasoline/Fuel	6,500.00	2,064.58	3,500.00	3,500.00	0.0%
5220710 · Pool Chemicals	12,000.00	6,360.80	12,000.00	5,000.00	-58.33%
5220810 · Miscellaneous Supplies	22,900.00	9,645.93	23,650.00	23,650.00	0.0%
5220819 · Rec Program Supplies & Services	251,140.00	163,211.74	261,040.00	36,440.00	-86.04%
5220825 · Uniforms & Apparel	11,400.00	6,076.66	11,900.00	8,900.00	-25.21%
5220826 · Vending Supplies	12,000.00	9,629.06	12,000.00	0.00	-100.0%
5220827 · Janitorial Supplies	17,500.00	8,766.22	16,500.00	12,450.00	-24.55%
5220828 · First Aid Supplies	0.00	702.20			
5220830 · Volunteer Fire Department	10,000.00	1,276.26	10,000.00	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	99,000.00	62,803.55	50,500.00	50,500.00	0.0%
5220916 · Capital Outlay - New Equipment	20,000.00	17,369.26	53,700.00	53,700.00	0.0%
5220920 · Capital Reserves Designation	100,000.00	0.00	100,000.00	100,000.00	0.0%
<b>Total Expenditures</b>	<b>5,824,895.00</b>	<b>4,751,161.45</b>	<b>5,823,410.00</b>	<b>4,592,524.00</b>	<b>-21.14%</b>
<b>Net Gain/Loss</b>	<b>439,767.00</b>	<b>1,748,978.84</b>	<b>436,468.00</b>	<b>139,621.00</b>	<b>-68.01%</b>

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Draft Models and Projections**

	Park Dept				
	19/20 Budget	Actuals* 4/30/2020	20/21 Budget Standard	20/21 Budget No Summer Camps/Pool	% Change in 20/21 Budget Models
<b>Revenue</b>					
4110110 · PropTax - Current Secured	737,100.00	728,317.05	717,360.00	458,640.00	-36.07%
4110111 · PropTax - Admin Fee (Contra)	-11,375.00	-10,308.54	-10,675.00	-6,825.00	-36.07%
4110115 · PropTax - Unitary	4,322.00	5,354.65	4,270.00	2,730.00	-36.07%
4110120 · PropTax - Current Unsecured	12,512.00	14,717.98	12,383.00	7,917.00	-36.07%
4110140 · ERAF - Excess	70,752.00	100,419.79	66,398.00	42,451.00	-36.07%
4110145 · ERAF - PY/Reverse	4,550.00	9,536.07	5,764.00	3,685.00	-36.07%
4110210 · PropTax - Supplemental Current	15,015.00	11,213.27	14,091.00	9,009.00	-36.07%
4110215 · PropTax - Supplemental Unsecure	227.00	642.41	213.00	136.00	-36.15%
4110225 · PropTax - Supplemental Redempt	455.00	553.83	427.00	273.00	-36.07%
4110510 · PropTax - Prior Unsecured	455.00	579.72	427.00	273.00	-36.07%
4120610 · Special Tax Assessment	383,103.00	364,148.61	392,890.00	392,890.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	-1,200.00	-876.60	-1,200.00	-1,200.00	0.0%
4410125 · Interest- Co. Pooled Investment	6,825.00	15,897.48	10,675.00	6,825.00	-36.07%
4410127 · Interest- ERAF Co. Pooled	100.00	182.22	100.00	100.00	0.0%
4511210 · HOPTR	3,412.00	1,731.59	3,202.00	2,047.00	-36.07%
4570110 · Expense Reimbursements		150.00			
4710642 · Miscellaneous Rev	150.00	0.00	150.00	150.00	0.0%
<b>Total Revenue</b>	<b>1,226,403.00</b>	<b>1,242,259.53</b>	<b>1,216,475.00</b>	<b>919,101.00</b>	<b>-24.45%</b>
<b>Expenditures</b>					
5110110 · Salaries - Regular Staff	233,685.00	183,677.47	223,827.00	223,827.00	0.0%
5110210 · Salaries - PT/Seasonal/Temp	7,200.00	10,802.63	7,200.00	7,200.00	0.0%
5120110 · Overtime Pay	500.00	0.00	500.00	500.00	0.0%
5130120 · Benefits - Group Medical	135,550.00	116,474.82	142,727.00	142,727.00	0.0%
5130130 · OPEB Trust Contribution	32,000.00	24,003.00	41,000.00	41,000.00	0.0%
5130510 · PERS - Pension	63,580.00	57,233.75	58,790.00	58,790.00	0.0%
5140115 · Workers Comp Ins.	32,945.00	28,173.22	25,732.00	25,732.00	0.0%
5140140 · Social Security & Medicare	18,466.00	10,626.66	17,712.00	17,712.00	0.0%
5140145 · Unemployment Ins.	1,164.00	596.10	1,164.00	1,164.00	0.0%
5210120 · Consultant Fees	7,600.00	7,300.00	7,500.00	7,500.00	0.0%
5210122 · Marketing	500.00	1,032.15	530.00	530.00	0.0%
5210128 · Fingerprinting/Background		30.00			
5210131 · Legal Services	10,000.00	4,196.33	5,000.00	5,000.00	0.0%
5210210 · Audit & Accounting	3,500.00	3,200.00	3,500.00	3,500.00	0.0%
5210230 · Payroll Service Fees	650.00	583.48	750.00	750.00	0.0%
5210525 · Insurance - General	12,087.00	11,053.44	18,550.00	18,550.00	0.0%
5210530 · Legal Settlements		142,500.00			
5210725 · Telecom - Phone/Internet/Cable	1,350.00	1,181.76	1,450.00	1,450.00	0.0%
5210810 · Utilities - Gas & Electric	4,300.00	3,580.07	4,515.00	4,515.00	0.0%
5210815 · Garbage Removal	23,500.00	23,106.88	25,630.00	25,630.00	0.0%
5210835 · Utilities - Water & Sewer	22,340.00	20,168.10	23,450.00	23,450.00	0.0%

**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
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	Park Dept				
	19/20 Budget	Actuals* 4/30/2020	20/21 Budget Standard	20/21 Budget No Summer Camps/Pool	% Change in 20/21 Budget Models
5210910 · Maint. - Vehicles	2,000.00	1,141.88	2,000.00	2,000.00	0.0%
5210920 · MERA Operating	1,766.00	1,766.00	1,857.00	1,857.00	0.0%
5210940 · Maint. - Park Heavy Equipment	3,500.00	94.56	3,500.00	3,500.00	0.0%
5211125 · Community Landscape Contract	38,500.00	29,850.00	38,500.00	38,500.00	0.0%
5211220 · Equipment Rental	4,500.00	2,535.61	4,500.00	4,500.00	0.0%
5211315 · Professional Development	2,000.00	1,698.35	2,000.00	2,000.00	0.0%
5211325 · Conferences & Meetings	500.00	377.41	500.00	500.00	0.0%
5211330 · Memberships & Dues	2,450.00	1,904.00	2,540.00	2,540.00	0.0%
5211440 · Travel	800.00	0.00	800.00	800.00	0.0%
5211528 · Tree Maint. & Services	18,000.00	4,500.00	18,000.00	18,000.00	0.0%
5211532 · Weed & Pest Control	2,800.00	3,060.00	3,800.00	3,800.00	0.0%
5211545 · Election Expense	2,500.00	0.00	1,250.00	1,250.00	0.0%
5211610 · County-Wide Fees	1,250.00	1,087.59	1,250.00	1,250.00	0.0%
5211710 · Long Term Debt - Principal	1,862.00	1,862.20	1,938.00	1,938.00	0.0%
5211715 · Long Term Debt - Interest	152.00	152.02	78.00	78.00	0.0%
5220110 · Admin & Office Supplies	1,800.00	1,621.50	2,000.00	2,000.00	0.0%
5220130 · Copier Lease & Printing	790.00	720.77	765.00	765.00	0.0%
5220210 · Equip. Maintenance/Replacement*	9,000.00	5,255.06	10,500.00	10,500.00	0.0%
5220220 · Small Tools	1,500.00	823.92	1,500.00	1,500.00	0.0%
5220310 · Land & Buildings Maintenance	37,000.00	24,399.81	37,000.00	37,000.00	0.0%
5220610 · Gasoline/Fuel	2,500.00	1,979.35	2,500.00	2,500.00	0.0%
5220810 · Miscellaneous Supplies	2,000.00	1,192.87	2,350.00	2,350.00	0.0%
5220825 · Uniforms & Apparel	500.00	324.55	500.00	500.00	0.0%
5220827 · Janitorial Supplies	1,000.00	472.29	1,000.00	1,000.00	0.0%
5220910 · Capital Outlay - Improvements	30,000.00	39,596.04	19,500.00	19,500.00	0.0%
5220916 · Capital Outlay - New Equipment	12,000.00	0.00	18,000.00	18,000.00	0.0%
5220920 · Capital Reserves Designation	15,000.00	0.00	12,500.00	12,500.00	0.0%
<b>Total Expenditures</b>	<b>806,587.00</b>	<b>775,935.64</b>	<b>800,155.00</b>	<b>800,155.00</b>	<b>0.0%</b>
<b>Net Gain/Loss</b>	<b>419,816.00</b>	<b>466,323.89</b>	<b>416,320.00</b>	<b>118,946.00</b>	<b>-71.43%</b>

