

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

Tuesday – June 13, 2023 – 7:30 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	
B.	AGENDA	Adopt
C.	CONSENT CALENDAR a. Draft Minutes of Regular Meeting of May 9, 2023 b. Bills Paid Nos. 7306 – 7388	Approve
D.	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>	
E.	DISTRICT MATTERS	
	1. Resolution No. 2023-05: Determining the 2023-2024 Appropriations Limit on Tax Proceeds	Approve
	2. Draft Policy for Pay Schedule Review of Non-Represented Full-time Positions	Approve
	3. Fiscal Year 2023-2024 Pay Schedules of All Positions	Approve
	4. District Manager Report	Review
F.	FIRE DEPARTMENT MATTERS	
	1. Resolution 2023-06: Government Code section 21156. <i>Determination of Disability Status for Application of Industrial Disability Retirement Submitted by Employee</i>	Approve
	2. Chief Officer Report and Activity Summary	Review
G.	PARK AND RECREATION MATTERS	
	1. Marinwood Park Playground - Play Structures Replacement Project: Accept Recommended Proposal Received in Response to District Issued Request for Proposals and Authorize Staff to Enter into Contract with Selected Vendor	Approve
	2. Recreation and Park Maintenance Activity Reports	Review
H.	BOARD MEMBER ITEMS OF INTEREST - REQUESTS FOR FUTURE AGENDA ITEMS	
I.	ADJOURN	
	DATE OF NEXT REGULAR BOARD MEETING – July 11, 2023	

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 9, 2023

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 in their entirety on the Marinwood YouTube channel here:* <https://www.youtube.com/channel/UC0dvM2PvtsEzE25cRAf4Jmg>

Present:

Board Members: President Sivan Oyserman, Chris Case, Kathleen Kilkenny, Lisa Ruggeri and Bill Shea.

Staff: District Manager Eric Dreikosen, Recreation Director Luke Fretwell, San Rafael Fire Chief Darin White and Administrative Assistant Tiffany Combrink.

A. Call to Order

B. Agenda

Agenda adopted as presented

C. Consent Calendar

- a. Draft Minutes of Regular Meeting of April 11, 2023
- b. Bills Paid Nos. 7232 – 7305
Shea to approve/Case to second “consent calendar as presented.”
All in favor. Motion carried unanimously.

D. Public Comment Open Time for Items Not on Agenda

Board of Directors received public comment regarding

- a. Kindness and integrity

E. District Matters

1. *Fiscal Year 2023-2024 Proposed District Operating Budget*
Shea to approve/Case to second Fiscal Year 2023-2024 Proposed District Operating Budget
All in favor. Motion carried unanimously.
2. *District Manager Report*
Board received District Manager Report

