

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

## Tuesday – June 11, 2024 – 6:00 PM

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

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

Item Description:	Board Action
<b>A. CALL TO ORDER &amp; PLEDGE OF ALLEGIANCE</b>	
<b>B. AGENDA</b>	Adopt
<b>C. PUBLIC COMMENT ON CLOSED SESSION ITEMS</b>	
<b>D. CLOSED SESSION</b> <i>Conference with Labor Negotiators Section 54957.6 Agency designated representatives: Eric Dreikosen. Represented Employees: Marinwood Professional Firefighters</i>	
<b>E. OPEN SESSION: (Open Session will begin no earlier than 7:00PM)</b>	
<b>F. CONSENT CALENDAR</b> a. Draft Minutes of Regular Meeting of May 14, 2024 b. Bills Paid Nos. 8291 – 8397	Approve
<b>G. PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA</b> <i>Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board at the conclusion of the public comment period. The President may refer the matter to staff or to a future meeting agenda.</i>	
<b>H. DISTRICT MATTERS</b>	
1. Resolution No. 2024-04: Determining the 2024-2025 Appropriations Limit on Tax Proceeds	Approve
2. Fiscal Year 2024-2025 Pay Schedules of All Positions	Approve
3. District Manager Report	Review
<b>I. FIRE DEPARTMENT MATTERS</b>	
1. Draft Minutes of Fire Commission Meeting of June 4, 2024	Review
2. Chief Officer Report and Activity Summary	Review
<b>J. PARK AND RECREATION MATTERS</b>	
1. Draft Minutes of Park & Recreation Commission Meeting of May 28, 2024	Review
2. Request from Mize Family for Placement of Memorial Bench at Marinwood Park in Memory of Leslie (Les) A. Mize	Approve
3. FY24-25 Measure A Work Plan: Replaster of Marinwood Community Pool(s)	Approve
4. Recreation and Park Maintenance Activity Reports	Review
<b>K. BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS</b>	
<b>L. ADJOURN</b>	
<b>DATE OF NEXT REGULAR BOARD MEETING – June 11, 2024</b>	

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

# Marinwood Community Services District

Draft Minutes of Board of Directors Meeting

Tuesday – May 14, 2024 – 6:30pm

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

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

**Present:**

Board Members: President Kathleen Kilkenny, Chris Case, Sivan Oyserman, Lisa Ruggeri and Bill Shea.  
Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, Acting Fire Chief Abraham Roman, and Accounting & Payroll Manager Tiffany Combrink.

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

Board President Kilkenny called the meeting to order at 6:30pm.

**B. Agenda**

Agenda adopted as presented.

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

No public comments were received.

**D. Closed Session**

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

Convened at 6:33PM and adjourned at 6:55PM with no reportable action taken

**E. Open Session**

President Kilkenny called the open session to order at 7:01PM

**F. Consent Calendar**

*a. Draft Minutes of Regular Meeting of April 9, 2024*

*b. Bills Paid Nos. 8225 - 8290*

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

All in favor. Motion carried unanimously.

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

No public comments were received.

**H. District Matters**

1. *Fiscal Year 2024-2025 Proposed District Operating Budget*

Shea to approve/Oyserman to second Fiscal Year 2024-2025 Proposed District Operating Budget

All in favor. Motion carried unanimously

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

No motion received. No action taken

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*

Case to approve/Ruggeri to second Resolution 2024-03

All in favor. Motion carried unanimously

4. *District Manager Report*  
Board received District Manager Report

**I. Fire Department Matters:**

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

**J. Park and Recreation Matters:**

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

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

- Director Shea noted the memorial service for community member Les Mize to be held 05/18/24
- Director Shea requests discussion/updates on Streetlights assessment fees.

**L. Adjourn**

Meeting adjourned at 8 :16PM

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 June 11 2024

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8291	5/3/2024	Airgas	710.61	pool chems	Rec	5220710	Pool	710.61
8292	5/3/2024	AT&T	344.06	Phones - March	Fire	5210725	General	160.89
					Park	5210725	General	29.40
					Rec	5210725	General	153.77
8293	5/3/2024	AT&T	90.24	park internet - April	Park	5210725	General	90.24
8294	5/3/2024	EverBank	687.51	copier lease	Rec	5220130	General	446.88
					Fire	5220130	General	171.88
					Park	5220130	General	68.75
8295	5/3/2024	Home Depot	519.14	supplies	Park	5220310	General	519.14
8296	5/3/2024	Landesign	3,168.00	landscape contractor	Park	5211125	General	3,168.00
8297	5/3/2024	Marin IJ	2,185.00	2024 camp advertising	Rec	5210122	Summer	2,185.00
8298	5/6/2024	CalPERS	8,333.00	CERBT April	Park	5130130	General	2,000.00
					Rec	5130130	General	750.00
					Fire	5130130	General	5,583.00
8299	5/6/2024	Marinwood CSD	91,739.24	Fire Salaries	Fire	5110110	General	32,233.60
				Fire OT	Fire	5120110	General	13,751.28
				Acting Pay	Fire	5110310	General	303.12
				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	8,771.20
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	270.00
				Building attendants	Rec	5110210	Building	256.00
				Pool staff	Rec	5110210	Pool	7,351.54
				Swim Team	Rec	5110210	Swim Team	2,290.00
				Aquatics	Rec	5110210	Aquatics	147.50
				Preschool	Rec	5110210	Preschool	5,298.50
				Afterschool	Rec	5110210	Afterschool	1,348.00
				Community	Rec	5110210	Community	500.00
				PR fees	Fire	5210230	General	172.46
				PR fees	Rec	5210230	General	128.08
				PR fees	Park	5210230	General	26.76
				SS + Medicare	Fire	5140140	General	3,822.32
				SS + Medicare	Rec	5140140	General	2,636.23
				SS + Medicare	Park	5140140	General	611.27
				EDU + SUI	Rec	5140145	General	244.10
				EDU + SUI	Park	5140145	General	4.32
				Benefits withholding	Park	2120066	General	-1,183.29
				Benefits withholding	Rec	2120066	General	-1,549.68
				Benefits withholding	Fire	2120066	General	-5,924.47
8300	5/6/2024	Marinwood CSD	15,346.99	Retire 05/03/24	Park	5130510	General	1,778.36
					Rec	5130510	General	2,460.25
					Fire	5130510	General	11,108.38
8301	5/6/2024	Christy Costello	1,033.60	Zumba	Rec	5210146	Adult	1,033.60
8302	5/6/2024	Alisa Belew	567.00	Irish Dance	Rec	5210146	Youth	567.00
8303	5/6/2024	Patricia Ann Ranum	567.00	Irish Dance	Rec	5210146	Youth	567.00
8304	5/6/2024	Carol Neel	350.00	Mah Jongg	Rec	5210146	Adult	350.00
8305	5/6/2024	Master Sim	960.00	TKD	Rec	5210146	Youth	960.00
8306	5/6/2024	Scott Solin	37.50	2024 Spring Art Show	Rec	5220819	Community	37.50
8307	5/6/2024	Jeff Downing	225.00	2024 Spring Art Show	Rec	5220819	Community	225.00
8308	5/6/2024	Kathy Canfield Shepard	101.25	2024 Spring Art Show	Rec	5220819	Community	101.25
8309	5/6/2024	Kelly Phipps	206.25	2024 Spring Art Show	Rec	5220819	Community	206.25
8310	5/6/2024	Kristen Kagan Yee	375.00	2024 Spring Art Show	Rec	5220819	Community	375.00
8311	5/6/2024	Susan Press	62.25	2024 Spring Art Show	Rec	5220819	Community	62.25
8312	5/6/2024	Mackenzie Courtney	2,566.00	refund summer camp	Rec	4631920	Summer	2,566.00
8313	5/6/2024	Rory Stenback	308.00	refund summer camp	Rec	4631920	Summer	308.00
8314	5/6/2024	Liz Coluni	205.00	refund picnic rental	Rec	4631917	Pool	205.00
8315	5/6/2024	Carly Daniels	1,768.00	refund summer camp	Rec	4631920	Summer	1,768.00
8316	5/6/2024	Astro Jump	269.00	05/29 preschool enrichmnet	Rec	5220819	Preschool	269.00
8317	5/6/2024	Cal West Rentals	135.30	aerator	Park	5211220	General	135.30
8318	5/6/2024	Coverall	1,176.00	janitorial - May	Rec	5211110	Building	1,176.00
8319	5/6/2024	DC Electric	315.40	SL maintenance - March	Streetlights	5210915	General	315.40
8320	5/6/2024	Delta Dental	2,042.48	Dental - May	Fire	5130120	General	1,158.27
					Park	5130120	General	468.83
					Rec	5130120	General	415.38
8321	5/6/2024	Liebert Cassidy Whitmore	130.50	legal services	Fire	5210131	General	130.50
8322	5/6/2024	Marin Professional Firefighte	840.00	April dues	Fire	5211330	General	840.00
8323	5/7/2024	Marin Resource Recovery	543.00	debris dump	Park	5210815	General	543.00