**Marinwood Community Services District**  
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	Recreation Dept				% Change in 20/21 Budget Models
	19/20 Budget	Actuals* 4/30/2020	20/21 Budget Standard	20/21 Budget No Summer Camps/Pool	
<b>Revenue</b>					
4110110 · PropTax - Current Secured	246,240.00	243,305.91	312,480.00	576,240.00	84.41%
4110111 · PropTax - Admin Fee (Contra)	-3,800.00	-3,443.74	-4,650.00	-8,575.00	84.41%
4110115 · PropTax - Unitary	1,444.00	1,788.81	1,860.00	3,430.00	84.41%
4110120 · PropTax - Current Unsecured	4,180.00	4,916.78	5,394.00	9,947.00	84.41%
4110140 · ERAF - Excess	23,636.00	33,546.84	28,923.00	53,337.00	84.41%
4110145 · ERAF - PY/Reverse	1,520.00	3,185.68	2,511.00	4,631.00	84.43%
4110210 · PropTax - Supplemental Current	5,016.00	3,745.97	6,138.00	11,319.00	84.41%
4110215 · PropTax - Supplemental Unsecure	76.00	214.61	93.00	172.00	84.95%
4110225 · PropTax - Supplemental Redempt	152.00	185.03	186.00	343.00	84.41%
4110510 · PropTax - Prior Unsecured	152.00	193.67	186.00	343.00	84.41%
4410125 · Interest- Co. Pooled Investment	2,280.00	5,310.81	4,650.00	8,575.00	84.41%
4410127 · Interest- ERAF Co. Pooled		60.87			
4410215 · Rental Income - Pool & Picnic	25,000.00	17,681.94	25,000.00	12,500.00	-50.0%
4410225 · Rental Income - Community Ctr	43,000.00	13,695.21	43,000.00	21,500.00	-50.0%
4511210 · HOPTR	1,140.00	578.47	1,395.00	2,573.00	84.44%
4570110 · Expense Reimbursements	500.00	895.17	500.00	500.00	0.0%
4631911 · Advertising Sales	8,000.00	7,240.62	8,000.00	8,000.00	0.0%
4631912 · Vending Sales	20,000.00	11,862.52	15,000.00	0.00	-100.0%
4631914 · Community Events	18,170.00	8,921.45	18,830.00	8,490.00	-54.91%
4631915 · Tennis	61,000.00	47,439.19	61,000.00	30,500.00	-50.0%
4631917 · Pool Operating Rev	277,000.00	297,656.88	226,000.00	19,000.00	-91.59%
4631918 · Pool Memberships	80,000.00	111,466.04	90,000.00	0.00	-100.0%
4631919 · Adult Rec Programs	35,150.00	16,770.16	31,020.00	26,085.00	-15.91%
4631920 · Summer Rec Programs	1,168,640.00	1,683,743.36	1,132,390.00	0.00	-100.0%
4631922 · Youth Rec Programs	396,930.00	198,824.52	337,269.00	335,859.00	-0.42%
4640329 · Unused Credit		104.99			
4710615 · Donations (General)	1,000.00	0.00	1,000.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	250.00	2,099.43	250.00	250.00	0.0%
<b>Total Revenue</b>	<b>2,416,676.00</b>	<b>2,711,991.19</b>	<b>2,348,425.00</b>	<b>1,126,019.00</b>	<b>-52.05%</b>
<b>Expenditures</b>					
5110110 · Salaries - Regular Staff	287,831.00	246,729.00	300,894.00	300,894.00	0.0%
5110210 · Salaries - PT/Seasonal/Temp	1,065,249.00	775,438.56	987,472.00	185,656.00	-81.2%
5130120 · Benefits - Group Medical	91,424.00	82,617.90	90,693.00	90,693.00	0.0%
5130130 · OPEB Trust Contribution	9,000.00	6,750.00	8,000.00	8,000.00	0.0%
5130510 · PERS - Pension	76,136.00	74,397.31	77,066.00	77,066.00	0.0%
5140115 · Workers Comp Ins.	49,056.00	41,843.73	41,816.00	18,260.00	-56.33%
5140140 · Social Security & Medicare	102,879.00	82,910.42	97,929.00	36,590.00	-62.64%
5140145 · Unemployment Ins.	22,500.00	15,364.58	22,500.00	5,625.00	-75.0%
5210120 · Consultant Fees	4,100.00	1,000.00	3,000.00	3,000.00	0.0%
5210122 · Marketing	36,150.00	35,538.83	36,750.00	36,750.00	0.0%

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	Recreation Dept				
	19/20 Budget	Actuals* 4/30/2020	20/21 Budget Standard	20/21 Budget No Summer Camps/Pool	% Change in 20/21 Budget Models
5210128 · Fingerprinting/Background	5,500.00	2,550.00	5,500.00	5,500.00	0.0%
5210131 · Legal Services	2,000.00	1,172.83	2,000.00	2,000.00	0.0%
5210146 · Indep. Contractor Fees	112,463.00	83,014.04	107,064.00	53,514.00	-50.02%
5210210 · Audit & Accounting	3,500.00	3,200.00	3,500.00	3,500.00	0.0%
5210230 · Payroll Service Fees	5,000.00	4,201.70	5,500.00	2,750.00	-50.0%
5210525 · Insurance - General	10,787.00	10,075.18	16,935.00	16,935.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	2,200.00	1,508.01	2,200.00	2,200.00	0.0%
5210810 · Utilities - Gas & Electric	40,350.00	27,722.29	40,350.00	40,350.00	0.0%
5210815 · Garbage Removal	6,200.00	5,919.27	6,810.00	6,810.00	0.0%
5210835 · Utilities - Water & Sewer	15,870.00	15,682.26	16,980.00	16,980.00	0.0%
5211110 · Janitorial Services	20,000.00	15,089.00	20,000.00	20,000.00	0.0%
5211315 · Professional Development	3,000.00	5,075.70	5,500.00	2,000.00	-63.64%
5211325 · Conferences & Meetings	3,500.00	1,719.58	2,500.00	2,500.00	0.0%
5211330 · Memberships & Dues	3,700.00	3,226.00	3,800.00	3,800.00	0.0%
5211440 · Travel	2,000.00	0.00	1,500.00	1,500.00	0.0%
5211520 · Publications & Legal Notices	500.00	0.00	500.00	500.00	0.0%
5211545 · Election Expense			1,250.00	1,250.00	0.0%
5211610 · County-Wide Fees	2,750.00	1,282.59	2,750.00	2,750.00	0.0%
5220110 · Admin & Office Supplies	14,325.00	9,930.17	14,500.00	14,500.00	0.0%
5220130 · Copier Lease & Printing	7,435.00	4,685.09	7,275.00	7,275.00	0.0%
5220215 · Pool Maintenance	23,500.00	8,502.81	23,500.00	15,000.00	-36.17%
5220310 · Land & Buildings Maintenance	16,000.00	6,883.39	16,000.00	16,000.00	0.0%
5220710 · Pool Chemicals	12,000.00	6,360.80	12,000.00	5,000.00	-58.33%
5220819 · Rec Program Supplies & Services	251,140.00	163,211.74	261,040.00	36,440.00	-86.04%
5220825 · Uniforms & Apparel	2,500.00	37.31	3,000.00	0.00	-100.0%
5220826 · Vending Supplies	12,000.00	9,629.06	12,000.00	0.00	-100.0%
5220827 · Janitorial Supplies	13,500.00	8,066.79	13,500.00	9,450.00	-30.0%
5220828 · First Aid Supplies	0.00	702.20			
5220910 · Capital Outlay - Improvements	60,000.00	16,284.50	31,000.00	31,000.00	0.0%
5220916 · Capital Outlay - New Equipment	8,000.00	0.00	23,000.00	23,000.00	0.0%
5220920 · Capital Reserves Designation	2,500.00	0.00	10,500.00	10,500.00	0.0%
<b>Total Expenditures</b>	<b>2,406,545.00</b>	<b>1,778,322.64</b>	<b>2,338,074.00</b>	<b>1,115,538.00</b>	<b>-52.29%</b>
<b>Net Gain/Loss</b>	<b>10,131.00</b>	<b>933,668.55</b>	<b>10,351.00</b>	<b>10,481.00</b>	<b>1.26%</b>