F. Fire Department Matters:

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

G. Park and Recreation Matters:

1. *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

- None

I. Adjourn

Meeting adjourned at 8:45PM

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 13, 2023

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
7306	5/1/2023	Christine Costello	224.00	Zumba	Rec	5210146	Adult	224.00
7307	5/1/2023	Ann McBride	239.40	Irish Dance	Rec	5210146	Youth	239.40
7308	5/1/2023	Roman Macievich	25.00	reimburse employee expens	Rec	5220819	Summer	25.00
7309	5/1/2023	AFLAC	26.50	Disability Ins - Apr	Park	5130120	General	26.50
7310	5/1/2023	C.A.P.F.	236.00	LTD May	Fire	5130120	General	236.00
7311	5/1/2023	CalPERS	8,333.00	CERBT Apr 2023	Park	5130130	General	2,583.00
					Rec	5130130	General	583.00
					Fire	5130130	General	5,167.00
7312	5/1/2023	Delta Dental	2,022.00	Dental May	Fire	5130120	General	1,194.20
					Park	5130120	General	399.54
					Rec	5130120	General	428.26
7313	5/1/2023	Grainger	96.85	Diesel exhaust fluid	Fire	5220210	General	96.85
7314	5/1/2023	Hagel Services	703.05	Janitorial supplies	Park	5220827	Building	703.05
7315	5/1/2023	PG&E	1,922.95	Streetlights April	Streetlights	5210825	General	1,922.95
7316	5/1/2023	SDRMA	214.53	Life Ins - May	Fire	5130120	General	71.42
					Park	5130120	General	69.93
					Rec	5130120	General	73.18
7317	5/1/2023	SDRMA	2,072.32	P/L ins adj - Maint. Facility	Park	5210525	General	2,072.32
7318	5/1/2023	State of CA - Dept of Justice	224.00	fingerprinting	Rec	5210128	General	224.00
7319	5/1/2023	TIAA Commercial Finance	638.90	copier lease	Rec	5220130	General	415.29
					Fire	5220130	General	159.73
					Park	5220130	General	63.88
7320	5/1/2023	US Bank Corporate Pmt Svc	8,001.89	online meeting subscription	Fire	5211325	General	44.22
				computer back up	Fire	5220110	General	226.77
				firehouse supplies	Fire	5220827	General	87.83
				wiper blades	Fire	5210910	General	65.53
				online meeting subscription	Park	5211325	General	14.25
				park phone	Park	5220110	General	71.27
				park maintenance	Park	5220310	General	201.00
				gloves	Park	5220827	General	140.73
				food supplies	Rec	5220819	After-school	460.22
				ethernet / phone-internet cal	Rec	5220310	Building	282.24
				Raise-a-glass supplies	Rec	5220819	Community	418.54
				marketing	Rec	5210122	General	195.00
				fingerprinting	Rec	5210128	General	105.00
				online meeting subscription	Rec	5211325	General	61.96
				office supplies / subscription	Rec	5220110	General	443.47
				first aid supplies / training	Rec	5220819	General	486.98
				pool maintenance	Rec	5220215	Pool	687.89
				pool equip / pool clock / pool	Rec	5220819	Pool	3,081.37
				preschool supplies / return p	Rec	5220819	Preschool	-294.86
				staff certs	Rec	5211315	Summer	891.00
				supplies	Rec	5220819	Youth	331.48
7321	5/5/2023	Airgas	594.62	pool chems	Rec	5220710	Pool	594.62
7322	5/5/2023	Bay Area Janitorial Force	1,250.00	Janitorial - May	Rec	5211110	Building	1,250.00
7323	5/5/2023	Robyn Bruton	111.15	Preschool supplies	Rec	5220819	Preschool	111.15
7324	5/5/2023	Comcast	157.14	Cable - May	Fire	5210725	General	157.14
7325	5/5/2023	Comcast	146.55	Internet - May	Rec	5210725	General	73.27
					Fire	5210725	General	73.28
7326	5/5/2023	DC Electric	299.22	SL maintenance March	Streetlights	5210915	General	299.22
7327	5/5/2023	Geomorph Design	6,947.50	erosion protection design/pe	Capital	5210120	FEMA	6,947.50
7328	5/5/2023	Got Gophers	275.00	pest control	Park	5211532	General	275.00
7329	5/5/2023	Grainger	3,757.03	drinking fountain / bottle fille	Rec	5220310	Building	3,757.03
7330	5/8/2023	Erin Jones	405.00	refund summer camp	Rec	4631920	Summer	405.00
7331	5/8/2023	Master Sim	640.00	TKD	Rec	5210146	Youth	640.00
7332	5/8/2023	Jackson's Hardware	54.59	supplies	Park	5220310	General	54.59
7333	5/8/2023	Marin Resource Recovery	150.00	debris dump	Park	5210815	General	150.00
7334	5/8/2023	Marin Sanitary Service	2,313.25	Garbage - April	Park	5210815	General	1,619.28
					Rec	5210815	General	462.65
					Fire	5210815	General	231.32
7335	5/8/2023	Marinwood CSD	95,582.88	Fire salaries	Fire	5110110	General	27,525.12
				Fire OT	Fire	5120110	General	17,377.56
				FLSA	Fire	5110319	General	1,031.12
				Acting Pay	Fire	5110310	General	46.80
				4850 pay	Fire	5110110	General	3,613.12
				Admin Asst	Fire	5110110	Admin	1,008.00
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,008.00
				Admin Asst	Park	5110110	Admin	504.00
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,699.76
				Rec Dir	Park	5110110	General	1,157.04
				Rec salary	Rec	5110110	General	8,096.80