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
8324	5/7/2024	Miller Pacific Engineering Gr	3,063.70	MPEG geotech services	Capital	5210120	FEMA	3,063.70
8325	5/7/2024	Municipal Emergency Servic	1,207.68	SCBA flow test	Fire	5220210	General	1,207.68
8326	5/7/2024	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
8327	5/7/2024	Postal Palace	29.07	fed ex shipping	Fire	5220110	General	29.07
8328	5/7/2024	Project A	40.00	email hosting	Rec	5220110	General	20.00
					Fire	5220110	General	20.00
8329	5/7/2024	R&S Erection of Santa Rosa	1,482.13	Engine Bay door repair	Fire	5220310	General	1,482.13
8330	5/7/2024	Staples	115.77	office supplies	Rec	5220110	General	115.77
8331	5/7/2024	State of CA - Dept of Justice	32.00	fingerprinting	Rec	5210128	General	32.00
8332	5/7/2024	T-Mobile	153.24	cell phones	Fire	5210725	General	153.24
8333	5/7/2024	Westward Builders	31,924.57	retention final payment	Capital	5220910	FEMA	31,924.57
8334	5/8/2024	AFLAC	26.50	disability - Apr	Park	5130120	General	26.50
8335	5/8/2024	AT&T	341.45	phones - April	Fire	5210725	General	159.95
					Park	5210725	General	29.01
					Rec	5210725	General	152.49
8336	5/8/2024	Comcast	159.80	Internet - May	Rec	5210725	General	79.90
					Fire	5210725	General	79.90
8337	5/8/2024	EverBank	750.44	copier lease	Rec	5220130	General	487.78
					Fire	5220130	General	187.61
					Park	5220130	General	75.05
8338	5/8/2024	Geomorph Design	4,632.00	Project close out mgmt	Capital	5210120	FEMA	4,632.00
8339	5/8/2024	Got Gophers	275.00	pest control	Park	521132	General	275.00
8340	5/8/2024	Grainger	642.12	pool supplies	Rec	5220310	Pool	356.25
				diesel exhaust fuel	Fire	5220310	General	96.85
				absorbent	Fire	5220310	General	93.70
				battery charger	Fire	5220310	General	95.32
8341	5/8/2024	Home Depot	885.74	pool supplies	Rec	5220310	Pool	312.41
				park supplies	Park	5220310	General	573.33
8342	5/8/2024	John Paul Kessler	119.28	latex gloves	Rec	5220819	General	119.28
8343	5/8/2024	Curtis & Sons	219.55	turnout cleaner	Fire	5220827	General	219.55
8344	5/8/2024	Landesign	3,168.00	landscape contractor	Park	5211125	General	3,168.00
8345	5/9/2024	Marin Resource Recovery	573.50	debris dump	Park	5210815	General	573.50
8346	5/9/2024	Marin Municipal Water	5,772.09	Water Mar/Apr	Fire	5210835	General	460.00
					Rec	5210835	General	1,068.53
					Park	5210835	General	4,243.56
8347	5/9/2024	Paula Ockner	1,540.00	summer vibes art class	Rec	5210146	Youth	1,540.00
8348	5/9/2024	PG&E	3,534.91	Gas - Apr	Rec	5210810	General	3,301.36
					Fire	5210810	General	233.55
8349	5/9/2024	PG&E	1,725.27	Streetlights - April	Streetlights	5210825	General	1,725.27
8350	5/9/2024	Pitney Bowes	98.82	ink	Rec	5220110	General	98.82
8351	5/9/2024	SDRMA	257.40	Life ins - June	Fire	5130120	General	81.22
					Park	5130120	General	83.52
					Rec	5130120	General	92.66
8352	5/9/2024	VSP	387.94	Vision - May	Fire	5130120	General	214.51
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
8353	5/9/2024	Wells Fargo	644.08	copier lease	Rec	5220130	General	418.65
					Fire	5220130	General	161.02
					Park	5220130	General	64.41
8354	5/15/2024	Airgas	816.26	pool chems	Rec	5220710	Pool	816.26
8355	5/15/2024	AT&T	90.24	park internet - May	Park	5210725	General	90.24
8356	5/15/2024	C.A.P.F.	472.00	LTD - Apr	Fire	5130120	General	236.00
				LTD - May	Fire	5130120	General	236.00
8357	5/15/2024	CalPERS	8,333.00	CERBT May	Park	5130130	General	2,000.00
					Rec	5130130	General	750.00
					Fire	5130130	General	5,583.00
8358	5/15/2024	Comcast	206.16	Cable - May	Fire	5210725	General	206.16
8359	5/15/2024	County of Marin	298.30	park fuel - March	Park	5220610	General	298.30
8360	5/15/2024	County of Marin	250.03	truck maintenance - March	Park	5220210	General	250.03
8361	5/15/2024	Alaina Fuetsch	113.22	preschool supplies	Rec	5220819	Preschool	113.22
8362	5/15/2024	Gary Gockel	8,845.00	pool pump repair - pmt 1 of ;	Rec	5220916	Pool	8,845.00
8363	5/15/2024	Gary Gockel	8,845.00	pool pump repair - pmt 2 of ;	Rec	5220916	Pool	8,845.00
8364	5/15/2024	Hagel Services	721.41	janitorial supplies	Rec	5220827	Building	721.41
8365	5/15/2024	Marin Sanitary Service	2,462.46	Garbage - April	Park	5210815	General	1,723.72
					Rec	5210815	General	492.49
					Fire	5210815	General	246.25
8366	5/21/2024	Marinwood CSD	95,482.23	Fire Salaries	Fire	5110110	General	32,233.60
				Fire OT	Fire	5120110	General	15,840.36
				FLSA	Fire	5110319	General	739.15
				Acting Pay	Fire	5110310	General	47.76
				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	8,694.40

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	279.00
				Building attendants	Rec	5110210	Building	256.00
				Pool Staff	Rec	5110210	Pool	8,763.92
				Swim Team	Rec	5110210	Swim Team	1,475.00
				Aquatics	Rec	5110210	Aquatics	112.50
				Summer	Rec	5110210	Summer	82.50
				Preschool	Rec	5110210	Preschool	6,232.50
				Afterschool	Rec	5110210	Afterschool	1,456.00
				PR fees	Fire	5210230	General	174.44
				PR fees	Rec	5210230	General	127.14
				PR fees	Park	5210230	General	25.72
				SS + Medicare	Fire	5140140	General	4,019.11
				SS + Medicare	Rec	5140140	General	2,721.16
				SS + Medicare	Park	5140140	General	611.98
				EDU + SUI	Rec	5140145	General	209.74
				EDU + SUI	Park	5140145	General	4.46
				Benefits withholding	Park	2120066	General	-1,183.29
				Benefits withholding	Rec	2120066	General	-1,543.73
				Benefits withholding	Fire	2120066	General	-6,127.59
8367	5/21/2024	Marinwood CSD	15,378.57	Retire 05/17/24	Park	5130510	General	1,778.36
					Rec	5130510	General	2,436.55
					Fire	5130510	General	11,163.66
8368	5/21/2024	Marinwood CSD	50,535.27	Health - June	Park	5130120	General	11,009.02
					Rec	5130120	General	9,341.27
					Fire	5130120	General	30,184.98
8369	5/21/2024	Alison Morris	360.00	refund GIT	Rec	4631917	Aquatics	360.00
8370	5/21/2024	Hillary Werronen	1,302.00	refund summer camp	Rec	4631920	Summer	1,302.00
8371	5/21/2024	Jessica Warmby	120.00	refund GIT	Rec	4631917	Aquatics	120.00
8372	5/21/2024	Swann Freslon	1,190.00	refund summer camp	Rec	4631920	Summer	1,190.00
8373	5/21/2024	Talia Korenbrot	616.00	refund summer camp	Rec	4631920	Summer	616.00
8374	5/21/2024	Jerry Mehcz	11,564.16	Tennis	Rec	5210146	Tennis	11,564.16
8375	5/21/2024	Carol Neel	300.00	Mah Jongg	Rec	5210146	Adult	300.00
8376	5/23/2024	Area Printhouse	24,737.30	camp shirts	Rec	5220819	Summer	24,737.30
8377	5/23/2024	DC Electric	315.40	SL maintenance - April	Streetlights	5210915	General	315.40
8378	5/23/2024	Delta Dental	2,042.48	Dental - June	Fire	5130120	General	1,158.27
					Park	5130120	General	468.83
					Rec	5130120	General	415.38
8379	5/23/2024	Fire King	400.00	Extinguisher annual inspecti	Rec	5220310	General	400.00
8380	5/23/2024	Janet Carter	394.00	Pilates	Rec	5210146	Adult	394.00
8381	5/23/2024	The Permanente Medical Gr	40.00	camp staff TB	Rec	5140130	Summer	40.00
8382	5/23/2024	Noelle Cochran	20.00	refund pool daily fees	Rec	4631917	Pool	20.00
8383	5/23/2024	PG&E	2,596.21	Electric - Apr	Rec	5210810	General	2,052.19
					Fire	5210810	General	219.58
					Park	5210810	General	324.44
8384	5/29/2024	Allison Ondriska	884.00	refund summer camp	Rec	4631920	Summer	884.00
8385	5/29/2024	Ace Promotional Specialties	2,082.97	pool staff shirts	Rec	5220825	Pool	2,082.97
8386	5/29/2024	AFLAC	39.75	disability - May	Park	5130120	General	39.75
8387	5/29/2024	Alaina Fuetsch	107.93	preschool supplies	Rec	5220819	Preschool	107.93
8388	5/29/2024	Liebert Cassidy Whitmore	43.50	legal services	Fire	5210131	General	43.50
8389	5/29/2024	Mill Valley Refuse	316.07	porta potty	Park	5211220	General	316.07
8390	5/29/2024	Silbermann's Ice Cream	850.00	vending	Rec	5220826	Pool	850.00
8391	5/29/2024	Siteone Landscaping	3,001.38	irrigation maintenance	Park	5220310	General	3,001.38
8392	5/29/2024	SolEd Solar Holdings	2,020.93	Solar - April	Rec	5210810	General	1,463.97
					Fire	5210810	General	556.96
8393	5/29/2024	Marin Ace	144.03	supplies	Park	5220310	General	144.03
8394	5/29/2024	State of CA - Dept of Justice	1,792.00	fingerprinting	Rec	5210128	General	1,792.00
8395	5/29/2024	Urban Forestry Associates	540.00	Site inspection / Miller Creek	Park	5210120	General	540.00
8396	5/30/2024	Marinwood CSD	92,478.54	Fire Salaries	Fire	5110110	General	32,233.60
				Fire OT	Fire	5120110	General	10,730.82
				Acting Pay	Fire	5110310	General	144.00
				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	8,694.40
				Park salary	Park	5110110	General	7,732.80
				Park hourly	Park	5110210	General	45.00
				Building attendants	Rec	5110210	Building	224.00
				Pool Staff	Rec	5110210	Pool	9,570.56
				Swim Team	Rec	5110210	Swim Team	1,520.00
				Aquatics	Rec	5110210	Aquatics	985.00
				Summer	Rec	5110210	Summer	2,074.88
				Preschool	Rec	5110210	Preschool	5,752.50
				Afterschool	Rec	5110210	Afterschool	1,424.50
				PR fees	Fire	5210230	General	158.02