**Marinwood Community Services District**  
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	Fire Dept				
	19/20 Budget	Actuals* 4/30/2020	20/21 Budget Standard	20/21 Budget No Summer Camps/Pool	% Change in 20/21 Budget Models
<b>Revenue</b>					
4110110 · PropTax - Current Secured	636,660.00	629,073.85	650,160.00	645,120.00	-0.78%
4110111 · PropTax - Admin Fee (Contra)	-9,825.00	-8,903.87	-9,675.00	-9,600.00	-0.78%
4110115 · PropTax - Unitary	3,734.00	4,625.01	3,870.00	3,840.00	-0.78%
4110120 · PropTax - Current Unsecured	10,808.00	12,712.45	11,223.00	11,136.00	-0.78%
4110140 · ERAF - Excess	61,112.00	86,736.22	60,179.00	59,712.00	-0.78%
4110145 · ERAF - PY/Reverse	3,930.00	8,236.65	5,225.00	5,184.00	-0.78%
4110210 · PropTax - Supplemental Current	12,969.00	9,685.32	12,771.00	12,672.00	-0.78%
4110215 · PropTax - Supplemental Unsecure	197.00	554.88	194.00	192.00	-1.03%
4110225 · PropTax - Supplemental Redempt	393.00	478.37	387.00	384.00	-0.78%
4110510 · PropTax - Prior Unsecured	393.00	500.72	387.00	384.00	-0.78%
4120610 · Special Tax Assessment	1,150,828.00	1,094,627.29	1,181,212.00	1,181,212.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	-3,600.00	-2,644.15	-3,600.00	-3,600.00	0.0%
4220115 · Building Plan Review	2,000.00	7,230.00	4,500.00	4,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	5,895.00	13,731.24	9,675.00	9,600.00	-0.78%
4410127 · Interest- ERAF Co. Pooled		157.39			
4511210 · HOPTR	2,948.00	1,495.64	2,903.00	2,880.00	-0.79%
4530527 · Grant Rev - Designated		17,368.33			
4570110 · Expense Reimbursements		57,638.16			
4631145 · Service Contract Revenue	94,205.00	81,884.00	94,156.00	94,156.00	0.0%
4640321 · CSA 13 Contract Rev	591,311.00	442,952.25	613,786.00	611,628.00	-0.35%
4640415 · OES Reimbursements		34,465.78			
4710615 · Donations (General)		1,500.00			
4710631 · Paramedic Reimbursement	33,000.00	28,022.13	33,000.00	33,000.00	0.0%
4710642 · Miscellaneous Rev	500.00	805.41	500.00	500.00	0.0%
<b>Total Revenue</b>	<b>2,597,458.00</b>	<b>2,522,933.07</b>	<b>2,670,853.00</b>	<b>2,662,900.00</b>	<b>-0.3%</b>
<b>Expenditures</b>					
5110110 · Salaries - Regular Staff	876,610.00	734,448.88	908,991.00	908,991.00	0.0%
5110310 · Acting Pay	10,000.00	3,127.66	10,000.00	10,000.00	0.0%
5110313 · Holiday Pay	36,494.00	32,646.84	37,496.00	37,496.00	0.0%
5110319 · FLSA Pay	19,746.00	12,383.23	22,509.00	22,509.00	0.0%
5120110 · Overtime Pay	100,000.00	213,280.32	100,000.00	100,000.00	0.0%
5130120 · Benefits - Group Medical	326,036.00	281,646.05	320,835.00	320,835.00	0.0%
5130130 · OPEB Trust Contribution	59,000.00	44,244.00	51,000.00	51,000.00	0.0%
5130510 · PERS - Pension	449,884.00	425,289.39	501,914.00	501,914.00	0.0%
5140115 · Workers Comp Ins.	111,045.00	94,609.99	97,416.00	97,416.00	0.0%
5140116 · 4850 Reimbursements (Contra)		-910.14			
5140130 · Physician Services	4,514.00	986.00	1,830.00	1,830.00	0.0%
5140140 · Social Security & Medicare	79,778.00	72,771.50	82,543.00	82,543.00	0.0%
5140145 · Unemployment Ins.	2,590.00	1,474.47	2,590.00	2,590.00	0.0%
5210120 · Consultant Fees	8,200.00	2,000.00	6,000.00	6,000.00	0.0%

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	Fire Dept				
	19/20 Budget	Actuals* 4/30/2020	20/21 Budget Standard	20/21 Budget No Summer Camps/Pool	% Change in 20/21 Budget Models
5210122 · Marketing	1,000.00	132.15	1,030.00	1,030.00	0.0%
5210128 · Fingerprinting/Background	600.00	188.00	500.00	500.00	0.0%
5210131 · Legal Services	10,000.00	611.34	10,000.00	10,000.00	0.0%
5210146 · Indep. Contractor Fees	98,247.00	48,641.80	101,194.00	101,194.00	0.0%
5210210 · Audit & Accounting	7,000.00	6,400.00	7,000.00	7,000.00	0.0%
5210230 · Payroll Service Fees	5,200.00	4,016.42	5,200.00	5,200.00	0.0%
5210525 · Insurance - General	17,263.00	13,254.52	24,450.00	24,450.00	0.0%
5210725 · Telecom - Phone/Internet/Cable	8,850.00	8,130.04	9,720.00	9,720.00	0.0%
5210810 · Utilities - Gas & Electric	14,770.00	8,013.82	13,500.00	13,500.00	0.0%
5210815 · Garbage Removal	3,285.00	2,959.60	3,590.00	3,590.00	0.0%
5210835 · Utilities - Water & Sewer	7,050.00	6,278.20	7,400.00	7,400.00	0.0%
5210910 · Maint. - Vehicles	16,000.00	11,537.67	16,000.00	16,000.00	0.0%
5210920 · MERA Operating	15,895.00	15,895.00	16,709.00	16,709.00	0.0%
5211140 · Vegetation Management	40,000.00	0.00	40,000.00	40,000.00	0.0%
5211310 · Awards & Incentives	2,000.00	419.27	2,000.00	2,000.00	0.0%
5211315 · Professional Development	10,000.00	1,871.83	10,000.00	10,000.00	0.0%
5211325 · Conferences & Meetings	1,250.00	607.09	1,250.00	1,250.00	0.0%
5211330 · Memberships & Dues	4,715.00	5,905.50	5,500.00	4,675.00	-15.0%
5211340 · Certifications - Personnel	0.00	650.00			
5211440 · Travel	1,000.00	0.00	1,000.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	400.00	0.00	400.00	400.00	0.0%
5211545 · Election Expense	2,500.00	0.00	2,500.00	2,500.00	0.0%
5211610 · County-Wide Fees	6,260.00	5,497.18	6,155.00	6,155.00	0.0%
5211710 · Long Term Debt - Principal	52,565.00	52,567.56	54,322.00	54,322.00	0.0%
5211715 · Long Term Debt - Interest	8,316.00	8,313.41	6,572.00	6,572.00	0.0%
5220110 · Admin & Office Supplies	5,300.00	3,758.85	7,000.00	7,000.00	0.0%
5220130 · Copier Lease & Printing	1,975.00	1,801.99	1,915.00	1,915.00	0.0%
5220210 · Equip. Maintenance/Replacement*	17,000.00	11,909.03	20,625.00	16,600.00	-19.52%
5220220 · Small Tools	500.00	108.57	500.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	7,000.00	2,588.59	9,500.00	6,000.00	-36.84%
5220610 · Gasoline/Fuel	4,000.00	85.23	1,000.00	1,000.00	0.0%
5220810 · Miscellaneous Supplies	20,900.00	8,453.06	21,300.00	21,300.00	0.0%
5220825 · Uniforms & Apparel	8,400.00	5,714.80	8,400.00	8,400.00	0.0%
5220827 · Janitorial Supplies	3,000.00	227.14	2,000.00	2,000.00	0.0%
5220830 · Volunteer Fire Department	10,000.00	1,276.26	10,000.00	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	9,000.00	6,923.01			
5220916 · Capital Outlay - New Equipment	0.00	17,369.26	12,700.00	12,700.00	0.0%
5220920 · Capital Reserves Designation	82,500.00	0.00	77,000.00	77,000.00	0.0%
<b>Total Expenditures</b>	<b>2,587,638.00</b>	<b>2,180,104.38</b>	<b>2,661,056.00</b>	<b>2,652,706.00</b>	<b>-0.31%</b>
<b>Net Gain/Loss</b>	<b>9,820.00</b>	<b>342,828.69</b>	<b>9,797.00</b>	<b>10,194.00</b>	<b>4.05%</b>