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Park salary	Park	5110110	General	7,088.80
				Park hourly	Park	5110210	General	288.00
				Building attendants	Rec	5110210	Building	248.00
				Pool staff	Rec	5110210	Pool	7,851.90
				Swim Team	Rec	5110210	Swim Team	2,050.00
				Aquatics	Rec	5110210	Aquatics	90.00
				Summer	Rec	5110210	Summer	343.38
				Preschool	Rec	5110210	Preschool	5,933.00
				Afterschool	Rec	5110210	Afterschool	1,746.00
				Spring Art Show	Rec	5110210	Community	400.00
				PR fees	Fire	5210230	General	176.87
				PR fees	Rec	5210230	General	123.83
				PR fees	Park	5210230	General	23.45
				SS + Medicare	Fire	5140140	General	3,790.61
				SS + Medicare	Rec	5140140	General	2,678.46
				SS + Medicare	Park	5140140	General	563.40
				EDU + SUI	Rec	5140145	General	242.44
				EDU + SUI	Park	5140145	General	4.61
				Benefits withholding	Park	2120066	General	-1,060.29
				Benefits withholding	Rec	2120066	General	-1,355.16
				Benefits withholding	Fire	2120066	General	-5,481.34
7336	5/8/2023	Marinwood CSD	13,622.11	Retire 05/05/2023	Park	5130510	General	1,537.90
					Rec	5130510	General	2,107.50
					Fire	5130510	General	9,976.71
7337	5/8/2023	Pest Plus	259.00	pest control	Fire	5220310	General	90.00
					Rec	5220310	General	169.00
7338	5/8/2023	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
7339	5/11/2023	County of Marin	318.75	Q3 county counsel fees	Park	5210131	General	318.75
7340	5/11/2023	Jerry Mehcz	4,004.40	Tennis	Rec	5210146	Tennis	4,004.40
7341	5/11/2023	Silbermann's Ice Cream	870.00	scoop cups/bananas	Rec	5220826	Pool	870.00
7342	5/11/2023	Six Flags	8,856.90	6/27 field trip	Rec	5220819	Summer	8,856.90
7343	5/11/2023	Slembrouck-Many	930.00	alarm, annual cell & monitori	Park	5210725	General	930.00
7344	5/11/2023	SolEd	2,294.72	Solar - Apr	Rec	5210810	General	1,661.26
					Fire	5210810	General	633.46
7345	5/11/2023	Sprint	179.53	cell phones	Fire	5210725	General	179.53
7346	5/11/2023	Marin Ace	310.27	supplies	Fire	5220810	General	84.30
					Park	5220810	General	225.97
7347	5/11/2023	Staples	20.00	office supplies	Rec	5220110	General	20.00
7348	5/11/2023	Transbay Lock	117.44	keys	Rec	5220310	General	117.44
7349	5/11/2023	United Coach Tours	8,751.00	summer field trips	Rec	5220819	Summer	8,751.00
7350	5/17/2023	Allstar Fire Equipment	166.14	hoses	Fire	5220210	General	166.14
7351	5/17/2023	AT&T	798.31	Phones - Mar	Fire	5210725	General	250.01
					Park	5210725	General	0.02
					Rec	5210725	General	238.52
				Phones - Apr	Fire	5210725	General	159.70
					Park	5210725	General	0.08
					Rec	5210725	General	149.98
7352	5/17/2023	AT&T	80.25	Internet - May	Park	5210725	General	80.25
7353	5/17/2023	Fire King Fire Protection	867.84	Fire extinguisher annual insp	Rec	5220210	General	867.84
7354	5/17/2023	Home Depot	212.73	supplies	Park	5220310	General	212.73
7355	5/17/2023	Landesign	3,075.00	landscape contractor	Park	5211125	General	3,075.00
7356	5/17/2023	Marin Municipal Water Distri	2,608.78	Water Mar/Apr	Fire	5210835	General	420.00
					Rec	5210835	General	644.51
					Park	5210835	General	1,544.27
7357	5/17/2023	Marin Professional Firefighte	840.00	May dues	Fire	5211330	General	840.00
7358	5/17/2023	Marinwood CSD	93,006.41	Fire salaries	Fire	5110110	General	25,437.44
				Fire OT	Fire	5120110	General	13,815.72
				FLSA	Fire	5110319	General	955.53
				Acting Pay	Fire	5110310	General	109.80
				4850 pay	Fire	5110110	General	5,700.80
				Admin Asst	Fire	5110110	Admin	1,008.00
				Admin Mgr	Fire	5110110	Admin	2,884.80
				Admin Asst	Rec	5110110	Admin	1,008.00
				Admin Asst	Park	5110110	Admin	504.00
				Admin Mgr	Rec	5110110	Admin	1,442.40
				Admin Mgr	Park	5110110	Admin	1,442.40
				Rec Dir	Rec	5110110	General	2,699.76
				Rec Dir	Park	5110110	General	1,157.04
				Rec salary	Rec	5110110	General	8,096.80
				Park salary	Park	5110110	General	7,140.80
				Park hourly	Park	5110210	General	445.50
				Building attendants	Rec	5110210	Building	248.00
				Pool staff	Rec	5110210	Pool	9,062.66
				Swim Team	Rec	5110210	Swim Team	1,890.00
				Aquatics	Rec	5110210	Aquatics	90.00
				Summer	Rec	5110210	Summer	550.50
				Preschool	Rec	5110210	Preschool	6,071.75
				Afterschool	Rec	5110210	Afterschool	1,809.00
				PR fees	Fire	5210230	General	202.34

