

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

Tuesday – May 14, 2024 – 6:30 PM

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

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

Item Description:	Board Action
A. CALL TO ORDER & PLEDGE OF ALLEGIANCE	
B. AGENDA	Adopt
C. PUBLIC COMMENT ON CLOSED SESSION ITEMS	
D. CLOSED SESSION <i>Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Eric Dreikosen. Represented Employees: Marinwood Professional Firefighters</i>	
E. OPEN SESSION: (Open Session will begin no earlier than 7:00PM)	
F. CONSENT CALENDAR a. Draft Minutes of Regular Meeting of April 9, 2024 b. Bills Paid Nos. 8225 – 8290	Approve
G. PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board at the conclusion of the public comment period. The President may refer the matter to staff or to a future meeting agenda.</i>	
H. DISTRICT MATTERS	
1. Fiscal Year 2024-2025 Proposed District Operating Budget	Approve
2. Marinwood CSD Board of Directors Bylaws: Potential Amendment(s) regarding Board Meeting Start Time and Date	Approve
3. Resolution 2024-03: A Regularly Scheduled Election be Held in This Jurisdiction; Requesting the Board of Supervisors to Consolidate with any Other Election Conducted on Said Date, and Requesting Election Services by the Marin County Elections Department	Approve
4. District Manager Report	Review
I. FIRE DEPARTMENT MATTERS	
1. Chief Officer Report and Activity Summary	Review
J. PARK AND RECREATION MATTERS	
1. Recreation and Park Maintenance Activity Reports	Review
K. BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
L. ADJOURN	
DATE OF NEXT REGULAR BOARD MEETING – June 11, 2024	

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

Minutes of Board of Directors Meeting
Tuesday – April 9, 2024

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

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

Present:

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

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

Absent: Directors Chris Case and Sivan Oyserman

A. Call to Order

Board President Kilkenny called the meeting to order at 7:32pm.

B. Agenda

Agenda adopted as presented.

C. Consent Calendar

a. *Draft Minutes of Regular Meeting of March 12, 2024*

b. *Bills Paid Nos. 8157 - 8224*

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

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

D. Public Comment Open Time for Items Not on Agenda

Board of Directors received public comment regarding:

a. Park improvement suggestions.

E. District Matters

1. *2nd Draft District Operating Budget for Fiscal Year 2024-2025*

Board received 2nd Draft District Operating Budget for Fiscal Year 2024-2025

2. *Marinwood CSD Board of Directors Bylaws: Potential Amendment(s) regarding Board Meeting Start Time and Date*

Board reviewed Potential Amendment(s) regarding Board Meeting Start Time and Date

Shea to approve/Ruggeri to second Amendment for the Board Meeting Start Time to change from 7:30pm to 7:00pm on the regular meeting date of the 2nd Tuesday of each month.

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

3. *District Manager Report (verbal report)*

Board received District Manager Report

F. Fire Department Matters:

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

Board received Draft Minutes of Fire Commission Meeting

2. *Chief Officer Report and Activity Summary*

Board received Chief Officer Report and Activity Summary

G. Park and Recreation Matters:

1. *Draft Minutes of Park & Recreation Commission Meeting of March 26, 2024*

Board received Draft Minutes of Park & Recreation Commission Meeting

2. *Recreation and Park Maintenance Activity Reports*

Board received Recreation and Park Maintenance Activity Reports

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

- Further discussion regarding Board Meeting days and times
- Final budget for FY 2024-2025 to be presented at next meeting
- Director Shea acknowledged the passing of long-time community member Les Mize

I. Adjourn

Meeting adjourned at 9 :18PM

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 14 2024

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8225	4/4/2024	Brackett, Ryan	237.66	Q3 FY23-24 AFLAC reimb	Fire	5130120	General	237.66
8226	4/4/2024	Correa, Cesar	237.66	Q3 FY23-24 AFLAC reimb	Fire	5130120	General	237.66
8227	4/4/2024	Day, Sean	207.78	Q3 FY23-24 AFLAC reimb	Fire	5130120	General	207.78
8228	4/4/2024	Kelly, William	237.66	Q3 FY23-24 AFLAC reimb	Fire	5130120	General	237.66
8229	4/4/2024	Papanikolaou, John	222.06	Q3 FY23-24 AFLAC reimb	Fire	5130120	General	222.06
8230	4/4/2024	Smith, Brian	126.90	Q3 FY23-24 AFLAC reimb	Fire	5130120	General	126.90
8231	4/4/2024	Smith, Jeff	211.92	Q3 FY23-24 AFLAC reimb	Fire	5130120	General	211.92
8232	4/4/2024	Burton's Fire	372.20	E58 ladder hooks	Fire	5220210	General	372.20
8233	4/4/2024	C.A.P.F.	236.00	LTD Mar2024	Fire	5130120	General	236.00
8234	4/4/2024	Comcast	206.16	Cable - Apr	Fire	5210725	General	206.16
8235	4/4/2024	Comcast	209.60	Internet	Rec	5210725	General	104.80
					Fire	5210725	General	104.80
8236	4/4/2024	Costello, Christine	1,094.40	Zumba	Rec	5210146	Adult	1,094.40
8237	4/4/2024	County of Marin	360.99	park fuel - Feb	Park	5220610	General	360.99
8238	4/4/2024	Coverall	1,176.00	janitorial - Apr	Rec	5211110	Building	1,176.00
8239	4/4/2024	Fire Apparatus Solutions	1,616.41	E58 fender liner	Fire	5220210	General	1,616.41
8240	4/4/2024	Got Gophers	275.00	pest control	Park	5211532	General	275.00
8241	4/4/2024	Grainger	690.65	supplies	Park	5220310	General	690.65
8242	4/4/2024	Master Sim	1,120.00	TKD - Mar	Rec	5210146	Youth	1,120.00
8243	4/4/2024	Jackson's Hardware	165.75	supplies	Park	5220310	General	165.75
8244	4/4/2024	Julian Geoghegan	2,600.00	Botanical Survey - Creek T	Park	5210120	General	2,600.00
8245	4/4/2024	Margaret Schink	431.20	White Crane Silat	Rec	5210146	Youth	431.20
8246	4/4/2024	Marin Landscape Materials	250.64	decomposed granite	Park	5220310	General	250.64
8247	4/4/2024	Marin Prof Firefighters Local	840.00	March dues	Fire	5211330	General	840.00
8248	4/4/2024	Marin Sanitary Service	2,462.46	Garbage - Mar	Park	5210815	General	1,723.72
					Rec	5210815	General	492.49
					Fire	5210815	General	246.25
8249	4/5/2024	Marinwood CSD	85,480.69	Fire Salaries	Fire	5110110	General	32,233.60
				Fire OT	Fire	5120110	General	13,059.31
				FLSA	Fire	5110319	General	844.47
				Admin Asst	Fire	5110110	Admin	1,063.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,063.36
				Admin Asst	Park	5110110	Admin	531.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,848.72
				Rec Dir	Park	5110110	General	1,220.88
				Rec salary	Rec	5110110	General	8,540.80
				Rec hourly	Rec	5110210	General	1,506.50
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	486.00
				Building attendants	Rec	5110210	Building	224.00
				Swim Team	Rec	5110210	Swim Team	2,250.00
				Summer	Rec	5110210	Summer	125.00
				Preschool	Rec	5110210	Preschool	5,677.00
				Afterschool	Rec	5110210	Afterschool	1,885.00
				PR fees	Fire	5210230	General	144.44
				PR fees	Rec	5210230	General	88.87
				PR fees	Park	5210230	General	23.19
				SS + Medicare	Fire	5140140	General	3,810.79
				SS + Medicare	Rec	5140140	General	2,196.02
				SS + Medicare	Park	5140140	General	627.80
				EDU + SUJ	Rec	5140145	General	159.31
				EDU + SUJ	Park	5140145	General	7.78
				Benefits withholding	Park	2120066	General	-1,183.29
				Benefits withholding	Rec	2120066	General	-1,531.83
				Benefits withholding	Fire	2120066	General	-5,924.47
8250	4/5/2024	Marinwood CSD	15,428.66	Retire 04/05/24	Park	5130510	General	1,778.36
					Rec	5130510	General	2,412.85
					Fire	5130510	General	11,237.45
8251	4/5/2024	Mill Valley Refuse	316.07	porta potty	Park	5211220	General	316.07
8252	4/5/2024	Miller Creek School District	373.30	MES / LVE - classroom usaq	Rec	5220819	Youth	373.30
8253	4/5/2024	Paula Ockner	1,078.00	Spring art class	Rec	5220146	Youth	1,078.00
8254	4/5/2024	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
8255	4/5/2024	PG&E	1,717.66	Streetlights Mar	Streetlights	5210825	General	1,717.66
8256	4/5/2024	Project A	40.00	email hosting	Rec	5220110	General	20.00
					Fire	5220110	General	20.00
8257	4/11/2024	US Bank Corp Pmt Svcs	24,209.91	online meeting subscription	Fire	5211325	General	27.99
				Kubota supplies	Park	5220210	General	167.18
				online meeting subscription,	Park	5220210	General	217.55
				projector	Park	5220110	General	194.23
				uniforms	Park	5220825	General	602.21