**Marinwood Community Services District**  
**FY 2020-2021 BUDGET**  
**Draft Models and Projections**

	Streetlights				
	19/20 Budget	Actuals* 4/30/2020	20/21 Budget Standard	20/21 Budget No Summer Camps/Pool	% Change in 20/21 Budget Models
<b>Revenue</b>					
<b>4120610 · Special Tax Assessment</b>	24,225.00	23,013.75	24,225.00	24,225.00	0.0%
<b>4120611 · Special Tax- Admin Fee (contra)</b>	-100.00	-57.25	-100.00	-100.00	0.0%
<b>Total Revenue</b>	<u>24,125.00</u>	<u>22,956.50</u>	<u>24,125.00</u>	<u>24,125.00</u>	<u>0.0%</u>
<b>Expenditures</b>					
<b>5210825 · Utilities - Street Light Elec.</b>	17,500.00	13,620.79	17,500.00	17,500.00	0.0%
<b>5210915 · Maint. - Streetlights</b>	6,375.00	2,973.00	6,125.00	6,125.00	0.0%
<b>5211610 · County-Wide Fees</b>	250.00	205.00	500.00	500.00	0.0%
<b>Total Expenditures</b>	<u>24,125.00</u>	<u>16,798.79</u>	<u>24,125.00</u>	<u>24,125.00</u>	<u>0.0%</u>
<b>Net Gain/Loss</b>	<u><b>0.00</b></u>	<u><b>6,157.71</b></u>	<u><b>0.00</b></u>	<u><b>0.00</b></u>	<u><b>0.0%</b></u>



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** May 12, 2020  
**Re:** Resolutions 2020-03 & 2020-04: Increasing Special Assessments

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Directors,

Please see the included Resolution 2020-02 and Resolution 2020-03.

In accordance with the voter-approved special assessments for both "Fire Protection and Emergency Response Services" and "Park, Open Space and Street Landscape Maintenance," the Board of Directors may annually increase the rates imposed for the special assessments in an amount equal to the applicable CPI percentage increase as published by the U.S. Bureau of Labor Statistics. The CPI increase published and applicable to this action is 2.5%.

Should the Board vote to approve these increases, fiscal impact to the District would be approximately \$40,100 gain in revenue received (Park: \$9780; Fire: \$30,380) over prior year.

Staff Recommendation: Approve Resolution 2020-02 and Resolution 2020-03.

**RESOLUTION NO. 2020-02**

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

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

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

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

**WHEREAS**, the Consumer Price Index percent increase for the year ending December 31, 2019 is 2.5%; and

**WHEREAS**, the amount of the Special Tax for Fire Protection Services for the Fiscal Year 2019-2020 is \$0.3462 per square foot of residential living and commercial working area, and \$111.30 per acre of undeveloped property;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Marinwood Community Services District that the amount of the Special Tax shall be increased by the percent increase of the Consumer Price Index; that the amount of the increase is calculated to be \$0.0087 per square foot, and \$2.78 per acre; and that the total tax for Fiscal Year 2020-2021 shall be \$0.3549 per square foot and \$114.08 per acre.

**PASSED AND ADOPTED** at a regular meeting on May 12, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

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Jeff Naylor, President of the Board

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

**RESOLUTION NO. 2020-03**

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

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

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

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

**WHEREAS**, the Consumer Price Index percent increase for the year ending December 31, 2019 is 2.5%; and

**WHEREAS**, the amount of the Special Tax for Park, Open Space and Street Landscape Maintenance for the Fiscal Year 2019-2020 is \$210.96 per unit in Marinwood Community Services District;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Marinwood Community Services District that the amount of the Special Tax shall be increased by the percent increase of the Consumer Price Index; that the amount of the increase is calculated to be \$5.27; and that the total tax per unit for Fiscal Year 2020-2021 shall be \$216.23 per unit.

PASSED AND ADOPTED at a regular meeting on May 12, 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Jeff Naylor, President of the Board

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

District Manager Report  
May 12, 2020  
Submitted by: Eric Dreikosen, District Manager

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

**AmeriCorps Fuel Reduction Crew Grant**

Unfortunately, this program is on hold indefinitely due to the public health situation. We remain in contact with our AmeriCorps representative. They remain hopeful that the crew can be deployed if when the situation eases.

**Park Maintenance Facility**

Bill Hansell of Hansell Design and I continue to move forward. We have entered into agreement with a structural engineer and have received proposals for Geotechnical Engineering needs as well as Civil Engineering Needs. Unfortunately, our structural engineer can only do so much without the needed Geotech soils sample. Now that the Shelter in Place restrictions have been eased allowing for construction and construction-related work, we will select a Geotechnical Engineer and have this work performed as soon as possible.

**Federal Disaster Declaration Financial Assistance**

I have submitted the required paperwork for the District to be eligible for potential expenditure reimbursement from FEMA. At this time, our expenditures as a direct result of the public health crisis are fairly minimal. However, they could easily begin to grow exponentially depending on how long the crisis lasts and especially if we have firefighters who wind up missing significant time as a result of either exposure or contracting the virus from a response call. To be clear, this is only for expenditures that are a direct result of the public health crisis. Reimbursement for things like lost program revenue are not eligible.

**OPEB Trust Contributions**

Given the recent state of the investment markets, the District held contributions to our OPEB Trust account. Now that the market has shown signs of stabilization without the rapid freefall in market values, we will resume regular contributions.

**OPEB Actuarial Report**

I have been working with our contracted actuarial Firm, Nicolay Consulting, in regards to our upcoming and required OPEB actuarial report. This particular report is a complete refresh that is due every two-years while the interim annual reports are much simpler to create and based off the information provided in this report. I expect it to be completed prior to the end of the fiscal year.

**Marin Wildfire Prevention Authority (MWPA):**

Representing Marinwood CSD, I participated in the first MWPA Operations Committee meeting. Chief White also participated. The official committee membership consists of one representative from each member agency, primarily the agency's chief executive (city manager, district manager, fire chief).

**LAFCo Regional Fire Study Working Group:**

Due to the public health crisis, these meetings have been put on hold. This is understandable given the staff representatives involved and their need to focus all attention on response to and impacts of the public health crisis. No future meetings have been scheduled at this time but as the situation continues to stabilize and hopefully begins to decrease in severity, the group will schedule a meeting and resume this work.

*Several other items of note that staff have been working on during the past month are included as separate agenda items. These will be presented and discussed at those times.*



## Memo

**To:** Marinwood Board of Directors

**From:** Darin White, Fire Chief

**Date:** May 12, 2020

**Re:** Fire Department Update

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- **Fire Chief Recruitment-** Effective April 15, 2020, I, Darin White was sworn in as the new San Rafael and Marinwood Fire Departments Fire Chief in a likely first-of-its-type physical distancing Oath of Office. On Monday April 20, I was sworn in remotely via a separate and likely first-of-its-type virtual access to the San Rafael City Council meeting on Youtube live. I am excited to be here and am looking forward to serving the community of Marinwood to the best of my ability.
- **Shared Personnel Agreement-**As outlined in the Memo dated May 12, 2020, Multiple agencies within the County are taking pro-active steps to counter a potential loss of first responders who may be subject to quarantine or isolation if showing signs or symptoms of the Corona Virus-19. Chief White will now present the details of that memo and the current status of the Shared Personnel Agreement which currently includes the following participating agencies: the County of Marin, the City of San Rafael, the City of Mill Valley, the Novato Fire Protection District, the Southern Marin Fire Protection District, the Central Marin Fire Authority, the Kentfield Fire Protection District, the Ross Valley Fire Authority, the Tiburon Fire Protection District, and if the Board of Directors approves, the Marinwood Community Services District.
- **PulsePoint-**

### Marin County Totals in the month of April

Total number of followers	3306
Total number of followers with CPR alerts enabled	1287
SCA incidents	90
SCA incidents in public location	16
CPR Alerts sent	14
Number of devices alerted to CPR needed events	40
Total number of incident notifications	101
Total number of incidents appearing in PulsePoint	2427

Structure Fire notifications enabled	617
Working Structure Fire notifications enabled	668
Vegetation Fire notifications enabled	588
Working Vegetation Fire notifications enabled	651
Traffic Collision notifications enabled	455
Traffic Collision Expanded notifications enabled	456
Technical Rescue notifications enabled	91
Hazmat Response notifications enabled	377
Water Rescue notifications enabled	112
NEWS notifications enabled	411
CERT notifications enabled	362
DISASTER notifications enabled	492

**Direct Connect Pilot Project-** Due to the COVID-19 pandemic there are no current updates available.

**Marin Wildfire Prevention Authority-**With the passage of Measure C, City, County, Town leadership, and Fire Chiefs have established Governing and Operations Committees. The Chair and Vice Chair of the Operations Committee is now in place and subcommittees of the following have been established:

- Year One Funding Options
- Measure C Tax Administration
- Executive Officer Recruitment
- MWPA 2020 Workplan
- MWPA Grant Program

A Draft RFP has been shared with all agencies for projects that can be pursued across the 5 zones.