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				PR fees	Rec	5210230	General	143.61
				PR fees	Park	5210230	General	25.67
				SS + Medicare	Fire	5140140	General	3,579.08
				SS + Medicare	Rec	5140140	General	2,963.88
				SS + Medicare	Park	5140140	General	594.07
				EDU + SUI	Rec	5140145	General	238.44
				EDU + SUI	Park	5140145	General	0.72
				Benefits withholding	Park	2120066	General	-1,183.29
				Benefits withholding	Rec	2120066	General	-1,543.73
				Benefits withholding	Fire	2120066	General	-6,127.59
8397	5/30/2024	Marinwood CSD	15,218.26	Retire 05/31/24	Park	5130510	General	1,778.36
					Rec	5130510	General	2,436.55
					Fire	5130510	General	11,003.35
<b>TOTAL:</b>			<b>560,334.43</b>					<b>560,334.43</b>

Total by Department:

Streetlights	2,356.07
Fire Department	228,903.48
Recreation Department	215,950.94
Park Department	73,503.67
Measure A	0.00
MWPA	0.00
Capital	39,620.27
Unclassified	0.00



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** June 11, 2024  
**Re:** Resolution 2024-04: Appropriations Limit

---

Directors,

Please see the included Resolution 2024-04 determining the Fiscal Year 2024-2025 appropriations limit on tax proceeds.

In accordance with Article XIII B of the California Constitution, all government agencies are required to make similar calculations on an annual basis determining the appropriations limit (spending limit) for the upcoming fiscal year tax proceeds. The appropriations limit for each year is equal to the appropriations limit for the prior year, adjusted for changes in the cost-of-living (CPI) and population, data for both of which are provided by the State Department of Finance (DOF).

The complete "Price Factor and Population Information" letter as issued by DOF can be found here: <https://dof.ca.gov/wp-content/uploads/sites/352/2024/04/PriceandPopulation2024.pdf>

This action does not represent an increase in tax levies to residents.

**Staff Recommendation:** Approve Resolution 2024-04 as presented.



**RESOLUTION NO. 2024-04**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
MARINWOOD COMMUNITY SERVICES DISTRICT  
DETERMINING THE 2024-2025 APPROPRIATIONS LIMIT ON TAX PROCEEDS**

**WHEREAS**, in an election held on November 4, 2003, the voters of Marinwood Community Services District approved that the appropriations limit for the District pursuant to Article XIII B of the California Constitution be increased by the amount of the maximum proceeds from the special tax for Fire Protection and Prevention approved by the voters in that election; and

**WHEREAS**, in an election held on March 8, 2005, the voters of Marinwood Community Services District approved that the appropriations limit for the District pursuant to Article XIII B of the California Constitution be increased by the amount of the maximum proceeds from the special tax for Park, Open Space and Street Landscape Maintenance approved by the voters in that election; and

**WHEREAS**, in an election held on November 8, 2011, the voters of Marinwood Community Services District approved that the appropriations limit for the District pursuant to Article XIII B of the California Constitution be increased by the amount of the maximum proceeds from the special tax for Fire Protection Services approved by the voters in that election; and

**WHEREAS**, in an election held on November 3, 2015, the voters of Marinwood Community Services District approved that the appropriations limit for the District pursuant to Article XIII B of the California Constitution be increased by the amount of the maximum proceeds from the special tax for Park, Open Space and Street Landscape Maintenance approved by the voters in that election;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of Marinwood Community Services District, County of Marin, State of California, that the Marin County Unincorporated percentage change in population for the year 2023 be utilized in calculation of the maximum limit applicable to the 2024-2025 appropriations of tax proceeds; and

**BE IT FURTHER RESOLVED** by the Board of Directors of the Marinwood Community Services District, County of Marin, State of California, that the calculated maximum limit applicable to the 2024-2025 appropriations of tax proceeds is

\$ 2,639,019

in accordance with Article XIII B of the Constitution of the State of California, a detailed schedule being here attached; and

**BE IT FURTHER RESOLVED** that the total appropriations limit on proceeds of taxes for fiscal year 2024-2025, including the special taxes for Fire Protection and Prevention and for Park, Open Space and Street Landscape Maintenance, is calculated to be

\$ 4,449,184

PASSED AND ADOPTED at a regular meeting of the Marinwood Community Services District Board of Directors held on the 11th day of June, 2024 by the following vote:

AYES:

NOES:

ABSENT:

MARINWOOD COMMUNITY SERVICES DISTRICT

\_\_\_\_\_  
Kathleen Kilkenny, President of the Board

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

**MARINWOOD COMMUNITY SERVICES DISTRICT  
CALCULATION OF APPROPRIATIONS LIMIT FOR PROCEEDS OF TAXES  
FOR FISCAL YEAR 2024-2025**

CALIFORNIA PER CAPITA PERSONAL INCOME: 3.62%

CPCPI Factor =  $(3.62\% + 100)/100 = 1.0362$

POPULATION FACTOR (Marin County Unincorporated 2023): -0.45%

Population Factor =  $(-0.45 + 100)/100 = 0.9955$

RATIO OF CHANGE FOR 2024-2025:  $1.0362 \times 0.9955 = 1.0315$

(Note: The above information is taken from the State of California Department of Finance letter "Price Factor and Population Information" dated April 30, 2024.)

	Street Lights	Fire Dept.	Park & Rec	TOTAL
Appropriations Limit for Proceeds of Taxes for Fiscal Year 2023-2024:	\$ 309,251	\$1,484,684	\$ 764,492	\$ 2,558,427
Change Factor for 2024-2025:	<u>x 1.0315</u>	<u>x 1.0315</u>	<u>x 1.0315</u>	
Appropriations Limit for 2024-2025 Based on Per Capita and Population Change:	<u>\$ 318,993</u>	<u>\$ 1,531,452</u>	<u>\$ 788,574</u>	<u>\$ 2,639,019</u>
ADD:				
Maximum proceeds from voter-approved Fire Protection and Park Maintenance taxes:		<u>\$ 1,359,512</u>	<u>\$ 450,653</u>	<u>\$ 1,810,165</u>
TOTAL APPROPRIATION LIMITATION FOR FISCAL YEAR 2024-2025:	<u>\$ 318,993</u>	<u>\$ 2,890,964</u>	<u>\$ 1,239,227</u>	<u>\$ 4,449,184</u>



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** June 11, 2024  
**Re:** Fiscal Year 2024-2025 Pay Schedules

---

Directors,

Please see the included FY 24-25 Pay Schedules for District-wide positions. Approval of the Pay Schedules is required to be performed by the governing body each fiscal year.