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				CPR certs, tennis display	Rec	5220819	Adult	394.00
				food, craft supplies	Rec	5220819	Afterschool	373.07
				lightbulbs	Rec	5220819	Building	141.44
				supplies	Rec	5220819	Community	52.31
				marketing	Rec	5210122	General	512.71
				fingerprinting	Rec	5210128	General	35.00
				meeting supplies	Rec	5211325	General	39.99
				membership	Rec	5211315	General	80.00
				online meeting subscription,	Rec	5211325	General	99.94
				subscriptions, laminator, offi	Rec	5220110	General	252.04
				ziplocks, tape, gloves, CPR/	Rec	5220819	General	2,107.17
				pool equipment	Rec	5220215	Pool	398.62
				pool supplies, punch cards, c	Rec	5220819	Pool	219.66
				pool shower replacement	Rec	5220910	Pool	7,271.71
				supplies	Rec	5220819	Preschool	303.63
				camp marketing	Rec	5210122	Summer	1,924.69
				puppet show	Rec	5220819	Summer	488.00
				rain shuttle for tennis courts	Rec	5220819	Tennis	335.55
				craft, food supplies	Rec	5220819	Youth	1,324.86
				online meeting subscription	Fire	5211325	General	27.99
				engine cleaner/detailing	Fire	5220210	General	193.78
				refrigerator drawer	Fire	5220310	General	174.80
				medical bags	Fire	5220810	General	217.02
				online meeting subscription	Park	5211325	General	14.25
				maintenance	Park	5220110	General	140.73
				LG class supplies, CPR cert:	Rec	5220819	Adult	248.50
				craft, food supplies	Rec	5220819	Afterschool	119.71
				lightbulbs	Rec	5220310	Building	50.53
				tablecloths, banner, supplies	Rec	5220819	Community	684.49
				coffee, training supplies	Rec	5211325	General	538.87
				online meeting subscription	Rec	5211325	General	45.73
				office supplies	Rec	5220110	General	372.91
				drill bit	Rec	5220310	General	5.40
				supplies	Rec	5220819	General	607.58
				class posting	Rec	5210122	Pool	60.00
				skimmer baskets, green scre	Rec	5220215	Pool	309.65
				hose nozzle, grill covers, rail	Rec	5220819	Pool	326.91
				craft supplies	Rec	5220819	Preschool	212.13
				brochure	Rec	5210122	Summer	52.50
				CPR certs	Rec	5211315	Summer	912.00
				supplies	Rec	5220819	Summer	721.61
				craft supplies, eclipse glasse	Rec	5220819	Youth	609.27
8258	4/11/2024	Van Midde & Son Concrete	4,000.00	patch pool	Rec	5220215	Pool	4,000.00
8259	4/11/2024	Wells Fargo	644.08	copier lease	Rec	5220130	General	418.65
					Fire	5220130	General	161.02
					Park	5220130	General	64.41
8260	4/12/2024	Schatz Structures & Waterpr	1,165.11	waterproofing constr. Oversi	Capital	5210120	FEMA	1,165.11
8261	4/12/2024	Sherwin Williams	374.91	pool maintenance	Rec	5220215	Pool	374.91
8262	4/12/2024	SiteOne Landscape Supply	157.39	irrigation maintenance	Park	5220310	General	157.39
8263	4/12/2024	SolEd Solar	1,502.74	Solar - March	Rec	5210810	General	1,088.76
					Fire	5210810	General	413.98
8264	4/12/2024	SDRMA	257.40	Life Ins - May	Fire	5130120	General	81.22
					Park	5130120	General	83.52
					Rec	5130120	General	92.66
8265	4/12/2024	T mobile	153.26	cell phones	Fire	5210725	General	153.26
8266	4/12/2024	Katarina Antonini	1,497.00	refund summer	Rec	4631920	Summer	1,439.00
				refund swim lessons	Rec	4631917	Aquatics	58.00
8267	4/12/2024	Alaina Fuetsch	106.72	preschool supplies	Rec	5220819	Preschool	106.72
8268	4/12/2024	ePACT Network	6,075.00	Annual subscription	Rec	5220819	Summer	6,075.00
8269	4/12/2024	Facilitron	22,610.00	MCMS usage for summer pr	Rec	5220819	Summer	22,610.00
8270	4/12/2024	Jorge's Tree Service	6,000.00	park tree trimming	Park	5211528	General	3,000.00
				fallen trees Verbena Ct	MWPA	5820100	General	3,000.00
8271	4/12/2024	PG&E	4,663.52	Gas - Mar	Rec	5210810	General	4,196.31
					Fire	5210810	General	467.21
8272	4/16/2024	Selvitella, Brandon	217.68	Q3 FY23-24 AFLAC reimb	Fire	5130120	General	217.68
8273	4/16/2024	Sarah Hellman	232.00	Cooking class	Rec	5210146	Adult	232.00
8274	4/16/2024	National Academy of Athletic	3,208.00	Spring break camp	Rec	5210146	Youth	3,208.00
8275	4/16/2024	Marin Ace	237.94	supplies	Rec	5220215	Pool	197.57
					Park	5220310	General	40.37
8276	4/19/2024	Marinwood CSD	101,257.77	Fire Salaries	Fire	5110110	General	32,233.60
				Fire OT	Fire	5120110	General	13,175.13
				FLSA	Fire	5110319	General	1,331.28
				Acting Pay	Fire	5110310	General	95.52
				Holiday Pay	Fire	5110313	General	3,453.60
				Admin Asst	Fire	5110110	Admin	1,063.36
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,063.36
				Admin Asst	Park	5110110	Admin	531.68
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Rec Dir	Rec	5110110	General	2,848.72
				Rec Dir	Park	5110110	General	1,220.88
				Rec salary	Rec	5110110	General	8,540.80
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	144.00
				Building attendants	Rec	5110210	Building	160.00
				Pool Staff	Rec	5110210	Pool	8,407.56
				Swim Team	Rec	5110210	Swim Team	1,160.00
				Aquatics	Rec	5110210	Aquatics	97.50
				Summer	Rec	5110210	Summer	1,035.00
				Preschool	Rec	5110210	Preschool	2,927.50
				Afterschool	Rec	5110210	Afterschool	744.50
				Youth	Rec	5110210	Youth	7,715.44
				PR fees	Fire	5210230	General	190.05
				PR fees	Rec	5210230	General	148.50
				PR fees	Park	5210230	General	26.55
				SS + Medicare	Fire	5140140	General	4,128.39
				SS + Medicare	Rec	5140140	General	3,005.38
				SS + Medicare	Park	5140140	General	601.65
				EDU + SUI	Rec	5140145	General	342.71
				EDU + SUI	Park	5140145	General	2.30
				Benefits withholding	Park	2120066	General	-1,183.29
				Benefits withholding	Rec	2120066	General	-1,531.83
				Benefits withholding	Fire	2120066	General	-5,924.47
8277	4/19/2024	Marinwood CSD	16,635.82	Retire 04/19/2024	Park	5130510	General	1,778.36
					Rec	5130510	General	2,412.85
					Fire	5130510	General	12,444.61
8278	4/19/2024	Marinwood CSD	51,355.16	Health - May	Park	5130120	General	11,009.06
					Rec	5130120	General	9,341.31
					Fire	5130120	General	31,004.79
8279	4/19/2024	PG&E	1,925.16	Electric - Mar	Rec	5210810	General	1,628.67
					Fire	5210810	General	383.47
					Park	5210810	General	-86.98
8280	4/19/2024	Pitney Bowes	500.00	postage	Rec	5220110	General	300.00
					Park	5220110	General	100.00
					Fire	5220110	General	100.00
8281	4/19/2024	SDRMA	520.35	Ins Adjustment / Playground	Park	5210525	General	520.35
8282	4/23/2024	Marinwood CSD	375.00	Art Show jurors fee, prizes	Rec	5220819	Community	375.00
8283	4/23/2024	Sullivan, Carolyn	27.98	pool supplies	Rec	5220819	Pool	27.98
8284	4/23/2024	Michael Friedland	308.00	Watercolor	Rec	5210146	Adult	308.00
8285	4/23/2024	Ruti Gorel	392.00	Feldenkrais	Rec	5210146	Adult	392.00
8286	4/23/2024	Jerry Mehciz	10,881.76	Tennis	Rec	5210146	Tennis	10,881.76
8287	4/23/2024	Karen Wilhoyte	190.00	refund summer	Rec	4631920	Summer	190.00
8288	4/23/2024	Elena Scott	3,345.00	refund summer	Rec	4631920	Summer	2,827.00
					Rec	4631917	Aquatics	518.00
8289	4/23/2024	Daria Zabalaga	228.00	refund tennis	Rec	4631915	Tennis	228.00
8290	4/23/2024	Angelique Gilmer	308.00	refund summer	Rec	4631920	Summer	308.00
TOTAL:			385,845.14					385,845.14

Total by Department:

Streetlights	1,717.66
Fire Department	163,267.29
Recreation Department	169,123.06
Park Department	47,572.02
Measure A	0.00
MWPA	3,000.00
Capital	1,165.11
Unclassified	0.00



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: May 14, 2024
Re: Fiscal Year 2024-2025 Operating Budget: Proposed for Adoption

Directors,

Please see the included FY 24-25 Proposed Operating Budget and the accompanying detailed budget notes immediately preceding.