There are 4 Core Programmatic Areas. They include:

- Emergency Evacuations and Notifications
- Unified Approach to Vegetation Management
- Increased Education On Wildfire Mitigation
- Access to Matching Grants

There are 2 additional areas:

- Vegetation Management Inspections and Evaluation of buildings and homes, and defensible space
- Individual Agency Specific Needs (i.e. reducing ignitions caused by homeless encampments)

Next Ops Committee Meeting is scheduled for May 14 and the board may be getting together on or about May 21.

### **Marinwood Fire Department Statistics: March 2020**

The Marinwood Fire Department responded to 116 emergency calls in March 2020; of these, 12 calls were cancelled en route. More than 60% of the calls were medical incidents. The Department did not respond to any fires. COVID-19 was suspected on one of the Department's medical calls.

<b>Incidents by Area and Type</b>								
<b>Area</b>	<b>MA</b>	<b>PSA</b>	<b>FA/NN</b>	<b>FIRE</b>	<b>HAZMAT</b>	<b>COVER</b>	<b>OTHER*</b>	<b>TOTAL</b>
Marinwood	18	9	1	0	1	N/A	0	29
CSA 13	4	2	0	0	0	N/A	0	6
Old JPA (Mont Marin)	8	3	1	0	0	N/A	0	12
New JPA (East of 101)	31	3	3	0	0	N/A	0	37
SR Mutual Aid	6	6	2	0	0	0	0	14
MC JPA	5	1	2	0	0	N/A	0	8
Novato JPA	0	0	0	0	0	N/A	0	0
MC Mutual Aid	0	1	0	0	0	N/A	0	1
Novato Matrix	2	3	0	0	0	4	0	9
<b>Total Numbers</b>	<b>74</b>	<b>28</b>	<b>9</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>116</b>
Percentage of total	63.8%	24.1%	7.8%	0.0%	0.9%	3.4%	0.0%	

#### **Call Types:**

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

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



### **Marinwood Fire Department Statistics: April 2020**

The Marinwood Fire Department responded to 105 emergency calls in April 2020; of these, 11 calls were cancelled en route. A slight majority of the calls were medical incidents. The Department responded to two fires: a vegetation fire in San Rafael and a structure fire in Novato. COVID-19 was suspected on one of the calls, a lift assist.

<b>Incidents by Area and Type</b>								
<b>Area</b>	<b>MA</b>	<b>PSA</b>	<b>FA/NN</b>	<b>FIRE</b>	<b>HAZMAT</b>	<b>COVER</b>	<b>OTHER*</b>	<b>TOTAL</b>
Marinwood	14	5	2	0	2	N/A	0	23
CSA 13	8	3	1	0	0	N/A	0	12
Old JPA (Mont Marin)	1	0	3	0	0	N/A	0	4
New JPA (East of 101)	28	13	4	1	1	N/A	0	47
SR Mutual Aid	3	5	0	0	1	0	0	9
MC JPA	4	3	1	0	0	N/A	0	8
Novato JPA	0	0	0	0	0	N/A	0	0
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato Matrix	0	1	0	1	0	0	0	2
<b>Total Numbers</b>	<b>58</b>	<b>30</b>	<b>11</b>	<b>2</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>105</b>
Percentage of total	55.2%	28.6%	10.5%	1.9%	3.8%	0.0%	0.0%	

#### **Call Types:**

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

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

**Memo**

**To:** Marinwood Board of Directors

**From:** Darin White, Fire Chief

**Date:** May 12, 2020

**Re:** Emergency Agreement Among Marin County Fire Agencies to Share Personnel

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**Background:**

As a result of the pandemic of the novel coronavirus and the COVID-19 disease and in an effort to continue to work toward deriving meaningful solutions to potential and actual problems that directly impact the provision of emergency response services in communities and jurisdictions through loss of first responders, an Emergency Agreement to Share Personnel is being created and entered into by multiple agencies in Marin County. The purpose of the agreement is to ensure each agency has enough staff to provide vital public safety functions. The Agreement will begin in May 2020 and will end on December 31, 2020 or sooner.

**Rationale:**

First responders in multiple agencies around the United States are on the front lines of the novel coronavirus response and as such have been exposed to the disease. The exposure of emergency response personnel has led to temporary fire station closures, isolation and/or quarantine of individuals, crews, and in some cases, dozens of members within one agency. The ability to provide for proper Personal Protective Equipment (PPE), safe and modified emergency response procedures has improved the outcomes and lowered first responder exposure to persons suspected of having coronavirus. However, individuals have also tested positive for the virus due to suspected non work-related exposures and are required to self-monitor, isolate, and take all precautions to avoid spreading the virus at work and at home. A minimum of 14 days has been standard practice for isolation/quarantine. The isolation/quarantine requirements and the possibility of future exposures provides the impetus for ensuring that enough staff are available to assist other agencies that may experience a sudden or extended duration of unavailable first responders.

**Key Considerations:**

- Any agency has the option to withdraw from the agreement
- Each agency shall be compensated for the use of their personnel
- Collective bargaining agreements between each agency and the labor groups shall apply
- Members will receive training and familiarization on essential and common firefighting equipment, and once trained, can work on/with specialized emergency response equipment
- For any additional vacancies that occur within an Agency, overtime shifts shall be offered to the employees of the Agency first
- Each Agency shall continue to be the Sole Employer for personnel who are temporarily assigned to another Agency (Receiving Agency)

- Each Agency shall provide worker's compensation insurance for its employees throughout the duration of assignment to another agency
- Indemnification is across all agencies and jurisdictions and applies from and against all liability, loss, damage, claims, expenses and costs to anyone who may be injured or damaged due to another agency's negligence, recklessness or willful misconduct.

#### **Impediments:**

An agency's failure to maintain required insurance such as commercial automobile liability coverage, self-insurance, commercial general liability insurance with minimum limits, and worker's compensation insurance with signed certificates of insurance will be considered a breach of agreement. *The general liability policy is required to be endorsed naming each other Agency in the agreement as an additional insured.*

#### **Fiscal Impact:**

Each agency shall bear the responsibility of compensating their own employees and maintain their own separate budgets. Each agency that incurs overtime costs due to assignment of its personnel to another agency shall be reimbursed for the costs and must submit a written request for reimbursement. The invoices are required to be paid within 30 days of receipt. Marinwood will incur a \$50 fee from our insurer for each certificate of additional insured created. It is not anticipated that overall insurance costs will increase as a result of this agreement, the term of up to 7 months is a relatively short duration that requires further exploration with our insurer.

#### **Recommendation:**

The State of California has declared an emergency and as such, first responders are needed in every community to provide emergency care and response related to the pandemic. In addition to the pandemic, the loss of staff can impact fire safety as we approach the wildland fire season and fuels begin to dry and potential public safety power shut-downs (PSPS) resume in the weeks and months ahead. Other medical emergencies such as cardiac events, stroke, injuries from trip, slips, falls and collisions and more, demand that first responders are available each day regardless of which uniform they don or agency they originate from. In recognition of the unique nature of the pandemic and its proven impact on first responders and the public, I am in favor of the agreement for the term outlined and recommend the Board of Directors approve the agreement in principal and authorize myself and the district manager to execute the final agreement on behalf of Marinwood CSD.

**EMERGENCY AGREEMENT  
AMONG PARTICIPATING MARIN COUNTY FIRE AGENCIES  
TO SHARE PERSONNEL**

This Emergency Agreement To Share Personnel (“Agreement”) is being entered into by and amongst the County of Marin, the City of San Rafael, the City of Mill Valley, the Novato Fire Protection District, the Southern Marin Fire Protection District, the Marinwood Community Services District, the Central Marin Fire Authority, the Kentfield Fire Protection District, the Ross Valley Fire Authority and the Tiburon Fire Protection District, which are hereinafter referred to collectively as the “Agencies” and individually as the “Agency”.