As was discussed in the staff report detailing proposed wage increases for non-represented staff presented during the board meeting conducted on February 13, 2024, staff is proposing the implementation of a "Lead Park Maintenance" position. This will not increase the total number of positions for the full-time park maintenance staff. Rather, it will convert one of the three "Park Maintenance II" positions into a Lead Park Maintenance position. This position will provide heightened leadership to the department and assist the Recreation Director with the identification and prioritization of both long-term and daily tasks with the Recreation Director continuing to serve as the department head. The proposed wage difference between the Lead Park Maintenance position and the Park Maintenance II position is proposed at 10% across all steps.

Additionally, the presented pay schedules reflect current base wages for fire department personnel. The District is currently engaged with the Marinwood Professional Firefighters in negotiations for a successor Memorandum of Understanding (MOU) addressing wages, working conditions and other compensation factors. Once completed, any wage adjustments will be presented to the Board for formal approval of a Memorandum of Understanding (MOU) between the District and labor group and the pay schedules will be updated accordingly at that time.

With the exception of the Lead Park Maintenance position, all pay schedules presented were incorporated into the FY 24-25 operating budget as reviewed and approved by the Board of Directors on May 11, 2024.

Any subsequent pay schedule adjustments will be presented to the Board for potential approval in the course of a future public meeting.

**Staff Recommendation:** Approve the FY 24-25 Pay Schedules as presented.

MARINWOOD COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2024-2025 PAY SCHEDULE

Effective Date: July 1, 2024

**BASE SALARY RANGES FOR FULL-TIME PARK DEPARTMENT POSITIONS**

	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP EE</b>
<b><u>LEAD MAINTENANCE WORKER</u></b>						
Base Pay - Hour	30.14	31.65	33.23	34.89	36.63	38.47
Base Pay - Month	5,225.00	5,486.00	5,760.00	6,048.00	6,350.00	6,668.00
Base Pay - Year	62,700.00	65,832.00	69,120.00	72,576.00	76,200.00	80,016.00
<b><u>MAINTENANCE WORKER II</u></b>						
Base Pay - Hour	27.40	28.77	30.21	31.73	33.31	34.97
Base Pay - Month	4,750.00	4,987.00	5,237.00	5,499.00	5,773.00	6,062.00
Base Pay - Year	57,000.00	59,844.00	62,844.00	65,988.00	69,276.00	72,744.00

**BASE SALARY RANGES FOR FULL-TIME RECREATION DEPARTMENT POSITIONS**

	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP EE</b>
<b><u>RECREATION DIRECTOR</u></b>						
Base Pay - Hour	43.73	45.91	48.21	50.62	53.15	55.81
Base Pay - Month	7,579.00	7,958.00	8,356.00	8,774.00	9,213.00	9,673.00
Base Pay - Year	90,948.00	95,496.00	100,272.00	105,288.00	110,556.00	116,076.00
<b><u>ASSISTANT RECREATION DIRECTOR</u></b>						
Base Pay - Hour	32.99	34.64	36.38	38.20	40.11	42.11
Base Pay - Month	5,719.00	6,005.00	6,306.00	6,621.00	6,952.00	7,299.00
Base Pay - Year	68,619.20	72,051.20	75,670.40	79,456.00	83,428.80	87,588.80
<b><u>RECREATION SUPERVISOR</u></b>						
Base Pay - Hour	29.99	31.49	33.07	34.72	36.46	38.28
Base Pay - Month	5,199.00	5,459.00	5,732.00	6,018.00	6,319.00	6,635.00
Base Pay - Year	62,379.20	65,499.20	68,785.60	72,217.60	75,836.80	79,622.40
<b><u>SENIOR ADMINISTRATIVE ASSISTANT</u></b>						
Base Pay - Hour	28.79	30.23	31.74	33.33	35.00	36.75
Base Pay - Month	4,991.00	5,240.00	5,502.00	5,778.00	6,066.00	6,370.00
Base Pay - Year	59,892.00	62,880.00	66,024.00	69,336.00	72,792.00	76,440.00

**BASE SALARY RANGES FOR FULL-TIME FIRE DEPARTMENT POSITIONS**

	<b>STEP A</b>	<b>STEP B</b>	<b>STEP C</b>	<b>STEP D</b>	<b>STEP E</b>	<b>STEP EE</b>
<b><u>FIREFIGHTER &amp; FIREFIGHTER-PARAMEDIC</u></b>						
Base Pay - Hour	23.80	24.99	26.24	27.55	28.92	30.37
Base Pay - Month	5,775.00	6,064.00	6,367.00	6,685.00	7,019.00	7,370.00
Base Pay - Year	69,300.00	72,768.00	76,404.00	80,220.00	84,228.00	88,440.00
<b><u>ENGINEER</u></b>						
Base Pay - Hour	26.28	27.60	28.98	30.43	31.95	33.55
Base Pay - Month	6,378.00	6,697.00	7,032.00	7,384.00	7,753.00	8,141.00
Base Pay - Year	76,536.00	80,364.00	84,384.00	88,608.00	93,036.00	97,692.00

MARINWOOD COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2024-2025 PAY SCHEDULE

Effective Date: July 1, 2024

**CAPTAIN**

Base Pay - Hour	29.22	30.68	32.21	33.82	35.51	37.29
Base Pay - Month	7,090.00	7,445.00	7,817.00	8,208.00	8,618.00	9,049.00
Base Pay - Year	85,080.00	89,340.00	93,804.00	98,496.00	103,416.00	108,588.00

**BASE SALARY RANGES FOR FULL-TIME ADMINISTRATION POSITIONS**

	<b>LOW</b>	<b>HIGH</b>
<b><u>DISTRICT MANAGER</u></b>		
Base Pay - Hour	57.69	79.33
Base Pay - Month	10,000.00	13,750.00
Base Pay - Year	120,000.00	165,000.00

**ACCOUNTING & PAYROLL MANAGER** (Accounting, Payroll and Benefits)

Base Pay - Hour	28.85	37.50
Base Pay - Month	5,000.00	6,500.00
Base Pay - Year	60,000.00	78,000.00

**HOURLY WAGES FOR PART-TIME AND SEASONAL POSITIONS**

	<b>LOW</b>	<b>HIGH</b>
<b>Building Attendant</b>	20.00	26.00
<b>Janitorial Assistant</b>	16.00	18.00
<b>Park Maintenance</b>	16.00	20.00
<b>Camp Counselor</b>	16.00	30.00
<b>Swim Instructor</b>	19.50	30.00
<b>Lifeguard</b>	19.00	26.00
<b>Pool Attendant</b>	16.00	19.00
<b>Preschool Director</b>	34.00	40.00
<b>Preschool Teacher</b>	25.00	30.00

District Manager Report

June 11, 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.

**Change of Payroll Provider:**

As discussed during the May board meeting, on April 23<sup>rd</sup> 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.

Accounting & Payroll Manager Tiffany Combrink, along with myself, performed our due diligence in researching, contacting and meeting with other payroll providers in addition to ADP. This work narrowed the selection down to two potential providers, ADP and Paychex. Both offer similar products, each with their own pros & cons, and both have agreed to match current pricing for up to 18 months. We expect to have a final decision made in the coming weeks.

While transitioning to a new payroll provider will be a significant undertaking, we have received confirmation from our current provider, Accuchex, that they will indeed be able to continue serving as our provider throughout our busy summer season. With that relief confirmed, we are targeting mid-September for a go live date with a new provider.

As we are essentially being “forced” to change providers, Tiffany & I, along with our recreation managers, have also discussed various payroll systems and procedures that can be potentially enhanced and made more efficient by utilizing tools not available through our current provider. Most notably, we will also be looking into implementation of integrated timeclock and shift scheduling tools offered by both providers.