The Board has been previously presented with draft budgets at both the March and April public board meetings illustrating the evolution of the budget creation process. Since the most recent draft budget presentation at the April meeting there has been minimal additional budget adjustments in preparation for the final proposed budget presented at this time. Adjustments that have been made include projections for ad valorem property tax revenue, fire department supplies & equipment expenditures, water & sewer utility expense projections and an addition to recreation department capital outlay expenditures (critical pool equipment). Notable budget adjustments from prior year as well as other items are included in the detailed budget notes accompanying this report.

Included in the proposed budget are the current year (FY23-24) budget-to-actuals as of 4/30/24. Actuals from January – April have not been fully reviewed and are subject to subsequent journaling. They are included for budget reference only. One item of note: The actuals presented do currently include a significant amount of recreation program revenue that will be deferred at year-end to next fiscal year (FY 24-25) and will not be accounted for and attributed to FY 23-24. This represents revenue that was received this fiscal year for programs that will not occur until next fiscal year at which time the revenue will be “earned.” As of 4/30/24, approximate revenue to be deferred totals \$977,000, detailed in the following breakdown:

- 4631915 – Tennis: \$15,100
- 4631917 – Pool Operating: \$63,100
- 4631918 – Pool Memberships: \$23,300 (pro-rated based on % of pool season in each FY)
- 4631920 – Summer Rec Programs: \$875,500

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

Still to be incorporated into the FY 24-25 budget are potential wage increases and other compensation adjustments for fire department personnel that may result from current and ongoing negotiations with the firefighters labor group. Once completed, any wage increases and other compensation adjustments will be presented to the Board for formal approval of a Memorandum of Understanding (MOU) between the District and labor group. Wage adjustments and other associated financial impacts would be incorporated into the budget at that time and, if warranted, a formal budget amendment could be presented for approval as well.

As of April 30, 2024, the total cash balance in the District's General Treasury Fund was stated at \$8.7 million. Of this total, \$600K are held as Board Designated Reserves and approximately \$200K is designated for MWPA expenditures. Taking these funds into account, the net cash balance as of 04/30/24 was \$7.9 million (an increase of approximately \$200K over the same point in time last fiscal year). While this is a much lower rate of general fund growth than recent prior years, it should be noted that the District has expended approximately \$680K this fiscal year (as of 4/30/24) due to the emergency creek bank repair project recently completed that is not reflected in the operating budget-to-actuals.

It is important to note that the above general fund balance is simply a reflection of cash flow. While it does represent a continued positive financial trend, Unfunded Accrued Liabilities (UAL) continues to grow, required annual pension UAL cash payments are forecast to continue increasing and the need for significant impending capital expenditures are also anticipated in the next few years as was presented during the April board meeting.

In summary, the proposed operating budget for FY 24-25 conservatively projects a net operating gain of approximately \$538,000. While this does not include the aforementioned potential wage adjustments for fire department personnel, it does include the District continuing to contribute to both the OPEB Trust and Board Designated Reserves at an amount of \$100,000 each as realized for the past several years.

Staff Recommendation: Adopt the Fiscal Year 2024-2025 Operating Budget as proposed.

Detailed budget notes are included on the following pages

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

District-wide:

- 4110110 – Prop. Tax - Current Secured:
Remains conservative at this time. Total amount budgeted represents a small increase (approx. 1%) above what is anticipated to be received this fiscal year based on the December and April allocations received. (All other general property taxes have little if any adjustments from prior year based on analysis of the past three years allocations)
- 4410125 – Interest Co. Pooled Investment:
Despite the much higher than anticipated interest allocation received so far this fiscal year, the budgeted amount for next fiscal year remains unchanged given the recent volatility experienced with County investment returns.
- 5130130 – OPEB Trust Contribution:
Annual contribution amount continues at \$100,000 which is allocated across departments based on the respective percentage of current retiree medical costs.
- 5140115 – Workers' Comp Insurance:
We have yet to receive final confirmation on basic rates to be applied to FY 24-25. Our carrier informs they do anticipate minor increases due to the rising costs of healthcare. Final rates for the upcoming year will likely not be set until potentially as late as June as our provider continues to negotiate with the various secondary and excess carriers. However, the District's Experience Modification Factor (EMOD) has decreased significantly from 172% to 137% which is reflected in the overall budget decrease from prior year. The EMOD is factored in after the basic rate estimates have been calculated.
- 5210210 – Audit & Accounting:
Increased to better reflect current year actuals and inclusion of the State Controller's Annual Financial Transactions Report preparation and submittal.
- 5210525 – Insurance General:
We have been informed to expect an increase in our Property/Liability (P/L) Insurance rates of between 12% - 15% for the coming year. This is not specific to Marinwood CSD but rather it is reflective of the industry as a whole. Given this preliminary information, P/L insurance projections were calculated at 15% greater than the current year final billing totals but does not account for any potential discounts to be earned by the District (multi-policy, training credits, longevity distributions, etc.). Final rates for the upcoming year will likely not be set until potentially as late as June as our provider continues to negotiate with the various secondary and excess carriers.
- 5210835 – Utilities- Water & Sewer:
Increased from prior-year across all departments in accordance with most recent 12-month expenditure totals, reflective of rate and fee increases from Marin Water Department.

Park Dept:

- 5110110 – Salaries Regular Staff:
Reflects proposed salary increases presented at the February 2024 board meeting. Of note, current 23-24 budget number is below actual as salary increases for 23-24 were presented and approved after adoption of budget and a subsequent formal budget amendment was not performed to reflect approved increases.

- 5220210 – Equip. Maintenance/Replacement:
Reduced due to current budget containing funding for prior play equipment component repair/replacement. Anticipating less need with the new play equipment installed this year.
- 5220916 – Capital Outlay:
Capital expenditures include- Utility vehicle replacement (\$17.5K - carried from FY 23/24 with minor increase to reflect current pricing)

Recreation Dept:

- 4631912 – Vending Sales:
Increased to better reflect 23-24 actuals to date.
- 4631914 – Community Events
Increased to better reflect 23-24 actuals to date and planned events for 24-25.
- 5110110 – Salaries Regular Staff:
Reflects proposed salary increases presented at February 2024 board meeting. Of note, current 23-24 budget number is below actual as salary increases for 23-24 were presented and approved after adoption of budget and a subsequent formal budget amendment was not performed to reflect approved increases.
- 5211325 – Conferences & Meetings:
Increased to allocate funding for Rec staff to attend CPRS conference.
- 5220819 – Rec Program Supplies & Services:
Increase reflects higher anticipated program participation levels in addition to increased costs of supplies, field trips and school facility rentals for summer programs.
- 5220826 – Vending Supplies:
Increased to better reflect 23-24 actuals to date.
- 5220910 & 5220916 – Capital Outlay:
Capital expenditures include- Pool Area Exterior Lighting upgrade (\$15K); ADA Pool Chair replacement (\$8K - carried from FY 23-24); Pool Heater replacement (\$13.5K); Chlorine Generator Cells (\$8500); Pool Pump & Motor replacement* (\$16.5K)

Fire Dept:

- 4631145 – Service Contract Revenue:
Amount stated is a placeholder as the final amount is not able to be determined until the close of the current fiscal year. Amount stated is a reasonable estimate based on historical trends. FY 23-24 actual contract amount was \$112,027.
- 4640321 – CSA 13 Contract Rev:
Amount stated is a placeholder as the final amount is not able to be determined until the close of the current fiscal year. Amount stated is a reasonable estimate based on historical trends. FY 23-24 actual contract amount was \$734,960.
- 5210146 – Indep. Contractor Fees:
Costs incurred from Chief Officer Services with San Rafael have been updated representing an annual 3% increase in accordance with our Agreement.