**RECITALS**

The following Recitals are a substantive part of this Agreement:

**WHEREAS**, the County of Marin, along with all other jurisdictions in the United States, is dealing with a pandemic of the novel coronavirus and the COVID-19 disease, which is requiring widespread closures of schools, businesses, and public gathering places and events;

**WHEREAS**, declarations of emergency have been issued by the State of California, the County of Marin and neighboring counties, and many of the cities and towns in and around Marin County;

**WHEREAS**, the Agencies each have independent authority to provide public safety services within their jurisdictions;

**WHEREAS**, as a result of the present state of emergency, many employees of the Agencies are expected to have limited ability to come to work, and the Agencies are in need of alternative staffing plans to ensure that the vital public safety functions of the Agencies can continue effectively;

**WHEREAS**, the Agencies have determined that it would be to their mutual benefit, and in the best interest of their respective residents, businesses, and visitors, to cooperate to provide emergency public safety services throughout the jurisdictions of all the participating Agencies by agreeing that their respective firefighting personnel (in the capacity of Firefighters, Firefighter Engineers, Firefighter Paramedics, Engineer Paramedics, Lieutenants, Lieutenant Paramedics, Captains, Captain Paramedics, and Battalion Chiefs) voluntarily may be assigned to any other Agency’s station(s), respond to calls, receive training, ride on and/or operate one another’s equipment and otherwise provide public safety services that may result in personnel of any Agency operating under and within the jurisdiction of any other Agency;

**WHEREAS**, pursuant to, without limitation, the Joint Exercise of Powers Act (California Government Code Section 6500 et seq.), the Agencies may contract for services with each other as hereinafter provided;

**WHEREAS**, the Agencies and designated representatives of the Marin Professional Firefighters, International Association of Firefighters, Local 1775 (“Local 1775”), on behalf of

those bargaining groups who have designated Local 1775 as their bargaining representative, and designated representatives of other bargaining groups, which have not designated Local 1775 as their designated bargaining agent, have met and conferred regarding this Agreement; and

**NOW, THEREFORE**, in consideration of the mutual promises and covenant contained herein, the participating agencies hereby agree as follows:

## **AGREEMENT**

### **1. Purpose of the Agreement and Parties**

The Agencies hereby agree to share personnel for the purposes of providing a variety of public services, emergency services and public education within their jurisdictions.

### **2. Term**

This Agreement shall commence on May 1, 2020 (the “Effective Date”) and shall remain in effect until December 31, 2020 at which time it automatically shall terminate unless terminated sooner as set forth in Section 3B below. However, the Agencies, pursuant to a formal, written Amendment as set forth in Section 22 below, may extend and/or expand this Agreement to include an additional term and/or the sharing of personnel for out-of-county assignments or for any other purpose upon which they agree.

### **3. Termination**

#### **A. Withdrawal by Individual Agency**

Any Agency, through formal action of its governing board, may withdraw from this Agreement if it determines in its sole and absolute discretion that it is necessary to do so for any reason. The Agency making the determination to withdraw from this Agreement (“Withdrawing Agency”) shall provide not less than sixty (60) days prior written notice thereof to the other Agencies (“Withdrawal Notice”).

Immediately upon the receipt of a Withdrawal Notice, the Agencies shall cooperate and work diligently together to ensure the smooth transition of fire protection services back to the withdrawing Agency. In addition, the Fire Chiefs of each Agency may agree in writing to extend the withdrawal date of the Withdrawing Agency for such period as is reasonably necessary to allow any one or more Agencies to take such actions as are necessary to ensure the provision of services in their jurisdiction in the absence of this Agreement.

Each Agency shall compensate the Withdrawing Agency for all services rendered to that Agency through the date of withdrawal. The withdrawal of an individual Agency from participation in this Agreement shall not affect the operation of this Agreement as between the other parties hereto.

#### **B. Termination by Mutual Consent**

This Agreement may be terminated at any time and by any process agreed to in writing by all the Agencies then participating in the Agreement.

#### **4. Sharing of Personnel Amongst the Agencies**

##### **A. The Unions**

As of the Effective Date of this Agreement, Local 1775 is authorized to negotiate as the designated bargaining agent for many of the chief officers and firefighters throughout Marin County. Representatives of those chief officers and firefighters for whom Local 1775 is not authorized to negotiate as the designated bargaining agent are included as individual signatories to this Agreement.

For those associations that are party to this Agreement, the existing respective bargaining agreements, as may be amended from time to time, shall apply to the shared personnel contemplated by this Agreement, according to the specific collective bargaining agreement(s) in effect between the Agency and said personnel.

##### **B. Interagency Personnel Deployment**

Subject to the limitations and requirements of the collective bargaining agreement(s) between each Agency and its respective union(s), as of the Effective Date, the Fire Chief of each Agency is hereby authorized to assign any of the Agency's Firefighters, Firefighter Engineers, Firefighter Paramedics, Engineer Paramedics, Lieutenants, Lieutenant Paramedics, Captains, Captain Paramedics, and Battalion Chiefs, subject to such individual employee's voluntary agreement to this assignment, to temporary duty with the other Agency upon the request of the Fire Chief of the other Agency.

The determination of which Firefighters, Firefighter Engineers, Firefighter Paramedics, Engineer Paramedics, Lieutenants, Lieutenant Paramedics, Captains, Captain Paramedics, and Battalion Chiefs will be assigned on a given day shall be an operational determination made by the duty chief of the day, as authorized by the Fire Chief. Personnel from the Agency providing services (hereinafter the "Sole Employer") assigned for duty to the other Agency (hereinafter the "Receiving Agency") will to the extent feasible become familiar with and observe all operational policies and procedures of the Receiving Agency. Personnel assigned to a Receiving Agency shall operate under the command of the ranking officer on duty within that Receiving Agency. Agency personnel will be limited to essential and common firefighting equipment until personnel have been cross trained on agency specific or specialized equipment (*e.g.* Fire Boats, Watercraft, Tractor Trailer, and special operations apparatus).

In no event shall personnel deployment cause any Agency to fall below its defined minimum staffing levels. Responsibilities for maintaining minimum staffing levels will remain with the respective Agencies. In the event that an Agency has a shift which needs to be filled and no on-duty personnel are available for assignment from one of the other Agencies to fill such shift, off-duty personnel may be called in to fill the personnel need of the respective Agency. Notwithstanding the foregoing, in the event calling in such off-duty personnel would result in the creation of overtime hours, such overtime hours shall be offered and filled as follows:

### **(1) Open Shifts & Re-Assignment of On Duty Personnel**

- a. The Fire Chiefs of each Agency, or their designee, shall prepare a list of the names of Firefighters, Firefighter Engineers, Firefighter Paramedics, Engineer Paramedics, Lieutenants, Lieutenant Paramedics, Captains, Captain Paramedics, and Battalion Chiefs in that Agency who are on duty and exceed minimum staffing levels, at a given time and who are available to fill open shifts.
- b. The Fire Chiefs of each Agency, or their designee, shall prepare a list of the names of Firefighters, Firefighter Engineers, Firefighter Paramedics, Engineer Paramedics, Lieutenants, Lieutenant Paramedics, Captains, Captain Paramedics, and Battalion Chiefs in that Agency who wish to volunteer to work overtime shifts.

### **(2) Additional Open Overtime Shifts**

For all other open shifts in an Agency, such overtime hours shall first be offered to the employees of that Agency. Each Agency will fill the overtime based on its routine overtime filling rules. If the Agency's employees do not volunteer to take such overtime hours, the assignment could then be offered to employees of one or more other Agencies. If a mutually agreed upon, qualified employee from another agency is not available to fill the open shift, the agency may resort to mandatory assignment. The Fire Chiefs of the Agencies, or their designees, shall engage in discussions with designated representatives of the Union to develop a mutually satisfactory procedure for assigning personnel through this Agreement. In any event, personnel shall only be assigned to work outside their home agency if they voluntarily agree to such assignments.

### **C. Chain of Command/Incident Command**

For purposes of this Agreement only, the initial chain of command shall be as follows:

1. Each Fire Chief will continue to manage, operate and oversee the deployment of personnel, services and programs in his/her Agency.
2. The Fire Chief of each Agency will continue to have ultimate responsibility and authority for the deployment of personnel, services and programs in his/her Agency and jurisdiction.
3. The Fire Chiefs of the Agencies will meet on a regular basis to ensure coordination and continuity of services throughout their combined jurisdictions.
4. In agencies that utilize the Deputy Chief rank, the Deputy Chief will take direction from the Fire Chief. The Deputy Chief will provide direction and oversight to the battalion chiefs of his/her assigned station.
5. The shift Battalion Chief is authorized by the Fire Chiefs of the Agencies to manage, coordinate and oversee the emergency and non-emergency operations of the fire stations and crew members from all Agencies who are assigned to the battalion.