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				PR fees	Rec	5210230	General	157.88
				PR fees	Park	5210230	General	29.93
				SS + Medicare	Fire	5140140	General	3,357.47
				SS + Medicare	Rec	5140140	General	2,759.51
				SS + Medicare	Park	5140140	General	579.42
				EDU + SUI	Rec	5140145	General	242.34
				EDU + SUI	Park	5140145	General	7.13
				Benefits withholding	Park	2120066	General	-1,063.81
				Benefits withholding	Rec	2120066	General	-1,355.16
				Benefits withholding	Fire	2120066	General	-5,481.34
7359	5/17/2023	Marinwood CSD	13,630.66	Retire 05/19	Park	5130510	General	1,545.31
					Rec	5130510	General	2,107.50
					Fire	5130510	General	9,977.85
7360	5/17/2023	Marinwood CSD	47,116.15	Health - June	Park	5130120	General	9,808.52
					Rec	5130120	General	8,362.52
					Fire	5130120	General	28,945.11
7361	5/17/2023	PG&E	4,192.67	Gas - Apr	Rec	5210810	General	3,870.06
					Fire	5210810	General	322.61
7362	5/17/2023	PG&E	1,462.13	Electric - Apr	Rec	5210810	General	1,166.35
					Fire	5210810	General	13.14
					Park	5210810	General	282.64
7363	5/22/2023	Janet Carter	378.00	Pilates	Rec	5210146	Adult	378.00
7364	5/22/2023	Danielle Tully	195.00	refund summer camp	Rec	4631920	Summer	195.00
7365	5/22/2023	Jennifer Hale	442.00	refund summer camp	Rec	4631920	Summer	442.00
7366	5/22/2023	Jessica Spencer Flores	564.00	refund summer camp	Rec	4631920	Summer	564.00
7367	5/22/2023	Krystal Sheree Whitaker	812.00	refund summer camp	Rec	4631920	Summer	812.00
7368	5/22/2023	Nishant Tyagi	406.00	refund summer camp	Rec	4631920	Summer	243.00
				refund swim lesson	Rec	4631917	Aquatics	163.00
7369	5/22/2023	CalPERS	8,333.00	CERBT May 2023	Park	5130130	General	2,583.00
					Rec	5130130	General	583.00
					Fire	5130130	General	5,167.00
7370	5/22/2023	Astro Jump	303.45	05/30 afterschool	Rec	5220819	Afterschool	303.45
7371	5/22/2023	Mill Valley Refuse	284.22	porta potty	Park	5211220	General	284.22
7372	5/22/2023	Rent A Fence	222.87	fence rental - Mar	Park	5211220	General	222.87
7373	5/22/2023	Silbermann's Ice Cream	200.00	scoop cups/bananas	Rec	5220826	Pool	200.00
7374	5/22/2023	SiteOne	3,309.53	Irrigation maintenance	Park	5220310	General	3,309.53
7375	5/22/2023	Slembrouck-Many	495.00	Annual alarm testing	Park	5220310	General	495.00
7376	5/22/2023	SDRMA	214.53	Life Ins - June	Fire	5130120	General	71.42
					Park	5130120	General	69.93
					Rec	5130120	General	73.18
7377	5/22/2023	Staples	95.19	office supplies	Rec	5220110	General	95.19
7378	5/22/2023	State of CA - Dept of Justice	1,728.00	fingerprinting	Rec	5210128	General	1,728.00
7379	5/22/2023	AFLAC	26.50	Disability Ins - May	Park	5130120	General	26.50
7380	5/22/2023	Grainger	73.68	spray paint	Park	5220310	General	73.68
7381	5/22/2023	Marinwood Market	1,236.00	Raise-a-glass catering	Rec	5220819	Community	1,236.00
7382	5/22/2023	Robyn Bruton	100.85	preschool supplies	Rec	5220819	Preschool	100.85
7383	5/30/2023	Margaret Dawson Schink	741.30	White Crane Silat	Rec	5210146	Youth	741.30
7384	5/30/2023	Ann McBride	157.50	Irish Dance	Rec	5210146	Youth	157.50
7385	5/30/2023	Master Sim	1,120.00	TKD	Rec	5210146	Youth	1,120.00
7386	5/30/2023	Santina Stabile	250.00	refund GIT	Rec	4631917	Aquatics	250.00
7387	5/30/2023	Delta Dental	2,022.00	Dental June	Fire	5130120	General	1,194.20
					Park	5130120	General	399.54
					Rec	5130120	General	428.26
7388	5/30/2023	VSP	387.94	Vision - June	Fire	5130120	General	214.51
					Park	5130120	General	95.86
					Rec	5130120	General	77.57
TOTAL:			370,394.07					370,394.07