- 5210910 – Maint. -Vehicles:
Increased in anticipation of greater maintenance needs and higher overall maintenance costs.
Represents vehicle maintenance performed off-site.
- 5220825 – Uniforms & Apparel:
Increased in accordance with rising uniform costs.
- 5220910 – Capital Outlay:
Capital Expenditures Include- Installation of partition walls in bunk room (\$60K – carried from FY 23-24).

Streetlights:

As illustrated in the proposed budget, the minimum costs for streetlight operations and maintenance are anticipated to exceed revenue generated from the dedicated streetlight service charge of \$15 per applicable parcel. Staff have discussed with legal counsel the procedures for potentially increasing the service charge amount to better account for current costs. This charge was last increased in 2010 and represents the maximum amount allowable under the applicable Marinwood CSD ordinance adopted in 1980. Due to “Prop. 218” requirements, potentially increasing this fee involves a multi-step process including applicable public hearings. The Board should discuss this at a future meeting and make a determination on if it desires to engage this process in an effort to increase applicable service fee revenue.

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	DISTRICT TOTAL			
	23/24 Budget	Actuals* 4/30/2024	24/25 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	1,996,500.00	1,990,465.89	2,116,200.00	6.0%
4110111 · PropTax - Admin Fee (Contra)	-25,000.00	-23,941.86	-25,000.00	0.0%
4110115 · PropTax - Unitary	11,500.00	17,962.57	11,500.00	0.0%
4110120 · PropTax - Current Unsecured	32,000.00	39,185.25	32,000.00	0.0%
4110140 · ERAF - Excess	200,000.00	240,877.93	200,000.00	0.0%
4110145 · ERAF - PY/Reverse	13,500.00	36,253.57	15,000.00	11.11%
4110210 · PropTax - Supplemental Current	36,000.00	28,562.51	36,000.00	0.0%
4110215 · PropTax - Supplemental Unsecure	500.00	2,492.94	500.00	0.0%
4110225 · PropTax - Supplemental Redempt	1,000.00	292.77	1,000.00	0.0%
4110510 · PropTax - Prior Unsecured	1,000.00	2,289.94	1,000.00	0.0%
4120610 · Special Tax Assessment	1,784,404.00	1,700,634.49	1,834,389.00	2.8%
4120611 · Special Tax- Admin Fee (contra)	-4,000.00	-3,644.00	-4,000.00	0.0%
4220115 · Building Plan Review	8,500.00	9,481.00	8,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	5,000.00	117,501.56	5,000.00	0.0%
4410127 · Interest- ERAF Co. Pooled	100.00	363.52	100.00	0.0%
4410215 · Rental Income - Pool & Picnic	30,000.00	27,569.36	30,000.00	0.0%
4410225 · Rental Income - Community Ctr	5,000.00	5,566.31	5,000.00	0.0%
4511210 · HOPTR	7,500.00	3,693.16	7,500.00	0.0%
4530527 · Grant Rev - Designated	177,952.00	0.00		-100.0%
4570110 · Expense Reimbursements	500.00	1,081.11	500.00	0.0%
4631145 · Service Contract Revenue	107,226.00	112,027.00	113,284.00	5.65%
4631911 · Advertising Sales	4,000.00	4,353.95	4,000.00	0.0%
4631912 · Vending Sales	27,000.00	32,313.98	35,000.00	29.63%
4631914 · Community Events	17,840.00	22,092.61	21,710.00	21.69%
4631915 · Tennis	82,500.00	104,356.19	90,500.00	9.7%
4631917 · Pool Operating Rev	212,000.00	241,197.27	218,000.00	2.83%
4631918 · Pool Memberships	70,000.00	74,486.49	60,000.00	-14.29%
4631919 · Adult Rec Programs	13,160.00	21,991.68	12,595.00	-4.29%
4631920 · Summer Rec Programs	1,141,791.00	1,939,175.77	1,300,535.00	13.9%
4631922 · Youth Rec Programs	248,646.00	232,218.20	238,860.00	-3.94%
4640321 · CSA 13 Contract Rev	723,630.00	551,220.00	735,930.00	1.7%
4710615 · Donations (General)	1,000.00	0.00	1,000.00	0.0%
4710631 · Paramedic Reimbursement	35,000.00	14,168.91	35,000.00	0.0%
4710642 · Miscellaneous Rev	900.00	10,249.03	900.00	0.0%
Total Revenue	6,966,649.00	7,556,539.10	7,142,503.00	2.52%

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	DISTRICT TOTAL			
	23/24 Budget	Actuals* 4/30/2024	24/25 Budget	% Change in Budget
Expenditures				
5110110 · Salaries - Regular Staff	1,634,496.00	1,251,322.21	1,709,601.00	4.59%
5110210 · Salaries - PT/Seasonal/Temp	894,532.00	678,488.43	967,746.00	8.18%
5110310 · Acting Pay	10,000.00	1,666.76	10,000.00	0.0%
5110313 · Holiday Pay	41,835.00	34,418.64	41,835.00	0.0%
5110319 · FLSA Pay	24,847.00	10,826.20	24,847.00	0.0%
5120110 · Overtime Pay	150,500.00	338,240.80	150,500.00	0.0%
5130120 · Benefits - Group Medical	619,606.00	524,010.05	657,475.00	6.11%
5130130 · OPEB Trust Contribution	100,000.00	74,997.00	100,000.00	0.0%
5130510 · PERS - Pension	773,336.00	722,628.68	777,417.00	0.53%
5140115 · Workers Comp Ins.	182,961.00	165,827.72	160,010.00	-12.54%
5140116 · 4850 Reimbursements (Contra)	0.00	-1,590.87		
5140130 · Physician Services	2,450.00	170.00	2,450.00	0.0%
5140140 · Social Security & Medicare	210,348.00	169,470.76	221,610.00	5.35%
5140145 · Unemployment Ins.	19,792.00	11,378.54	19,290.00	-2.54%
5210120 · Consultant Fees	12,700.00	4,350.00	11,355.00	-10.59%
5210122 · Marketing & Recruiting	43,400.00	45,602.30	45,830.00	5.6%
5210128 · Fingerprinting/Background	7,000.00	1,215.00	7,000.00	0.0%
5210131 · Legal Services	17,000.00	263.00	17,000.00	0.0%
5210146 · Indep. Contractor Fees	221,173.00	187,723.92	247,765.00	12.02%
5210210 · Audit & Accounting	15,000.00	16,868.25	17,500.00	16.67%
5210230 · Payroll Service Fees	10,750.00	9,922.40	12,900.00	20.0%
5210525 · Insurance - General	73,190.00	72,856.23	91,810.00	25.44%
5210530 · Legal Settlements	0.00	1,294.33		
5210725 · Telecom - Phone/Internet/Cable	12,220.00	8,890.25	12,550.00	2.7%
5210810 · Utilities - Gas & Electric	80,000.00	53,547.50	80,500.00	0.63%
5210815 · Garbage Removal	37,110.00	30,061.19	39,260.00	5.79%
5210825 · Utilities - Street Light Elec.	17,700.00	16,445.33	20,400.00	15.25%
5210835 · Utilities - Water & Sewer	50,000.00	50,505.75	57,500.00	15.0%
5210910 · Maint. - Vehicles	19,500.00	9,347.22	24,000.00	23.08%
5210915 · Maint. - Streetlights	5,925.00	3,714.11	3,960.00	-33.16%
5210920 · MERA Operating	30,010.00	30,012.00	30,655.00	2.15%
5211110 · Janitorial Services	16,000.00	12,379.06	16,000.00	0.0%
5211125 · Community Landscape Contract	38,500.00	28,512.00	39,200.00	1.82%
5211140 · Vegetation Management	5,000.00	0.00	5,000.00	0.0%
5211220 · Equipment Rental	7,500.00	5,481.45	8,000.00	6.67%
5211310 · Awards & Incentives	1,500.00	0.00	1,500.00	0.0%
5211315 · Professional Development	24,500.00	4,506.41	24,800.00	1.22%
5211325 · Conferences & Meetings	6,600.00	4,217.00	10,100.00	53.03%
5211330 · Memberships & Dues	11,800.00	10,379.08	12,690.00	7.54%
5211440 · Travel	3,300.00	0.00	3,300.00	0.0%
5211520 · Publications & Legal Notices	750.00	113.96	750.00	0.0%