6. The Battalion Chief will report directly to the Deputy Fire Chief of his/her assigned station or Agency for daily shift business. In agencies that do not staff a Deputy Fire Chief position(s), the Battalion Chief will report directly to the Fire Chief. The battalion chief is ultimately bound by the Human Resource Department rules, policies and procedures of his/her Sole Employer. However, direction and activities cannot conflict with any existing HR agreements, rules, policies or procedures of any of the JPA member agencies.
7. All Agency engine, truck, rescue, and medic unit officers will take direction for emergency and non-emergency assignments and will report to the properly assigned duty shift battalion chief.
8. Firefighting and Paramedic staff will take direction and report to the officer of the apparatus or station to which they are assigned.

#### **D. Employer / Employee Relationship**

It is the intent of the parties that each Agency acting as a Sole Employer shall remain the Sole employer of any and all of its employees temporarily assigned to a Receiving Agency under the terms of this Agreement. Employees of the Sole Employer shall continue to receive the rights, privileges and benefits conferred by the Sole Employer at all times that the employee is temporarily assigned to the Receiving Agency.

No employee of a Sole Employer may receive any compensation (including salary, retirement, leave and other benefits) from the Receiving Agency. Compensation shall only be conferred upon the employee by the Sole Employer regardless of the number of hours the employee may be assigned to the Receiving Agency.

The parties further agree that each Agency employee shall continue to perform on average more than twenty-eight (28) hours per week of service for, and under the direct and daily control of, his/her own employing Agency.

The Receiving Agency shall not reprimand, suspend, or take any other disciplinary action whatsoever against an employee of the Sole Employer temporarily assigned to the Receiving Agency. Only the Sole Employer may discipline one of its employees temporarily assigned to a Receiving Agency, regardless of the number of hours the employee may be assigned to the Receiving Agency.

#### **E. Retirement System and Benefits.**

Each Agency represents and warrants that each of them are contracting agencies of the Public Employees' Retirement System established by Part 3 of Division 5 of Title 2 of the Government Code (Gov. Code §§ 20000 et seq.) or the Marin County Employees' Retirement Association ("MCERA"), established pursuant to the County Employees Retirement Law of 1937 (Gov. Code §§ 31450 et seq.), and will remain contracting agencies with such retirement systems throughout the term of this Agreement. The Agencies further warrant that each Agency's employees that will be assigned to another Agency pursuant to this Agreement are members of the Sole Employer's retirement system at all times that such members are assigned to the Receiving



Agency. No employee of a Sole Employer may accrue any retirement credits or be entitled to any retirement benefits from the Receiving Agency, regardless of how many hours, days, months or years that employee may be assigned to the Receiving Agency under this Agreement.

#### **F. Notice to Employees.**

The parties further represent and warrant that each Agency shall provide a copy of this Agreement or summary of the provisions of this Agreement to each of its employees who may be assigned to a Receiving Agency under this Agreement, within 30 days of the Effective Date or the employee's date of hire, whichever comes later. Each Agency shall retain a copy of the notice provided to each of its employees under this section in a form that bears the signature of the employee with the date of the employee's signature attesting to the receipt of such notice and the understanding of the employee as to his/her rights while being assigned to a Receiving Agency under this Agreement. No Sole Employer shall assign any of its employees to a Receiving Agency until the Sole Employer has received a signed copy of this notice from its assigned employee.

#### **G. Budgets/Reimbursement of Costs**

Each Agency will maintain their existing, separate budgets. Each Agency agrees that in the event that a Sole Employer incurs overtime costs due to the assignment of its personnel to a Receiving Agency pursuant to this Agreement, the Sole Employer shall be reimbursed for such costs by the Receiving Agency. The Sole Employer incurring such overtime costs shall send a reasonably timely, written request to the Receiving Agency for reimbursement, which invoice shall be paid within thirty (30) days of receipt.

#### **H. Overtime & Regular Hourly Rate Calculation Methodology**

The Sole Employer's reimbursable overtime rate is the assigned employee's "FLSA Regular Hourly Rate x 1.5" in effect at the time of assignment. The Sole Employer's reimbursable Regular Hourly Rate is the assigned employee's "FLSA Regular Hourly Rate" in effect at the time of assignment. No other additional rollups, pension or administrative costs shall be included in the reimbursable overtime calculation being submitted.

### **5. Governing Boards/Councils**

The governing board of each Agency is its City Council, Board of Directors or Board of Supervisors as applicable.

### **6. Administration of Agreement**

Each participating agency's City Manager, Board President or, if none, Fire Chief, are each authorized to take such actions as are necessary to implement and administer the terms of this Agreement on behalf of their respective Agencies provided, however, that any of these individuals may determine, in his/her sole and absolute discretion, that it is necessary to receive the approval of his/her respective governing board.

### **7. Insurance**

### **A. Workers' Compensation Insurance**

Each participating agency shall provide workers' compensation insurance for its employees, even when such employees are assigned to another Agency. All workers' compensation claims shall be filed exclusively with the employee's Sole Employer which shall be responsible for any of its employees' workers' compensation losses, without any right of subrogation or other recourse against any other Agency. Each participating agency warrants that it carries workers' compensation insurance that complies with the requirements of the California Workers' Compensation Act.

### **B. Other Insurance**

Each Agency shall maintain at its sole cost and expense, either through a *bona fide* program of self-insurance, a risk-sharing joint-powers agency, or any combination thereof, commercial general liability insurance with minimum limits of One Million Dollars (\$1,000,000) per occurrence and Four Million Dollars (\$4,000,000) in the aggregate, and commercial automobile liability coverage in the amount of One Million Dollars (\$1,000,000) combined single limit.

### **C. Other Requirements**

All required insurance coverages shall be substantiated with a certificate of insurance and must be signed by the insurer or its representative evidencing such insurance to each participating agency. The general liability policy shall be endorsed naming each other Agency as an additional insured. The certificates of insurance and required endorsement shall be furnished to each Agency as soon as practical. Said policies shall remain in force through the life of this Agreement and shall be payable on a per occurrence basis only. Nothing herein shall be construed as a limit of any participating Agency's liability, and each Agency shall indemnify, defend, and hold harmless the other participating Agencies in accordance with the provisions of Section 10 of this Agreement. Failure to provide and maintain the insurance required by this Agreement will constitute a material breach of the Agreement. In addition to any other remedies, an Agency may suspend payment to any other Agency for any services provided during the time that insurance was not in effect and until such time as the defaulting Agency provides adequate evidence that it has obtained the required coverage.

## **8. Indemnification**

Each Agency shall indemnify, defend, and hold harmless each other Agency and its officers, officials, employees, agents and volunteers (collectively "Indemnitees") from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively "Liability") to anyone who may be injured or damaged by reason of that Agency's negligence, recklessness or willful misconduct in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement. An Agency that provides a defense to Indemnitees under this Section shall hire defense counsel acceptable to Indemnitees. The provisions of this Section shall survive the termination or expiration of this Agreement.

## **9. Notification of Third-Party Action**

Each Agency shall, within five (5) calendar days, give other Agencies notice in writing of any action or suit filed or claim made against the other Agency/Agencies that may result in litigation related in any way to the services performed pursuant to this Agreement.

#### **10. Notices**

Unless stated otherwise herein, all notices required or permitted by this Agreement shall be in writing and sent to the other Agencies at their formal mailing addresses, or to such other addresses as the Agencies may hereafter designate in writing. Notices shall be sent by registered or certified mail, postage prepaid, or hand delivered. Such notices shall be deemed effective when so mailed or hand delivered at the addresses specified above.

#### **11. Non-Discrimination and Equal Opportunity**

Each Agency shall not unlawfully discriminate against, retaliate against or harass any individual on the basis of race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, sexual orientation, or any other basis protected by law.

#### **12. Validity**

The invalidity, in whole or in part, of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.

#### **13. Non-Waiver**

A waiver by any Agency of a breach of any provision of this Agreement by another Agency shall not operate or be construed as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provision.

#### **14. Non-Assignment**

This Agreement is not assignable either in whole or in part without the written consent of all other parties hereto.

#### **15. Survival**

Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement shall survive the term of expiration of this Agreement and shall be binding on the parties to this Agreement.