**Fire Station Bunk Room Conversion Project:**

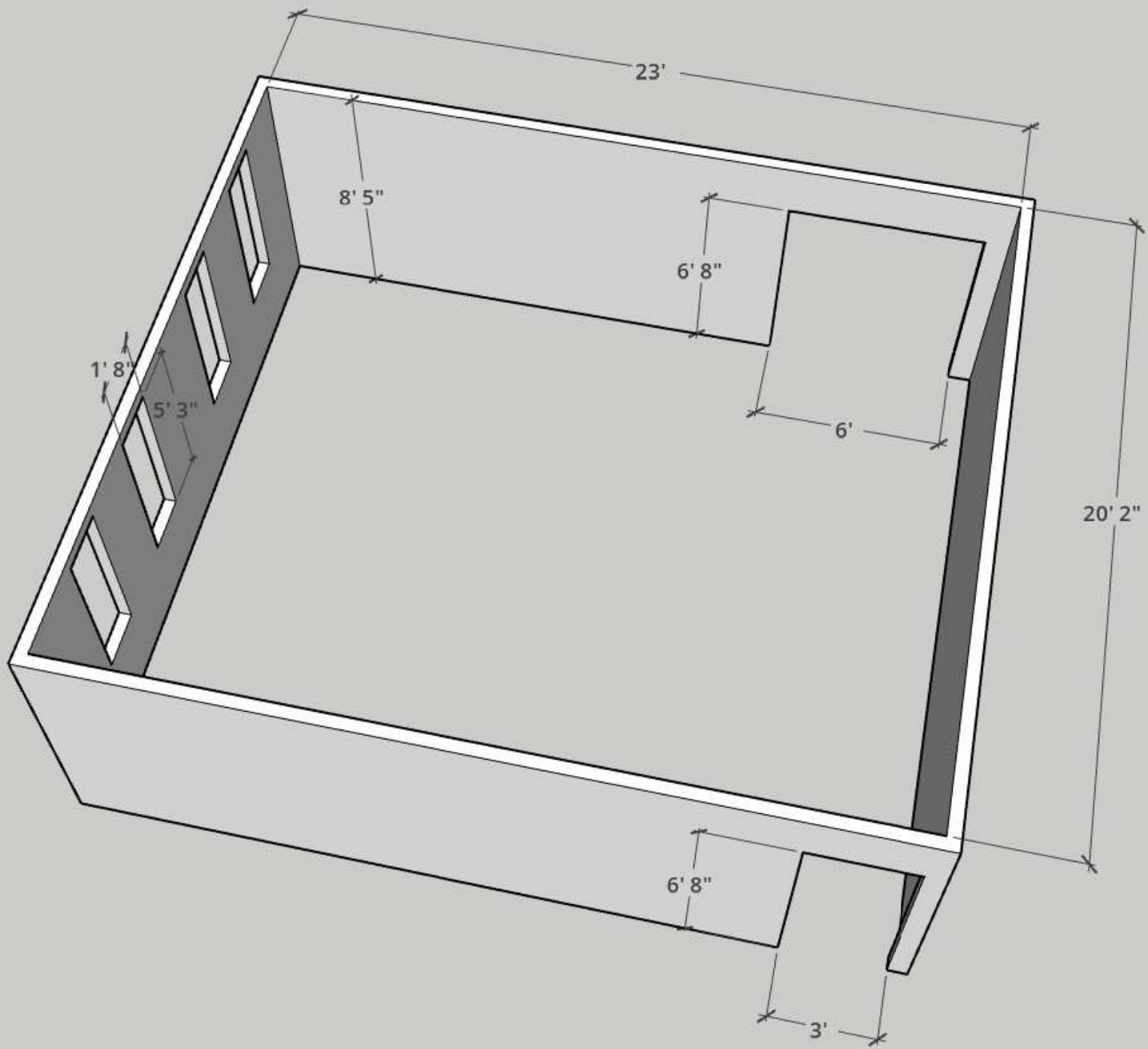
For your reference, please see the included concept drawings illustrating the conversion from a single bunkroom into three separate living quarters. *Thank you to Fire Engineer Jeff Smith for creating these.*

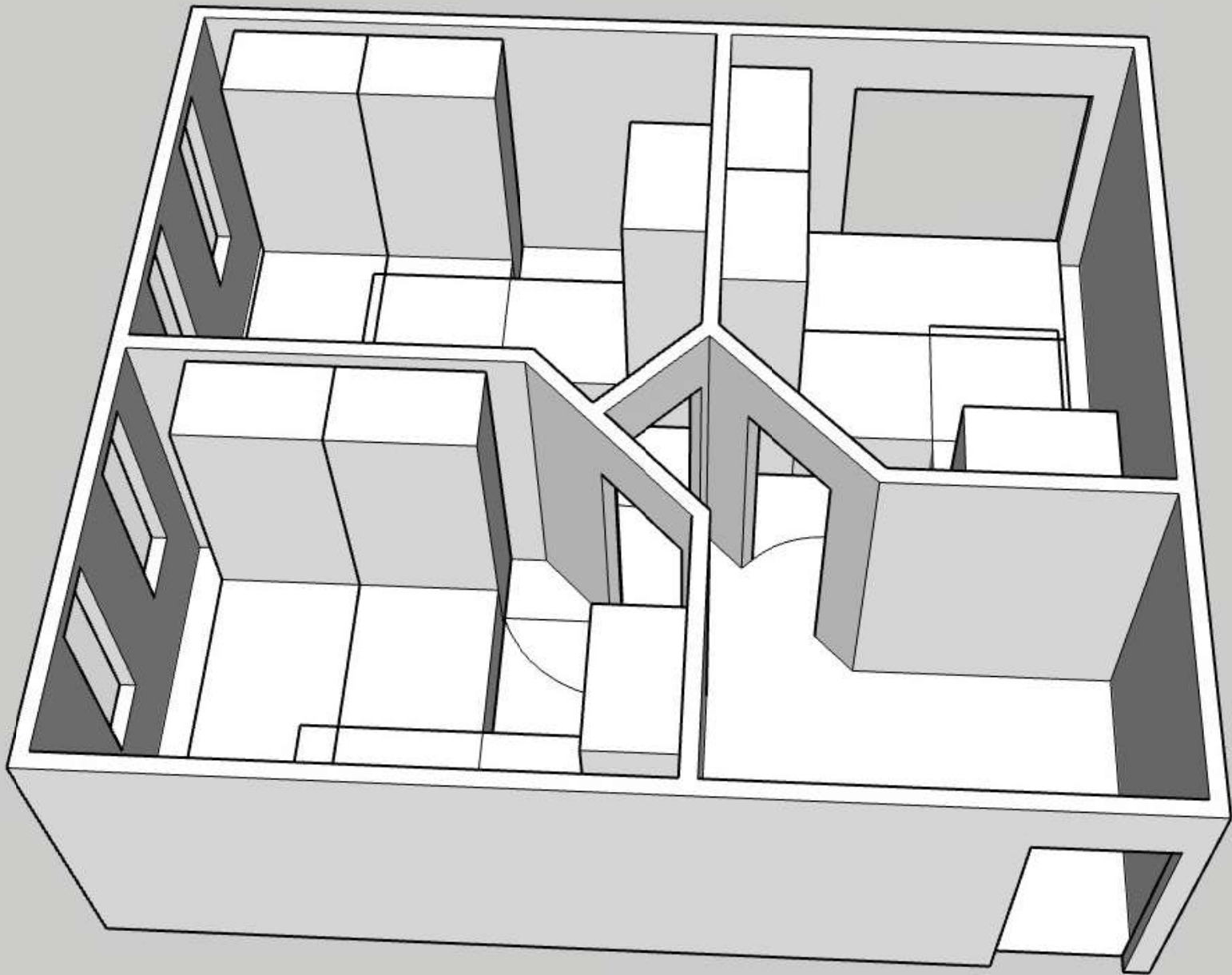
As briefly mentioned during the May board meeting, we recently confirmed with the County Building Department that this project will indeed require County permitting. I am now in process of communicating with local architects capable of providing formal permit and construction drawings to be used in both our permit application as well as a forthcoming Request For Proposals (RFP).

While this project will require prevailing wage, the total construction cost is not anticipated to reach financial thresholds requiring either “informal” nor “formal” bidding in accordance with Public Works laws. This allows us the ability to “direct deal” with qualified contractors. We will produce an RFP including the scope of work and construction drawings that will be sent to the Marin Builders Association and the Sonoma County Builders Exchange requesting it be shared with their members.

I have also been in contact with the original builder of the murphy beds currently used in the bunk room. The firefighters have expressed a desire to incorporate the existing beds into the new design. I shared the concept drawing with the original builder who confirmed they will be able to do this.

*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.*







**MARINWOOD COMMUNITY SERVICES DISTRICT**  
**MINUTES OF FIRE COMMISSION MEETING**  
**June 4, 2024**

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

**Present:**

Commissioners: Chair Steve Farac, Pascal Karsenti, John Seratt

Absent: Greg Stilson

Staff: District Manager Eric Dreikosen, Fire Captain Ryan Brackett, San Rafael Wildfire Program Manager Kate Anderson

Board: Kathleen Kilkenny

**1. Agenda**

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

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

No comments from the public were received.

**3. Update on Wildfire Prevention and Preparedness Efforts**

San Rafael Wildfire Program Manager Kate Anderson informed the Commission on local and regional wildfire prevention efforts, including current and forthcoming vegetation management projects and residential vegetation and home hardening evaluations.

**4. Commissioner Items of Interest**

-None

**5. Draft Minutes of April 2, 2024 Fire Commission Meeting**

M/s Karsenti/Seratt to approve Draft Minutes of April 2, 2024 Fire Commission Meeting as presented. Ayes: Farac, Karsenti, Seratt. Nays: None. Absent: Stilson. Motion carried.