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	DISTRICT TOTAL			
	23/24 Budget	Actuals* 4/30/2024	24/25 Budget	% Change in Budget
5211528 · Tree Maint. & Services	20,000.00	7,860.00	20,000.00	0.0%
5211532 · Weed & Pest Control	3,800.00	2,750.00	3,800.00	0.0%
5211545 · Election Expense			6,000.00	
5211610 · County-Wide Fees	13,160.00	11,005.56	12,185.00	-7.41%
5211710 · Long Term Debt - Principal	100,112.00	100,118.14	102,721.00	2.61%
5211715 · Long Term Debt - Interest	16,296.00	16,290.34	13,688.00	-16.0%
5220110 · Admin & Office Supplies	21,800.00	13,659.77	21,950.00	0.69%
5220130 · Copier Lease & Printing	8,885.00	10,513.61	9,000.00	1.29%
5220210 · Equip. Maintenance/Replacement*	33,900.00	20,773.39	31,000.00	-8.55%
5220215 · Pool Maintenance	20,000.00	13,022.31	20,000.00	0.0%
5220220 · Small Tools	2,500.00	162.38	2,500.00	0.0%
5220310 · Land & Buildings Maintenance	63,000.00	40,836.19	66,000.00	4.76%
5220610 · Gasoline/Fuel	4,500.00	3,938.57	5,000.00	11.11%
5220710 · Pool Chemicals	12,500.00	5,939.21	12,500.00	0.0%
5220810 · Miscellaneous Supplies	26,000.00	1,423.81	28,130.00	8.19%
5220819 · Rec Program Supplies & Services	231,300.00	149,826.15	267,900.00	15.82%
5220825 · Uniforms & Apparel	15,500.00	888.14	19,975.00	28.87%
5220826 · Vending Supplies	18,000.00	21,249.80	25,000.00	38.89%
5220827 · Janitorial Supplies	12,000.00	6,887.31	12,000.00	0.0%
5220830 · Volunteer Fire Department	2,000.00	0.00	2,000.00	0.0%
5220910 · Capital Outlay - Improvements	91,000.00	22,081.10	83,500.00	-8.24%
5220916 · Capital Outlay - New Equipment	273,940.00	252,841.20	55,500.00	-79.74%
5220920 · Capital Reserves Designation	100,000.00	0.00	100,000.00	0.0%
Total Expenditures	6,523,024.00	5,292,129.64	6,604,455.00	1.25%
Net Gain/Loss	443,625.00	2,264,409.46	538,048.00	21.28%

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	Park Dept			
	23/24 Budget	Actuals* 4/30/2024	24/25 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	832,540.00	830,024.28	924,780.00	11.08%
4110111 · PropTax - Admin Fee (Contra)	-10,425.00	-9,983.74	-10,925.00	4.8%
4110115 · PropTax - Unitary	4,795.00	7,490.40	5,025.00	4.8%
4110120 · PropTax - Current Unsecured	13,344.00	16,340.23	13,984.00	4.8%
4110140 · ERAF - Excess	83,400.00	100,446.09	87,400.00	4.8%
4110145 · ERAF - PY/Reverse	5,629.00	15,117.74	6,555.00	16.45%
4110210 · PropTax - Supplemental Current	15,012.00	11,910.56	15,732.00	4.8%
4110215 · PropTax - Supplemental Unsecure	208.00	1,039.55	218.00	4.81%
4110225 · PropTax - Supplemental Redempt	417.00	122.10	437.00	4.8%
4110510 · PropTax - Prior Unsecured	417.00	954.92	437.00	4.8%
4120610 · Special Tax Assessment	439,211.00	417,250.76	450,653.00	2.61%
4120611 · Special Tax- Admin Fee (contra)	-1,000.00	-892.79	-1,000.00	0.0%
4410125 · Interest- Co. Pooled Investment	2,085.00	48,998.15	2,185.00	4.8%
4410127 · Interest- ERAF Co. Pooled	100.00	151.59	100.00	0.0%
4511210 · HOPTR	3,127.00	1,540.05	3,277.00	4.8%
4530527 · Grant Rev - Designated	177,952.00	0.00		-100.0%
4570110 · Expense Reimbursements		1,081.11		
4710642 · Miscellaneous Rev	150.00	488.20	150.00	0.0%
Total Revenue	1,566,962.00	1,442,079.20	1,499,008.00	-4.34%
Expenditures				
5110110 · Salaries - Regular Staff	268,056.00	228,851.44	301,881.00	12.62%
5110210 · Salaries - PT/Seasonal/Temp	14,400.00	8,289.00	14,400.00	0.0%
5120110 · Overtime Pay	500.00	0.00	500.00	0.0%
5130120 · Benefits - Group Medical	136,810.00	114,976.67	140,946.00	3.02%
5130130 · OPEB Trust Contribution	24,000.00	18,000.00	22,000.00	-8.33%
5130510 · PERS - Pension	65,473.00	61,744.84	76,591.00	16.98%
5140115 · Workers Comp Ins.	31,514.00	28,356.54	28,579.00	-9.31%
5140140 · Social Security & Medicare	21,646.00	12,988.07	24,230.00	11.94%
5140145 · Unemployment Ins.	892.00	400.64	890.00	-0.22%
5210120 · Consultant Fees	6,550.00	2,950.00	6,215.00	-5.11%
5210122 · Marketing & Recruiting	2,300.00	1,032.53	2,300.00	0.0%
5210131 · Legal Services	5,000.00	263.00	5,000.00	0.0%
5210210 · Audit & Accounting	3,750.00	4,217.06	4,375.00	16.67%
5210230 · Payroll Service Fees	750.00	738.88	900.00	20.0%
5210525 · Insurance - General	23,910.00	24,228.24	30,070.00	25.76%
5210725 · Telecom - Phone/Internet/Cable	2,450.00	1,939.16	2,300.00	-6.12%
5210810 · Utilities - Gas & Electric	4,000.00	2,891.84	4,500.00	12.5%
5210815 · Garbage Removal	27,000.00	21,702.48	28,500.00	5.56%
5210835 · Utilities - Water & Sewer	27,500.00	26,402.13	29,500.00	7.27%
5210910 · Maint. - Vehicles	2,000.00	1,803.98	2,000.00	0.0%
5210920 · MERA Operating	3,000.00	3,000.00	3,065.00	2.17%

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	Park Dept			
	23/24 Budget	Actuals* 4/30/2024	24/25 Budget	% Change in Budget
5211125 · Community Landscape Contract	38,500.00	28,512.00	39,200.00	1.82%
5211220 · Equipment Rental	7,500.00	5,481.45	8,000.00	6.67%
5211315 · Professional Development	2,000.00	370.00	2,000.00	0.0%
5211325 · Conferences & Meetings	1,200.00	1,082.86	1,250.00	4.17%
5211330 · Memberships & Dues	2,750.00	2,250.00	2,825.00	2.73%
5211440 · Travel	800.00	0.00	800.00	0.0%
5211520 · Publications & Legal Notices	250.00	113.96	250.00	0.0%
5211528 · Tree Maint. & Services	20,000.00	7,860.00	20,000.00	0.0%
5211532 · Weed & Pest Control	3,800.00	2,750.00	3,800.00	0.0%
5211545 · Election Expense			1,500.00	
5211610 · County-Wide Fees	875.00	742.45	875.00	0.0%
5211710 · Long Term Debt - Principal	59,813.00	59,813.11	61,213.00	2.34%
5211715 · Long Term Debt - Interest	13,842.00	13,842.38	12,443.00	-10.11%
5220110 · Admin & Office Supplies	1,800.00	2,931.29	2,100.00	16.67%
5220130 · Copier Lease & Printing	890.00	1,167.72	900.00	1.12%
5220210 · Equip. Maintenance/Replacement*	12,500.00	5,162.82	8,500.00	-32.0%
5220220 · Small Tools	2,000.00	162.38	2,000.00	0.0%
5220310 · Land & Buildings Maintenance	40,500.00	33,871.20	43,500.00	7.41%
5220610 · Gasoline/Fuel	4,000.00	3,162.60	4,000.00	0.0%
5220810 · Miscellaneous Supplies	2,000.00	28.13	2,000.00	0.0%
5220825 · Uniforms & Apparel	1,000.00	669.75	1,000.00	0.0%
5220827 · Janitorial Supplies	1,000.00	432.42	1,000.00	0.0%
5220916 · Capital Outlay - New Equipment	244,440.00	230,745.24	17,500.00	-92.84%
5220920 · Capital Reserves Designation	11,000.00	0.00	14,000.00	27.27%
Total Expenditures	1,143,961.00	965,928.26	979,398.00	-14.39%
Net Gain/Loss	423,001.00	476,150.94	519,610.00	22.84%