#### **16. Governing Law/Attorney's Fees**

This Agreement shall be governed by the laws of the State of California and any suit or action initiated by any party hereto shall be brought in Marin County, California.

#### **17. Mediation**

Should any dispute arise out of this Agreement, the Agencies which have the disagreement

shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Those Agencies shall not be permitted to file any legal action without first meeting in mediation and making a good faith attempt to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the participating Agencies. If a mediated settlement is reached, no Agency shall be deemed the prevailing party for purposes of the settlement and each Agency shall bear its own attorneys' fees legal costs.

#### **18. Non-Exclusive Agreement**

The Agencies shall not be precluded from entering into similar agreements with other municipal corporations or public agencies.

#### **19. Compliance with Law**

The Agencies shall comply with all applicable federal, state and local laws, rules and regulations in carrying out the terms and conditions of this Agreement.

#### **20. Neutral Authorship**

Each provision of this Agreement has been reviewed and negotiated by and represents the combined work product of all of the participating agencies hereto. No presumption or other rule of construction which would interpret this Agreement in favor of or against any party shall be applicable in connection with the construction or interpretation of this Agreement.

#### **21. Entire Agreement**

The terms and conditions of this Agreement represent the entire Agreement between the parties with respect to the subject matter of this Agreement and supersede any and all prior negotiations, discussions, understandings, and agreements between the parties as to the subject matter hereof.

#### **22. Amendments**

The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by all parties.

#### **23. Authority to Execute Agreement**

If the Agreement is executed by someone other than an elected representative of the agency, any individual who executes this Agreement on behalf of an Agency shall have been authorized by a resolution of the governing board of that Agency to so execute this Agreement. For the sake of expediency, the signatories to this Agreement may execute it separately and/or via fax or electronically.

**IN WITNESS WHEREOF**, the participating Agencies have executed this Agreement on the dates set forth below.

**SIGNATORY PAGE**

DRAFT

**LABOR SIGNATURES**

DRAFT



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** May 12, 2020  
**Re:** Appointment of Board Director to Marin Wildfire Prevention Authority Board of Directors

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Directors,

In 2019, the Marin Wildfire Prevention Authority (MWPA) was established as a Joint Powers Authority separate from the local government agencies. The Authority is responsible to plan, finance, implement, manage, own, and operate a multi-jurisdictional and county-wide agency to prevent and mitigate wildfires in Marin County. Each member agency ("Member") individually has the statutory ability to provide fire suppression, protection, prevention, and related incidental services. The purpose and intent of the MWPA is to jointly exercise the foregoing common powers in a coordinated manner.

The District joined the MWPA in October 2019. The MWPA was contingent on the passage of the Wildfire Prevention Measure Tax (Measure C) in March 2020.

With the passage of Measure C, member agencies are now required to appoint a Board Director to the 17-member board. MWPA is governed by a Board of Directors comprised of elected leaders from each Member; and each Member shall have one Director on the MWPA Board of Directors. The first meeting date of the MWPA Board of Directors has been set for May 21, 2020.

**Staff Recommendation:** Appoint a Marinwood CSD Board Director to the MWPA Board of Directors.

## **Recreation**

As we enter the eighth week of the Shelter at Home Order due to COVID-19, Marinwood's original spring schedule of recreation programs, classes, events, and rentals have all been suspended, canceled, or postponed until further notice. But as the community center sits dormant week after week, behind the scenes the recreation department has remained active, planning for the eventual resumption of programming (and the many restrictions and modifications that will likely come with it), designing new programs and activities conducive to the current circumstances, resurrecting many of our cancelled programs in virtual form, and launching a digital newsletter to stay better connected to our homebound participants. Throughout this challenging and unpredictable season I have been continually impressed with our staff's ability to stay positive, motivated, and creative.

### Summer Camps

As of right now, we plan on running a camp program in whatever capacity we are allowed this summer. While planning for camps has proven extremely challenging, with continually changing guidelines and countless unknowns, we have created plans for several possible scenarios so that we can quickly and effectively adapt as new guidelines are announced. In light of the current guidelines we are counting on significantly reduced enrollment, several changes to the daily routine, and many other modifications to our program. It is clear that reducing enrollment to meet the guidelines will necessarily and significantly diminish the profitability of our camps. Nevertheless, we are committed to providing a quality camp program to the families in need of childcare in our community and believe we can do so while covering expenses. Assistant Recreation Director Robyn Bruton has worked extremely hard over the last several weeks to come up with scenarios, create tentative schedules, and plan activities that will position us to be able to proceed with our program in spite of the many restrictions and challenges in place. Camp is scheduled to start June 15<sup>th</sup>.

### Pool/Aquatics

As the current health order prohibits the use of public swimming pools, the Marinwood Pool unfortunately remains closed until further notice. As more restrictions continue to be relaxed we will continue to evaluate the feasibility of opening the pool. Recreation Supervisor Stephanie Moret has been attending weekly meetings with various California, Bay Area, and Marin public pool organizations, as well as the American Red Cross, to gain insight, share ideas, and ultimately formulate a plan for opening our pool (with many likely restrictions) if that becomes a viable option.

### Shelter at Home Activities and Programs

While our regularly scheduled spring programs remain on hold, and our summer remains in question, staff has been hard at work creating opportunities and activities for our community to enjoy while the Shelter at Home Order and physical distancing requirements continue. We are grateful to our many instructors who have launched "virtual" versions of their classes and are keeping their students engaged. Virtual weekly sessions of Zumba, Capoeira, Love 2 Dance, and Yoga & Pilates are currently being offered by our instructors, as well as regular video tennis tips from Coach Jerry.

In addition to the virtual classes currently being offered, our staff has planned a full schedule of shelter- and distance-friendly activities to roll out this summer, including a virtual summer camp program, community photography contest, family scavenger hunt, and much more. Details will be announced in the June edition of our new digital newsletter.

### Digital Newsletter

On April 30<sup>th</sup> the Recreation Department sent out the first edition of *Words from the Wood*, our new digital recreation newsletter. Originally slated to debut in the fall, staff decided to launch early as a way to better inform our sheltering community about the programs being offered while the community center is closed. Future editions



will serve to highlight upcoming programs and events, provide information on open space and trails, offer profiles of instructors and staff, and more to keep the community better engaged with Marinwood Recreation.

### Tennis Courts

On May 4<sup>th</sup>, in conjunction with the latest Marin Public Health Order, we reopened the tennis courts for limited recreational use. Current county-wide restrictions on tennis court use include no motorized access to the courts, singles play only, and no sharing of tennis balls. The decision to open the courts and implement the current restrictions was made in collaboration with the other Marin County parks and recreation agencies in response to the Public Health Order and guidance from the United States Tennis Association.

### Staff

The recreation staff has worked remotely for the duration of the Shelter at Home order, meeting virtually and/or over the phone several days a week to plan and strategize. Though this has been a strange and challenging season, I am extremely appreciative of and impressed by the ease with which Robyn, Stephanie, and Carolyn have adapted to the current situation and how well they have managed to work together while remaining “apart.” All of us have been regularly participating in video meetings with fellow Parks and Recreation professionals from other Marin County and Bay Area agencies to stay informed about the latest guidelines and how other agencies are approaching their programs.

### **Parks/Maintenance**

For the duration of the Shelter at Home order, the Parks Department has continued to perform essential maintenance duties 7 days/week on a one-man rotating schedule. Daily essential maintenance duties have consisted of emptying all trash cans and dog waste bins, checking all parks and playgrounds for damage and hazards, cleaning and sanitizing the community center, checking the pool chemistry and performing necessary pool maintenance, and ensuring signage remains posted at our closed facilities. Recently faced with some more involved repair needs, in May we increased to 2 staff per day (wearing masks, gloves, and practicing physical distancing), 6 days per week to better handle some of the work, as well as to keep up with increased grounds keeping needs.

### Repairs

In late April staff identified and repaired a broken water main on the fireman’s hill, cracked from encroaching tree roots.

### Open Space

On May 1<sup>st</sup> staff removed several bike jumps and a couple rope swings that had been erected in the open space at Blackstone Canyon. Mountain biking on hiking-only trails has significantly increased during the Shelter at Home Order and we are currently adding signage at various trail intersections to help keep trail users informed of where biking is and isn’t permitted. It has been nice to see so many residents taking advantage of the open space these past couple months.

### Upcoming Projects

In the coming months, as health restrictions allow, staff will be prepping the parks and community center for the eventual resumption of programs, including fortifying the turf, adding shade sails to the patios, making repairs in the kitchen, and sprucing up the picnic areas, among other projects.