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

Commission received Chief Officer Report and Activity Summary.

**7. Requests for Future Agenda Items**

-Farac requested a tour of the fire station.

The meeting was adjourned at 8:16 PM.

Eric Dreikosen



## Marinwood Board of Directors Meeting – Fire Chief’s Report

Meeting Date: June 11<sup>th</sup> 2024

Submitted by: Abraham Roman, Fire Chief

### STAFFING UPDATES

- Continue to pursue the hiring of one vacancy.

### OPERATIONS DIVISION UPDATES

New dispatch center is moving forward with construction nearing completion. Marin County Fire has already started assuming some dispatch responsibilities.

#### Marinwood Fire Department Statistics: May 2024

The Marinwood Fire Department responded to 106 emergency calls in May 2024. A little over half were for medical assistance. Engine 58 responded to three fires, one of which was off of Smith Ranch Road on Cresta Way. Engine 58 was first on scene to a small 50' x 50' grass fire which was burning slowly down hill. E58 pulled a wildland attack line and extinguished the fire. The fire was caused by someone playing with homemade fireworks and flammables.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	13	6	1	0	0	N/A	0	20
CSA 13	10	2	2	0	0	N/A	0	14
Old JPA (Mont Marin)	8	2	0	0	0	N/A	0	10
New JPA (East of 101)	27	5	6	1	0	N/A	0	39
SR Mutual Aid	3	8	0	1	0	1	0	13
MC JPA	1	1	0	0	0	N/A	0	2
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	1	3	0	1	1	2	0	8
<b>Total number</b>	<b>63</b>	<b>27</b>	<b>9</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>106</b>
<i>Percentage of total</i>	<i>59.4%</i>	<i>25.5%</i>	<i>8.5%</i>	<i>2.8%</i>	<i>0.9%</i>	<i>2.8%</i>	<i>0.0%</i>	

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

Average response time for Engine 58: 5 minutes, 25 seconds

### TRAINING DIVISION UPDATES

Completed firefighter down training and now in the process of completing our annual Wildfire training sessions. Next month we will conduct MCI training.

## **MAJOR INCIDENTS UPDATE**

On April 22, Engine 58 and additional San Rafael companies responded to a fire that impacted two structures. The fire began in a side yard and spread to the homes. Thanks to quick thinking and relying on sound training, the crew on E58 did an excellent job of preventing this fire from damaging the living areas of the home!

## **PREVENTION DIVISION UPDATES**

As the contract Fire Prevention Bureau for the Marinwood CSD, staff has completed a preliminary review of the proposed Marinwood Plaza project located next to the Marinwood Market. The project calls for four three-story residential apartment buildings with 125 affordable units; one of which would contain ground floor commercial space.

## **WILDFIRE MITIGATION DIVISION UPDATES**

Quinn's team is engaged in extensive training and orientation with the new Defensible Space Seasonal Inspectors that started on May 1st.

### Queenstone Fire Road

- A section of Queenstone fire road had fuels reduction work completed in March to reduce invasive and overgrown fuels along the roadway (mostly French Broom)
- This work helped to create a fuel reduction buffer on each side of the fire road and eliminated ladder fuels along the roadway
- This work was completed by a contracted crew using Core Measure C funds
- A map that displays the work area is attached
- Eric is still looking into the possibility of improving portions of the fire road with Measure C funds eventually. A JPA-wide fire road survey may be completed by the MWPA first, but this is still being discussed

### Blackstone Open Space fuel reduction project

- We are currently receiving estimates on this project from contractors. Once all estimates are received, we will bring them to Eric for review prior to beginning the project
- A map that displays the project area is attached. This fuel break will take place around homes along Las Gallinas Ave, Blackstone Drive, Blackstone Lane, and Valleystone Drive
- CEQA compliance is being finalized
- It is estimated that the project will occur sometime before June. Exact timeline TBD per CEQA compliance finalization and Marinwood staff approval. This project will be funded using Marinwood Local Measure C funds
- The Blackstone Open Space project will continue and expand upon the shaded fuel break that has already been established behind homes from 1010 Idylberry Dr to 460 Peachstone Terrace (initial treatment for this fuel break took place in 2021, and vegetation maintenance work took place in Winter 2023)

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

Manny Albano, Community Preparedness Coordinator has left for a job in Sonoma County. We are continuing work on our Wildfire Playbook, hope to be getting that done soon.

# Marinwood Community Services District

## Minutes of Park & Recreation Commission Meeting

Tuesday – May 28, 2024

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

**Present:**

Commissioners: Chair Michael Benesch, Angela Bliss-Steiner, Jon Campo

Absent: Ian Fein, Ryan Madden

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell

Board Director: Chris Case

**1. Agenda**

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

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

No comments from the public were received.

**3. Draft Minutes of March 26, 2024 P&R Commission Meeting**

M/s Campo/Bliss-Steiner to approve Draft Minutes of March 26, 2024 P&R Commission Meeting. Ayes: Benesch, Bliss-Steiner, Campo. Nays: None. Absent: Fein, Madden. Motion carried.

**4. Minutes of April 9, 2024 and May 14, 2024 Board Meetings**

Commission reviewed minutes.

**5. Review of Identified Capital Expenditure Needs for Park and Recreation Departments**

Commission received and discussed identified capital expenditure needs. Staff informed Commission the top priority project was to replaster the Marinwood Community Pool(s) with hopes to complete this project prior to the 2025 pool season utilizing Measure A funding.

**6. Review of Regular Maintenance Practices for Marinwood-Area Pedestrian Pathways**

Commission received and discussed pedestrian pathway maintenance practices, including historical context and current maintenance practices as performed by 3<sup>rd</sup>-party landscape maintenance contractor.

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

Commission received Recreation and Park Maintenance Activity Report.

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

-Commissioner Campo inquired about potential transition to electric/battery powered park maintenance equipment and rolling stock.

**9. Adjourn**

Meeting adjourned at 8:53 PM

Eric Dreikosen, District Manager



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** June 11, 2024  
**Re:** Request for Placement of Memorial Bench in Memory of Les Mize

---

Directors,

Please see the included correspondence received from Eileen Mize on behalf of the Mize Family requesting a memorial bench be placed in Marinwood Park in memory of Marinwood resident Les Mize.

In discussing this request amongst the staff and in consultation with Ms. Mize, staff has identified a potential location for this bench within the Marinwood Park Playground. Not only has Les spent countless hours at the playground with children and his grandchildren, his love for all things Disney and the magic & whimsy Disney represents makes the playground a truly fitting location.

In accordance with the District's Memorial & Recognition Policy (<https://www.marinwood.org/policies>), such requests are typically first brought to the P&R Commission for their consideration and recommendation to the Board. Specifically, the policy states:

**Policy and Procedure:**

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

However, due to a complete oversight on my part, this request was mistakenly left off of the agenda for the most recently conducted P&R Commission meeting.

Given the next P&R Commission meeting is not scheduled to occur until July 23<sup>rd</sup>, staff took the liberty to go ahead and move this request forward by bringing it directly to the Board of Directors at this time.

Recognizing the vast and significant contributions that Les has made to the District and the community at large during his many years as a Marinwood resident, staff feels confident this request would receive unanimous approval by the Commission to be recommended for formal approval by the Board.

That said, as the Board ultimately has the authority in regards to a final decision, the Board may either:

- A) Provide final approval of this request at this time.
- B) Direct staff to bring this request to the P&R Commission for their formal consideration and bring it back to the Board along with the Commission's formal recommendation at the August 13, 2024 board meeting at which time it will be reconsidered and potentially approved.
- C) Approve this request with the contingency it will be brought to the P&R Commission at their next meeting for their formal approval prior to moving forward.

**Staff Recommendation:**

Provide final approval for a memorial bench in memory of Les Mize to be placed in the Marinwood Park Playground and direct staff to work with the requesting party to determine timing for placement and procedures for cost reimbursement to the District.

Alternatively, staff would certainly be understanding should the Board desire to choose to follow a stricter adherence to the Memorial & Recognition Policy and direct staff to bring this item to the P&R Commission as described in either options B) or C) as detailed above.

**TO:** Marinwood Community Service District

**ATTN:** Eric Dreikosen, District Manager

**RE:** Request for Memorial Bench at Marinwood Park in Memory of Leslie A. Mize (Les)

Dear Marinwood CSD,

I behalf of my mom, Patricia Mize, and my brothers and sisters, I would like to submit a request for consideration for the creation and placement of a park bench at the Marinwood Park in memory of my dad, Les Mize—a devoted and contributing member of the Marinwood community for more than half a century.

Les Mize firmly believed in the power of community and invested whole-heartly his time, treasure, and talent for the good of the Marinwood community, and instilled in his children the importance of doing the same.