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	Recreation Dept			
	23/24 Budget	Actuals* 4/30/2024	24/25 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	379,335.00	378,188.52	448,634.00	18.27%
4110111 · PropTax - Admin Fee (Contra)	-4,750.00	-4,548.96	-5,300.00	11.58%
4110115 · PropTax - Unitary	2,185.00	3,412.88	2,438.00	11.58%
4110120 · PropTax - Current Unsecured	6,080.00	7,445.20	6,784.00	11.58%
4110140 · ERAF - Excess	38,000.00	45,766.81	42,400.00	11.58%
4110145 · ERAF - PY/Reverse	2,565.00	6,888.18	3,180.00	23.98%
4110210 · PropTax - Supplemental Current	6,840.00	5,426.88	7,632.00	11.58%
4110215 · PropTax - Supplemental Unsecure	95.00	473.66	106.00	11.58%
4110225 · PropTax - Supplemental Redempt	190.00	55.62	212.00	11.58%
4110510 · PropTax - Prior Unsecured	190.00	435.08	212.00	11.58%
4410125 · Interest- Co. Pooled Investment	950.00	22,325.29	1,060.00	11.58%
4410127 · Interest- ERAF Co. Pooled	0.00	69.07		
4410215 · Rental Income - Pool & Picnic	30,000.00	27,569.36	30,000.00	0.0%
4410225 · Rental Income - Community Ctr	5,000.00	5,566.31	5,000.00	0.0%
4511210 · HOPTR	1,425.00	701.70	1,590.00	11.58%
4570110 · Expense Reimbursements	500.00	0.00	500.00	0.0%
4631911 · Advertising Sales	4,000.00	4,353.95	4,000.00	0.0%
4631912 · Vending Sales	27,000.00	32,313.98	35,000.00	29.63%
4631914 · Community Events	17,840.00	22,092.61	21,710.00	21.69%
4631915 · Tennis	82,500.00	104,356.19	90,500.00	9.7%
4631917 · Pool Operating Rev	212,000.00	241,197.27	218,000.00	2.83%
4631918 · Pool Memberships	70,000.00	74,486.49	60,000.00	-14.29%
4631919 · Adult Rec Programs	13,160.00	21,991.68	12,595.00	-4.29%
4631920 · Summer Rec Programs	1,141,791.00	1,939,175.77	1,300,535.00	13.9%
4631922 · Youth Rec Programs	248,646.00	232,218.20	238,860.00	-3.94%
4710615 · Donations (General)	1,000.00	0.00	1,000.00	0.0%
4710642 · Miscellaneous Rev	250.00	7,652.69	250.00	0.0%
Total Revenue	2,286,792.00	3,179,614.43	2,526,898.00	10.5%
Expenditures				
5110110 · Salaries - Regular Staff	345,365.00	291,152.56	382,736.00	10.82%
5110210 · Salaries - PT/Seasonal/Temp	880,132.00	670,199.43	953,346.00	8.32%
5130120 · Benefits - Group Medical	102,953.00	95,524.22	114,072.00	10.8%
5130130 · OPEB Trust Contribution	9,000.00	6,750.00	10,000.00	11.11%
5130510 · PERS - Pension	80,092.00	79,698.15	94,132.00	17.53%
5140115 · Workers Comp Ins.	42,661.00	38,306.20	40,316.00	-5.5%
5140140 · Social Security & Medicare	93,249.00	78,598.02	101,630.00	8.99%
5140145 · Unemployment Ins.	17,500.00	10,081.91	17,000.00	-2.86%
5210120 · Consultant Fees	2,050.00	350.00	1,715.00	-16.34%
5210122 · Marketing & Recruiting	38,000.00	42,033.65	39,980.00	5.21%
5210128 · Fingerprinting/Background	6,500.00	1,215.00	6,500.00	0.0%
5210131 · Legal Services	2,000.00	0.00	2,000.00	0.0%

Marinwood Community Services District
FY 2024-2025 Operating Budget
Proposed: May 14, 2024

	Recreation Dept			
	23/24 Budget	Actuals* 4/30/2024	24/25 Budget	% Change in Budget
5210146 · Indep. Contractor Fees	110,596.00	132,977.26	133,870.00	21.04%
5210210 · Audit & Accounting	3,750.00	4,217.06	4,375.00	16.67%
5210230 · Payroll Service Fees	5,000.00	4,419.40	6,000.00	20.0%
5210525 · Insurance - General	22,745.00	22,738.18	28,780.00	26.53%
5210725 · Telecom - Phone/Internet/Cable	2,850.00	1,999.65	3,050.00	7.02%
5210810 · Utilities - Gas & Electric	60,000.00	38,407.66	60,000.00	0.0%
5210815 · Garbage Removal	6,740.00	5,572.54	7,170.00	6.38%
5210835 · Utilities - Water & Sewer	15,000.00	16,466.12	18,500.00	23.33%
5211110 · Janitorial Services	16,000.00	12,379.06	16,000.00	0.0%
5211315 · Professional Development	12,500.00	3,886.41	12,800.00	2.4%
5211325 · Conferences & Meetings	4,050.00	2,209.57	7,500.00	85.19%
5211330 · Memberships & Dues	3,850.00	2,760.00	3,925.00	1.95%
5211440 · Travel	1,500.00	0.00	1,500.00	0.0%
5211520 · Publications & Legal Notices	250.00	0.00	250.00	0.0%
5211545 · Election Expense			1,500.00	
5211610 · County-Wide Fees	2,160.00	1,622.45	2,160.00	0.0%
5220110 · Admin & Office Supplies	15,000.00	8,998.67	15,000.00	0.0%
5220130 · Copier Lease & Printing	5,775.00	6,830.60	5,850.00	1.3%
5220215 · Pool Maintenance	20,000.00	13,022.31	20,000.00	0.0%
5220310 · Land & Buildings Maintenance	15,000.00	4,413.97	15,000.00	0.0%
5220710 · Pool Chemicals	12,500.00	5,939.21	12,500.00	0.0%
5220819 · Rec Program Supplies & Services	231,300.00	149,826.15	267,900.00	15.82%
5220825 · Uniforms & Apparel	6,000.00	218.39	7,500.00	25.0%
5220826 · Vending Supplies	18,000.00	21,249.80	25,000.00	38.89%
5220827 · Janitorial Supplies	10,000.00	6,108.83	10,000.00	0.0%
5220910 · Capital Outlay - Improvements	31,000.00	22,081.10	23,500.00	-24.19%
5220916 · Capital Outlay - New Equipment	16,500.00	0.00	38,000.00	130.3%
5220920 · Capital Reserves Designation	9,000.00	0.00	6,000.00	-33.33%
Total Expenditures	2,276,568.00	1,802,253.53	2,517,057.00	10.56%
Net Gain/Loss	10,224.00	1,377,360.90	9,841.00	-3.75%

Marinwood Community Services District
FY 2024-2025 Operating Budget
Proposed: May 14, 2024

	Fire Dept			
	23/24 Budget	Actuals* 4/30/2024	24/25 Budget	% Change in Budget
Revenue				
4110110 · PropTax - Current Secured	784,625.00	782,253.09	742,786.00	-5.33%
4110111 · PropTax - Admin Fee (Contra)	-9,825.00	-9,409.16	-8,775.00	-10.69%
4110115 · PropTax - Unitary	4,520.00	7,059.29	4,037.00	-10.69%
4110120 · PropTax - Current Unsecured	12,576.00	15,399.82	11,232.00	-10.69%
4110140 · ERAF - Excess	78,600.00	94,665.03	70,200.00	-10.69%
4110145 · ERAF - PY/Reverse	5,306.00	14,247.65	5,265.00	-0.77%
4110210 · PropTax - Supplemental Current	14,148.00	11,225.07	12,636.00	-10.69%
4110215 · PropTax - Supplemental Unsecure	197.00	979.73	176.00	-10.66%
4110225 · PropTax - Supplemental Redempt	393.00	115.05	351.00	-10.69%
4110510 · PropTax - Prior Unsecured	393.00	899.94	351.00	-10.69%
4120610 · Special Tax Assessment	1,320,968.00	1,260,369.98	1,359,511.00	2.92%
4120611 · Special Tax- Admin Fee (contra)	-2,900.00	-2,700.20	-2,900.00	0.0%
4220115 · Building Plan Review	8,500.00	9,481.00	8,500.00	0.0%
4410125 · Interest- Co. Pooled Investment	1,965.00	46,178.12	1,755.00	-10.69%
4410127 · Interest- ERAF Co. Pooled		142.86		
4511210 · HOPTR	2,948.00	1,451.41	2,633.00	-10.69%
4631145 · Service Contract Revenue	107,226.00	112,027.00	113,284.00	5.65%
4640321 · CSA 13 Contract Rev	723,630.00	551,220.00	735,930.00	1.7%
4710631 · Paramedic Reimbursement	35,000.00	14,168.91	35,000.00	0.0%
4710642 · Miscellaneous Rev	500.00	1,618.14	500.00	0.0%
Total Revenue	3,088,770.00	2,911,392.73	3,092,472.00	0.12%
Expenditures				
5110110 · Salaries - Regular Staff	1,021,075.00	731,318.21	1,024,984.00	0.38%
5110310 · Acting Pay	10,000.00	1,666.76	10,000.00	0.0%
5110313 · Holiday Pay	41,835.00	34,418.64	41,835.00	0.0%
5110319 · FLSA Pay	24,847.00	10,826.20	24,847.00	0.0%
5120110 · Overtime Pay	150,000.00	338,240.80	150,000.00	0.0%
5130120 · Benefits - Group Medical	379,843.00	313,509.16	402,457.00	5.95%
5130130 · OPEB Trust Contribution	67,000.00	50,247.00	68,000.00	1.49%
5130510 · PERS - Pension	627,771.00	581,185.69	606,694.00	-3.36%
5140115 · Workers Comp Ins.	108,786.00	99,164.98	91,115.00	-16.24%
5140116 · 4850 Reimbursements (Contra)		-1,590.87		
5140130 · Physician Services	2,450.00	170.00	2,450.00	0.0%
5140140 · Social Security & Medicare	95,453.00	77,884.67	95,750.00	0.31%
5140145 · Unemployment Ins.	1,400.00	895.99	1,400.00	0.0%
5210120 · Consultant Fees	4,100.00	1,050.00	3,425.00	-16.46%
5210122 · Marketing & Recruiting	3,100.00	2,536.12	3,550.00	14.52%
5210128 · Fingerprinting/Background	500.00	0.00	500.00	0.0%
5210131 · Legal Services	10,000.00	0.00	10,000.00	0.0%
5210146 · Indep. Contractor Fees	110,577.00	54,746.66	113,895.00	3.0%
5210210 · Audit & Accounting	7,500.00	8,434.13	8,750.00	16.67%

Marinwood Community Services District
FY 2024-2025 Operating Budget
Proposed: May 14, 2024

	Fire Dept			
	23/24 Budget	Actuals* 4/30/2024	24/25 Budget	% Change in Budget
5210230 · Payroll Service Fees	5,000.00	4,764.12	6,000.00	20.0%
5210525 · Insurance - General	26,535.00	25,889.81	32,960.00	24.21%
5210530 · Legal Settlements		1,294.33		
5210725 · Telecom - Phone/Internet/Cable	6,920.00	4,951.44	7,200.00	4.05%
5210810 · Utilities - Gas & Electric	16,000.00	12,248.00	16,000.00	0.0%
5210815 · Garbage Removal	3,370.00	2,786.17	3,590.00	6.53%
5210835 · Utilities - Water & Sewer	7,500.00	7,637.50	9,500.00	26.67%
5210910 · Maint. - Vehicles	17,500.00	7,543.24	22,000.00	25.71%
5210920 · MERA Operating	27,010.00	27,012.00	27,590.00	2.15%
5211140 · Vegetation Management	5,000.00	0.00	5,000.00	0.0%
5211310 · Awards & Incentives	1,500.00	0.00	1,500.00	0.0%
5211315 · Professional Development	10,000.00	250.00	10,000.00	0.0%
5211325 · Conferences & Meetings	1,350.00	924.57	1,350.00	0.0%
5211330 · Memberships & Dues	5,200.00	5,369.08	5,940.00	14.23%
5211440 · Travel	1,000.00	0.00	1,000.00	0.0%
5211520 · Publications & Legal Notices	250.00	0.00	250.00	0.0%
5211545 · Election Expense			3,000.00	
5211610 · County-Wide Fees	9,625.00	8,140.66	8,650.00	-10.13%
5211710 · Long Term Debt - Principal	40,299.00	40,305.03	41,508.00	3.0%
5211715 · Long Term Debt - Interest	2,454.00	2,447.96	1,245.00	-49.27%
5220110 · Admin & Office Supplies	5,000.00	1,729.81	4,850.00	-3.0%
5220130 · Copier Lease & Printing	2,220.00	2,515.29	2,250.00	1.35%
5220210 · Equip. Maintenance/Replacement*	21,400.00	15,610.57	22,500.00	5.14%
5220220 · Small Tools	500.00	0.00	500.00	0.0%
5220310 · Land & Buildings Maintenance	7,500.00	2,551.02	7,500.00	0.0%
5220610 · Gasoline/Fuel	500.00	775.97	1,000.00	100.0%
5220810 · Miscellaneous Supplies	24,000.00	1,395.68	26,130.00	8.88%
5220825 · Uniforms & Apparel	8,500.00	0.00	11,475.00	35.0%
5220827 · Janitorial Supplies	1,000.00	346.06	1,000.00	0.0%
5220830 · Volunteer Fire Department	2,000.00	0.00	2,000.00	0.0%
5220910 · Capital Outlay - Improvements	60,000.00	0.00	60,000.00	0.0%
5220916 · Capital Outlay - New Equipment	13,000.00	22,095.96		-100.0%
5220920 · Capital Reserves Designation	80,000.00	0.00	80,000.00	0.0%
Total Expenditures	3,078,370.00	2,503,288.41	3,083,140.00	0.15%
Net Gain/Loss	10,400.00	408,104.32	9,332.00	-10.27%

Marinwood Community Services District
FY 2024-2025 Operating Budget
Proposed: May 14, 2024

	Streetlights			
	23/24 Budget	Actuals* 4/30/2024	24/25 Budget	% Change in Budget
Revenue				
4120610 · Special Tax Assessment	24,225.00	23,013.75	24,225.00	0.0%
4120611 · Special Tax- Admin Fee (contra)	-100.00	-51.01	-100.00	0.0%
4710642 · Miscellaneous Rev		490.00		
Total Revenue	<u>24,125.00</u>	<u>23,452.74</u>	<u>24,125.00</u>	<u>0.0%</u>
Expenditures				
5210825 · Utilities - Street Light Elec.	17,700.00	16,445.33	20,400.00	15.25%
5210915 · Maint. - Streetlights	5,925.00	3,714.11	3,960.00	-33.16%
5211610 · County-Wide Fees	500.00	500.00	500.00	0.0%
Total Expenditures	<u>24,125.00</u>	<u>20,659.44</u>	<u>24,860.00</u>	<u>3.05%</u>
Net Gain/Loss	<u>0.00</u>	<u>2,793.30</u>	<u>-735.00</u>	



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: May 14, 2024
Re: Board Bylaws Amendment: Board Meeting Start Time and Date

Directors,

During the April 9, 2024 board meeting, the Board formally amended the Board Bylaws changing the start time of regular board meetings from 7:30pm to 7:00pm.

It was requested to discuss and potentially further amend the bylaws to establish an earlier start time than originally proposed as well as a potential revised date on which regular meetings will be conducted. The options requested to be discussed and potentially approved were as follows:

1. Conduct meetings on the 2nd Tuesday of each month with a start time of 6:30pm.
2. Conduct meetings on the 3rd Tuesday of each month with a start time of 7:00pm.
3. Conduct meetings on the 3rd Tuesday of each month with a start time of 6:30pm.

As informed at the April 9 meeting, both the regular meeting start time as well as the meeting date are memorialized in the Board Bylaws as stated in the following sections (the complete Board Bylaws can be viewed here <https://www.marinwood.org/about-us/board-documents>):

Article II Place of Business

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

Article VII Meetings

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

A. Time and Place of Regular Meetings

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

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

Article XIX Bylaws Adoption and Amendments

The MCSD Board of Directors reserves the right to modify, supplement, or rescind any provision of the manual, as it deems necessary. Adoption of a new policy or an amendment to an existing policy may be initiated by any Director, or by the District Manager. The proposed adoption or amendment is initiated by submitting a written draft of the proposed adoption or amendment to the District Manager, and requesting that the item be included on the agenda of a regular meeting of the Board of Directors. Policies and procedures cannot be amended, altered or modified in any way by oral statements. Adoption of a new policy, such as Bylaws, or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a two-thirds majority affirmative vote of the entire Board of Directors.

Adjusting the regular meeting start time and/or the regular meeting date can be accomplished with the approval of one of the following Board Bylaws amendments:

Option 1: 2nd Tuesday of the Month at 6:30pm

Article VII Meetings

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

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

Regular meetings of the MCSD Board of Directors shall take place on the second Tuesday of each month at the Marinwood Community Center at 775 Miller Creek Road, San Rafael, CA 94903. The open session part of the meeting shall start at ~~7:00 PM~~ **6:30 PM** with the optional closed session taking place either preceding or following the open session. However, if a meeting date shall fall on a legal holiday, the regular meeting shall be moved to a date specified by the Board.