Les and Patty Mize moved to Marinwood as a young couple in 1970, and after a couple of short moves, purchased their forever home on the corner of Blackstone Drive and Las Gallinas Avenue; they are the original owners of the house. When their children were young, they attended Tiny Tots preschool with Virginia O'Brien at the Marinwood Community Center, came to know and admire other stalwarts of the neighborhood like Bill Gordon, and enrolled their daughters in Annie McBride's Irish Dance class from its inception in the late 70s—just to name a few early introductions to life at the Center.

In 1980, Les brought his extensive experience with Lions Club International to his local community and founded the San Rafael Las Gallinas Lions Club that March. He recruited friends and neighbors through good old-fashioned neighborhood canvassing and served as Charter president for the first seven years and at other junctures since. The Las Gallinas Lions Club, with their yellow-vested members, have long been a fixture of support, volunteerism, and safety in our community. Through his vision and the efforts of the club, beloved traditions endure like the 45<sup>th</sup> annual Easter Egg Hunt held this spring; safety has been enhanced with the club's support of CERTS and various Marin County Sherriff initiatives; youth have been served through mentoring and speech contests, financial support of local organizations like Can Do! and much more. From Classic Car Shows, Crab Feed fundraisers (even during COVID), Halloween costume parades, daffodil planting, and so much more, Les and the Las Gallinas Lions Club add so much to the Marinwood Community.

Les Mize is also credited with creating another Marinwood institution—the Mickey Mouse Christmas House, which for more than 40 years brought joy to 1000s near and far. A visit the Mickey Mouse Christmas House was a cherished holiday tradition for

many. He literally put Marinwood on the map when the family participated in the inaugural season of ABC's The Great Christmas Light Fight in 2013, and continued the tradition through the 2017 season. Through the Mickey Mouse Christmas House he was delighted to be able to support Kelly's Wishes Foundation and Can Do!

Les loved nothing more to actively participate, volunteer for, and attend the many Marinwood events like Music in the Park, Raise a Glass, the Spring Art Show, Summer Brewfest, the 4<sup>th</sup> of July Pancake Breakfast, and more. Les loved his hometown and was proud to raise his family in Marinwood. Two of his children are still Marinwood residents along with several grandchildren coming up the ranks. He believed in nurturing the community, bringing people together, and ensuring that future generations would be afforded the chance to experience all that Marinwood has to offer.

We feel a bench in his memory in a place he so often frequented is fitting and would be a great comfort to his family. We appreciate your consideration and look forward to discussing options/possibilities with you and your team further. Thank you for your consideration.

Sincerely,

Eileen Mize

██████████@gmail.com

415.██████████

P.S. I am including his obituary for more detail as to specific dates and achievements and contributions relative to this request.



## **OBITUARY for LES MIZE**

A Marinwood resident for more than half a century, Les Mize passed away peacefully surrounded by his family at the age of 78 on April 4, 2024, after a long battle with multiple health challenges. A beloved husband, father, and grandfather and deeply committed to his family and his community, Les leaves a legacy of service and love that will continue to inspire all who knew him.

Born in San Francisco on October 12, 1945, to Marie and Robert Mize, Les grew up in Mill Valley as one of eight children. An active youth and a 1963 graduate of Tamalpais High School, Les was keen to be an involved citizen. As a teen, he sought out volunteer opportunities. In addition to being the youngest member to join the Mill Valley Lions Club, at the age of 18, he was active with the Mill Valley Junior Chamber of Commerce. These formative experiences instilled in him a sense of commitment to service and community and solidified for him the merits of hard work and earning the respect of others—values that would shape his life's journey.

A self-proclaimed flag-waver and patriotic to his core, he proudly served his country in the U.S. Army Reserves. From 1965 to 1971 his service (which included army cook) and basic training took him to Fort Leonard Wood, Missouri, as well as summers at Fort Ord and Camp Roberts. Les remained a card-carrying member of the local branch of the American Legion.

It was during these years that Les met the love of his life, Patty Vaio, at John Finn Accounting in Mill Valley, where they both worked at the time. Their first official date was a New Year's Eve event ushering in the year 1969, and the happy couple married that summer, forging an incredible partnership in love and life.

In 1970, Les and Patty moved to Marinwood, and by 1972 began a family—welcoming six children within ten years. Both being dog lovers they welcomed several dogs to their home over the years—including many yellow labs! They became active in their parish of St. Isabella, where many of the children attended grade school. Les and Patty immersed themselves in the lives and activities of their children. From little league and soccer coach to Irish dance and musical theater dad; from parish and school leadership to years as a Boy Scout Troop 71 Committee Chair, Les was invested in the lives of his children.

A gifted salesman, Les found success in the commercial print industry. Initially with George Lithograph Company, Les teamed up with the Fong family in 1976—a partnership that marked the beginning of Fong Brothers Printing, Inc.—a company that went on to become the third largest commercial printer in Northern California. After more than forty years as the company's Vice President, Les retired in 2016 but remained involved with a handful of clients to the present day. Les and the whole Mize family truly cherished the nearly half-century partnership with the entire Fong family and have nothing but gratitude for the friendship and opportunities afforded.

Perhaps a unique hallmark of his success in sales was his passion for Mickey Mouse. Clients nicknamed him Mickey Mouse and loved seeing what tie or wristwatch he was wearing, or what aloha-style Disney shirt he might have on—that inevitably came with a story or trivia session. Even his office was decked out with Disney memorabilia and came to be a coveted stopping point on any plant tour.

Growing up admiring the Mickey Mouse Club and a fan of the wholesome family values on which Walt Disney based the creation of his theme park, Les was excited to make his first trip to Disneyland in 1973. He immediately fell in love with the entire concept—the beautiful landscaped gardens and pathways, a place to play and have fun as a family, wonderful music and entertainment, the cleanliness—he felt at home on Main Street U.S.A. and would spend the rest of his life sharing, visiting, collecting, endeavoring to re-create and emulate, investing in, and learning more about all things Disney.

Les loved taking his family to Disneyland, and later he and Patty expanded their park visits to Walt Disney World in Orlando, Florida. The two attended multiple Disneyana Conventions and events and enjoyed opportunities to meet artists, authors, Imagineers, and entertainers—and there were plenty of opportunities to add to his growing collection with limited edition and signed collectibles. He took countless Disney courses, earning not only his Mouseters Certificate but his Ducktorate Certificate as well.

His love of Disney was perhaps only rivaled by his love of Christmas. Over four decades and with the help of an ever-expanding family that came to include sons- and daughters-in-law and grandchildren, Les and his family, affectionately known as Team Mize, built up a seasonal spectacle that became a holiday destination for generations of visitors. The Mickey Mouse Christmas House offered extensive window displays, various vignettes, and tens of thousands of lights, and the magic of Christmas was shared broadly. The Mize Family and their Christmas creation were featured on ABC's inaugural season of "The Great Christmas Light Fight," as well as several local network Christmas specials, and various features in newspapers and magazines.

Les enjoyed supporting local initiatives such as Can Do! and Kelly's Wishes Foundations through the Mickey Mouse Christmas House. During the farewell season in 2017, Les and his family were delighted to receive a special Resolution from the Marin County Board of Supervisors presented by then-Supervisor (now California State Assemblyman) and fellow Lion Damon Connolly, recognizing the impact the Mickey Mouse Christmas House had on the community. In addition, Les was honored to receive a similar recognition from the Marinwood Community Services District (CSD).

Les and his family shared a love of Lake Tahoe and purchased a vacation home in Chamberlands on the West Shore in 1978. Since then, Les was involved with the Chambers Landing Beach and Mountain Club (CBMC) Board and became a Director. He remained active on the Board until very recently, having served as President for some ten years. When the Chamber's Landing Recreation Association was formed around 1982, Les became one of the first Directors on the Board—holding leadership

positions several times over including President, Secretary, and Treasurer. Les remained active on the Board for the rest of his life and was the last remaining original Board member still serving. He was compelled to serve to ensure that the place he and his wife and children grew to know and love would remain and thrive for future generations. At a time when the historic Chambers Landing Bar and Restaurant were put up for sale and risked an uncertain future, it was Les and a couple of other Recreation Association members who took the initiative and invested personally, created the Pier Company, and sold stock shares—a move which ensured the preservation of cherished landmarks. Winter snow weekends and summer boat rides with family were great, but Les loved to sink his feet into the hot summer sand on the beach at Chambers with his newspaper in hand and relax at the end of the day with a Chambers Punch!

Les never did anything small or halfway. Dating back to his teen years, his dedication to Lion's Club was unparalleled, as indicated by his 59 years of perfect attendance. Having served twice as President in his Mill Valley Lion's Club, Les chartered the San Rafael Las Gallinas Lion's Club in March of 1980. He served as Charter President for the club's first seven years and at other junctures as well. Twice named Lion of the Year in the Mill Valley Club and three times in the Las Gallinas Club, Les earned many distinctions: Lions International Life Member; Progressive Melvin Jones Fellow; Lions Eye Foundation Life Member; Helen Keller Fellow; Canine Companions Life Member; Ear of the Lion Life Member; Multi-District 4 Excellence Award recipient. Les also served three times as Lion Zone Chair and two years as Region Chair.