Option 2: 3rd Tuesday of the Month at 7:00pm

Article II Place of Business

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

Article VII Meetings

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

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

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

Option 3: 3rd Tuesday of the Month at 6:30pm

Article II Place of Business

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

Article VII Meetings

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

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

Regular meetings of the MCSD Board of Directors shall take place on the ~~second~~ **third** Tuesday of each month at the Marinwood Community Center at 775 Miller Creek Road, San Rafael, CA 94903. The open session part of the meeting shall start at ~~7:00 PM~~ **6:30 PM** with the optional closed session taking place either preceding or following the open session. However, if a meeting date shall fall on a legal holiday, the regular meeting shall be moved to a date specified by the Board.

Potential Board Actions:

1. Do nothing. This will maintain the current schedule of regular board meetings conducted on the second Tuesday of each month beginning at 7:00 PM.
2. Approve Option #1 amending only the start time of regular board meetings from 7:00 PM to 6:30 PM on the second Tuesday of each month.
3. Approve Option #2 amending only the date of regular board meetings from the second Tuesday of each month to the third Tuesday of each month with a start time of 7:00 PM.
4. Approve Option #3 amending both the start time and the date of regular board meetings from the second Tuesday of each month with a start time at 7:00 PM to the third Tuesday of each month with a start time at 6:30 PM.



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: May 14, 2024
Re: Resolution 2024-03: Board Director Election – November 5, 2024

Directors,

Please see the included Resolution 2024-03, calling for an election to be held on November 5, 2024 for seats on the Marinwood CSD Board of Directors.

The District will have three (3) seats available for election. The current board directors whose terms will be expiring this year are:

1. Christopher Case
2. Kathleen Kilkenny
3. Lisa Ruggeri

Marinwood CSD elections are conducted through the Marin County Department of Elections, Registrar of Voters (<https://www.marincounty.org/depts/rv>). To be eligible for candidacy, interested persons must be a registered voter with a primary residence within the Marinwood CSD jurisdiction.

The pertinent candidate filing dates are July 15 thru August 9 for all candidates. Incumbents must file during this period if they wish to continue. If an incumbent does not file by August 9, the nomination filing period will be extended to August 14 to those other than incumbents.

More information will be made available with the release of the Candidate Manual by the Marin County Elections Department, expected to be released in mid-June.

Staff Recommendation:

Approve Resolution 2024-03 as presented.

RESOLUTION NO. 2024-03

**RESOLUTION OF THE GOVERNING BODY OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT**

**A REGULARLY SCHEDULED ELECTION TO BE HELD IN THIS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE WITH ANY
OTHER ELECTION CONDUCTED ON SAID DATE, AND REQUESTING
ELECTION SERVICES BY THE MARIN COUNTY ELECTIONS DEPARTMENT**

WHEREAS, it is the determination of said governing body the regularly scheduled statewide election to be held on the 5th day of November, 2024, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year) **3**

Number of Short Term Positions (2-year)

NOW, THEREFORE, BE IT RESOLVED, pursuant to Elections Code §10002, the Board of Supervisors of the County of Marin is hereby requested to:

- 1) Consolidate said election with any other applicable election conducted on the same day in the manner prescribed in Elections Code §10418;
- 2) Authorize and direct the Marin County Elections Department at District expense, to provide all necessary election services and to canvass the results of said election.

PASSED AND ADOPTED at a regular meeting of the Marinwood Community Services District Board of Directors held on the 14th day of May, 2024 by the following vote:

AYES:

NOES:

ABSENT:

Kathleen Kilkenny, President
Board of Directors

ATTEST: _____
Tiffany Combrink, Secretary

District Manager Report

May 14, 2024

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.

Creek Bank Slide Repair Project:

This project has been completed and all project engineering consultants have submitted their letters of project completion noting significant compliance with the approved plans. We have also submitted the required Notice of Completion to the County and the environmental regulatory agencies. We are looking to close our County building and construction permit as soon as possible.

The past month has continued to remain quiet in regards to our ongoing FEMA claim as our application and supporting documentation is still in the next stage(s) of review. I have also submitted the completion letters referenced above as well as updated invoices since the last submission.

Change of Payroll Provider:

On April 23rd we were notified that our long-time payroll provider, Accuchex, will be ceasing operations in the near future. Accuchex further informed that they have selected ADP as a “transition partner.” ADP has also agreed to match current pricing for the first 18 months of service. Tiffany & I have had a couple of introductory meetings with ADP since that time. However, we are also exploring other options as well and plan on having those meetings within the next week or two.

Unfortunately, the timing of this announcement could not be worse as we are entering our busiest season with approximately 225 active employees on payroll. However, while Accuchex has yet to announce a final closure date, they have informed that they desire to support their existing clients through this transition and can be somewhat flexible with the final cross-over date. As of now, we are targeting mid-September for a go live date with a new provider.

Other Items of Note:

- **Employee Handbook Update:** I was hoping to dive in to this initiative with the completion of the operating budget and the creek bank repair project. With the need to now identify and procure a new payroll provider, this may impact timing slightly.
- **Fire Prevention Goat Grazing:** We will once again be hosting goat herds to provide management of flashy fuels along our open space areas bordering residential properties. We expect the goats to arrive in early to mid-June and they will provide treatment along the same areas as the last several years.

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.

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

RECREATION ACTIVITY REPORT

Spring Art Show

Our Annual Spring Art Show took place on Saturday, April 27th from 3-7pm in the community center. The theme of this year's show was "Finding the Familiar" and featured artwork from 40-50 of Marin's finest artists. This was one of our most well-attended shows and it was great to see so many new people coming out to enjoy the artwork. I want to thank our art director Susan Press for helping us put together another great show.

Upcoming Events

Our upcoming community events include our Summer Music in the Park Series, which starts Friday, June 28th, and Summer Brewfest, which takes place Saturday, July 27th.

Summer Camp Registration

Registration continues to be strong for our summer camps, which most camps full for most weeks. Staff are currently marketing the age groups and weeks that still have availability and we are hoping to have everything filled before summer starts.

Summer Staff Trainings

Over the past couple months Robyn has been running numerous CPR and First Aid Trainings for our summer camp staff. We require all our camp staff members to be certified in CPR and First Aid, and getting all 200+ of them through the required trainings is no small feat. I want to recognize Robyn for putting in the time and effort to make the health and safety of our camp participants a top priority.

With over 400 kids attending our programs each day throughout the summer, we do get our share of (mostly minor) injuries and emergencies. I am continually impressed by the professional manner in which our part-time staff members are able to handle these situations.

Pool Season

While our weather has been up and down this spring, attendance at the pool has been steady and things are going smoothly. John Paul has a solid group of lifeguards, pool attendants, and swim instructors working this spring. We are looking forward to many of our college-age staff members returning later this month. John Paul has been running lifeguarding and CPR trainings for his new and returning staff members, which have been going well.

Pool Shower

At the end of April, after our faulty water heater was replaced, staff were able to install a brand new shower at the pool. The old shower, which was several decades old, was falling apart and leaking. We are happy to be both saving water and offering our patrons a more functional shower.

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

PARKS MAINTENANCE ACTIVITY REPORT

Turf Treatment

This past few weeks the Parks Staff completed our annual pre-summer turf treatment, which included aerating all lawns, adding fertilizer and seed, and inspecting and adjusting all sprinklers as needed. The turf is looking great. Over the next 6 weeks staff will continue to spot-treat areas that have been damaged by gophers, dogs, and other animals. We are on track for the turf to be in robust shape for the heavy summer foot traffic.

Pool Facility Work

Staff installed our new pool shower the week of April 29th, replacing our former 30+ year old shower that was falling apart and leaking. In addition to not leaking, the new shower utilizes push-buttons with automatic shut-offs that will greatly reduce water waste. I want to acknowledge John Paul for taking the lead on the shower replacement project and the parks staff for completing the install efficiently.

Gagaball Pit Installation

The Parks Staff is currently working on re-installing our large gagaball pit at the north end of the park. We have prepped the area, added drainage and ground cover, and are in the process of assembling the structure. It should be complete by the end of this week. We are excited for the long-awaited return of the gagaball pit to this area since it was originally displaced during the construction of our new maintenance facility and relocated a few times. Gagaball is a favorite activity for our summer camps, as well as our after school program, and it will get heavy use year-round.

Upcoming Projects

Upcoming projects will include replacing a failing retaining wall at Creekside Park, some updates to the landscaping around the firemen's hill and community center ahead of summer, and replacing some sections of border around the parking lot.

Daily/Weekly Tasks:

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