The pinnacle of his Lion's Club experience was serving as District Governor for his District 4C-2 in 2017-18. In that year, he made visitations to the 55 clubs in the region, participated in countless events, helped facilitate local Lions relief efforts during the 2017 wildfires in Northern California that devastated many of the communities in his district, energized membership drives, and served as an ambassador for all Lions initiatives.

With his local Club, Les was instrumental in creating many annual and long-lived traditions such as the Annual Easter Egg Hunt at Marinwood Park, which just hosted its 45th annual hunt. With his fellow Lions, Les was always on hand to feed the masses with his signature corned beef at the Annual St. Patrick's Day party, host and judge a youth speech contest, emcee a Halloween costume parade, fill countless shifts of Marin County Fair Parking, volunteer at a community event, recruit new (and re-engage former) members, and much, much more!

He was a lifelong SF Giants and 49ers fan and, an avid reader of the San Francisco Chronicle and the Marin Independent Journal (an IJ carrier as a boy!). He enjoyed his garden, cooking, and a nice Cabernet Sauvignon. He kept up with current events, invited discourse, and was firm and consistent in his opinions. He was a conscientious and faithful voter and encouraged each of his children to register when they turned 18, as was their right and duty.

Known to the next generation of Team Mize as Papa Mic, Les loved watching his grandchildren grow and develop. From his classic Donald Duck voice and trips to Disneyland to sharing his love of Chambers over a summertime ice cream treat or a Shirley Temple, he cherished his time with them.

Les lived life on his terms. As a couple of his favorites, Frank Sinatra and Elvis Presley, crooned, he “did it my way.” Les was a bit of a character, a good judge of character, and a man of character—a man of principles, faith, and family. He was a collector—of things and memories. He had a hard time letting go of anything, a quality that gave him the fight to persist when his body was failing. While his retirement years were marred with health issues, he made the most of the time he had and accomplished much in his 78 years. The Mize family wishes to thank the many doctors, specialists, and healthcare workers, particularly through his many stays at Marin Health Medical Center, who treated Les and helped him eke out as many more memories as his body could manage.

Les Mize is predeceased by his parents Marie and Robert Mize, five brothers, and two sisters; and is survived by his devoted wife of nearly 55 years, Patricia; his six children, Eileen Mize, John (Tricia) Mize, Karen (Jeremiah) Gill, Megan (Sean) Albright, Scott (Danielle) Mize, and Ryan (Hilary) Mize; nine grandchildren—Alyssa, Dylan, Delaney, Quinlan, Patrick, Connor, Peter, Mackenzie, and Cody; his brother Charles (Piedad) Mize; many nieces and nephews and grand nieces and nephews; and countless friends and fellow Lions.

Les will be remembered fondly for his kindness, generosity, long-winded stories, sense of humor, and unwavering commitment to his family and his community. He will be forever missed and never forgotten. In the words of his hero, Walt Disney, “If you can dream it, you can do it.” And echoing the words of his pal, Mickey, “Oh, Boy!” Did he ever!



# Staff Report

**To:** Board of Directors  
**From:** Eric Dreikosen, District Manager  
**Date:** June 11, 2024  
**Re:** Marinwood Community Pool Replaster Project

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Directors,

As was presented to the Board during the board meeting conducted on April 9, 2024 as an aspect of the annual budget creation process ([https://www.marinwood.org/sites/default/files/4-9-24\\_board\\_meeting\\_packet.pdf](https://www.marinwood.org/sites/default/files/4-9-24_board_meeting_packet.pdf), pg 10), District staff has identified several upcoming needed capital expenditure projects.

During this discussion, staff recognized replastering the community pool(s) as the top priority project due to the current conditions, expected existing lifespan (1-2 years) and high-volume of pool use by the community. It was also recognized that if the pool shell is not addressed within that time, current conditions will continue to deteriorate, potentially at a quicker rate, and could lead to a required shut-down of the pool until repaired. At that time, staff provided a rough cost of approximately \$150K - \$170K based on informal estimates received within the past 2-3. However, in the time since these estimates were received, it is likely that the costs for this project may have slightly increased and will continue to increase each year.

Given the information above, staff is proposing this project be performed upon the completion of this pool season (Fall 2024) and prior to the start next pool season (Spring 2025) while the pool is closed to the public.

Staff is further proposing available "Measure A" funding be applied towards the project cost. As a reminder, Measure A funds are restricted to expenditures impacting public parks and recreation services. Since the inception of Measure A, the District has used this critical funding exclusively towards capital needs in these departments.

The current balance in the District's Measure A Fund is just over \$65K. For FY 24/25, the County estimates the District's Measure A allocation to be approximately \$115K, providing a total of approximately \$180K in available Measure A funding for FY 24/25.

Should the project cost come in higher than the \$180K of available Measure A funds, the District can either apply additional funding directly from our General Fund or choose to apply future Measure A funding be used as a reimbursement to the General Fund.

**Staff Recommendation:** Authorize staff to engage and complete the Marinwood Pool Replaster Project as presented.

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

## **RECREATION ACTIVITY REPORT**

### Final Summer Preparation

Over the last few weeks the community center has been a bustling hub of activity as the final preparations are made for summer. Robyn and John Paul have been busy running numerous orientations, trainings, and CPR classes for the summer camp and pool staff members. Part-time staffers back from school have been helping us clean out closets, organize supplies, and assemble equipment. Things are coming together and we are on track to be ready for another exciting summer of activities.

### School Pool Parties

During the week of June 10<sup>th</sup> we will be hosting end of the year school pool parties each day. During this week the pool hours are adjusted to make time for the parties, most of which happen from 9am-noon. While the parties tend to be fairly hectic, this is always a fun week of celebration.

### Pre-Summer Lifeguard In-Service Training

On Saturday, June 15<sup>th</sup> John Paul will be holding his annual pre-summer lifeguard in-service training with the pool staff. This is always an intensive training on water rescues, CPR and First Aid skills, emergency action plans, and much else. This will be the first time our returning college guards to get to train with the new hires and is an important day of team building and skill refreshing.

After this initial training, the lifeguards will attend weekly all-staff in-services and frequent smaller group trainings throughout the summer to ensure all our lifeguards stay on top of their skills and remain ready to respond to any emergencies that might occur.

### Music in the Park

Our Music in the Park summer concert series will kick off on Friday, June 28<sup>th</sup> from 6-8pm and feature music by local bands Ginger Beat and Miracle Mule, food for sale by Marinwood Market, and a staff-run beverage/snack station. We are looking forward to another great summer concert series.

### Summer Concert Schedule:

Fri, 6/28 – Ginger Beat, Miracle Mule

Fri, 7/12 – Citizen Flannel

Sat, 7/27 – Summer Brewfest, featuring music by Void Where Prohibited

Fri, 8/9 – La Mixta Criolla

Fri, 8/23 – Mercy & the Heartbeats

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

## **PARKS MAINTENANCE ACTIVITY REPORT**

### Pool Pump Replacement

From Monday, June 3<sup>rd</sup> – Wednesday, June 5<sup>th</sup> the pool was closed in order for a new pump to be installed for the main pool. In May the pump motor began showing signs of failure, and after having it inspected it was determined that it required immediate replacement. Thankfully, we were able to schedule the repair and get parts in time to avoid needing to close down during the summer season or during the week of school pool parties. The installation went smoothly and we were able to reopen as planned on Thursday, June 6<sup>th</sup>. Unfortunately, our closure took place during the recent heatwave and we lost out on some big crowds. However, we are extremely relieved to be going into the summer with working equipment.

### Pool Facility Cleanup

While the pool was closed for the pump install, we took advantage of the opportunity to perform some final maintenance in the facility, including pressure washing the deck and waterslide, touching up paint on some of the buildings, cleaning up the landscaping in the tot pool, and replacing some of the privacy screening on the fences. The facility is looking much improved and ready for the summer crowds.

### Turf Treatment

This past month 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.

### Gagaball Pit Installation

Last month staff finished installing the gagaball pit at the north end of the park, which had been removed ahead of construction of the new maintenance facility. Staff first regraded the area, added drainage and ground cover, and finally reassembled the freshly sanded and stained structure. It's looking great and we are excited to have it back in the park in time for summer camp. Gagaball is a favorite activity of our campers and after school kids, and the pit received heavy use year-round.

### Poison Oak Removal

We recently had poison oak removed from a few stretches of sidewalk on Creekside Drive and some parts of Creekside path. The poison oak had begun growing through some shrubs and trees and sticking out into the path, posing a hazard for walkers. At this time we also had a branch removed from the large oak tree at Creekside Park that was cracked and at risk of falling.

### Upcoming Projects

Upcoming projects include repairs to some failing retaining walls at Creekside Park, additional plantings on the firemen's hill, and adding woodchips to a few areas around the community center.

### 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