Total by Department:

Streetlights	2,222.17
Fire Department	166,500.20
Recreation Department	138,904.47
Park Department	55,819.73
Measure A	0.00
MWPA	0.00
Capital	6,947.50



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 13, 2023
Re: Resolution 2023-05: Appropriations Limit

Directors,

Please see the included Resolution 2023-05 determining the Fiscal Year 2023-2024 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/352/2023/05/PriceandPopulation2023.pdf>

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

Staff Recommendation: Approve Resolution 2023-05 as presented.

RESOLUTION NO. 2023-05

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT
DETERMINING THE 2023-2024 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 Total percentage change in population for the year 2022 be utilized in calculation of the maximum limit applicable to the 2023-2024 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 2023-2024 appropriations of tax proceeds is

\$ 2,558,427

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 2023-2024, including the special taxes for Fire Protection and Prevention and for Park, Open Space and Street Landscape Maintenance, is calculated to be

\$ 4,318,606

PASSED AND ADOPTED at a regular meeting of the Marinwood Community Services District Board of Directors held on the 13th day of June, 2023 by the following vote:

AYES:

NOES:

ABSENT:

MARINWOOD COMMUNITY SERVICES DISTRICT

Sivan Oyserman, President of the Board

ATTEST: _____
Tiffany Combrink, Secretary to the Board

**MARINWOOD COMMUNITY SERVICES DISTRICT
CALCULATION OF APPROPRIATIONS LIMIT FOR PROCEEDS OF TAXES
FOR FISCAL YEAR 2023-2024**

CALIFORNIA PER CAPITA PERSONAL INCOME: 4.44%

CPCPI Factor = $(4.44\% + 100)/100 = 1.0444$

POPULATION FACTOR (Marin County Total 2022): -1.06%

Population Factor = $(-1.06 + 100)/100 = 0.9894$

RATIO OF CHANGE FOR 2023-2024: $1.0444 \times 0.9894 = 1.0333$

(Note: The above information is taken from the State of California Department of Finance letter "Price Factor and Population Information" dated May 2023.)

	Street Lights	Fire Dept.	Park & Rec	TOTAL
Appropriations Limit for Proceeds of Taxes for Fiscal Year 2022-2023:	\$ 299,284	\$1,436,837	\$ 739,854	\$ 2,475,975
Change Factor for 2023-2024:	<u>x 1.0333</u>	<u>x 1.0333</u>	<u>x 1.0333</u>	
Appropriations Limit for 2023-2024 Based on Per Capita and Population Change:	<u>\$ 309,251</u>	<u>\$ 1,484,684</u>	<u>\$ 764,492</u>	<u>\$ 2,558,427</u>
ADD:				
Maximum proceeds from voter-approved Fire Protection and Park Maintenance taxes:		<u>\$ 1,320,968</u>	<u>\$ 439,211</u>	<u>\$ 1,760,179</u>
TOTAL APPROPRIATION LIMITATION FOR FISCAL YEAR 2023-2024:	<u>\$ 309,251</u>	<u>\$ 2,805,652</u>	<u>\$ 1,203,703</u>	<u>\$ 4,318,606</u>



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 13, 2023
Re: Pay Schedule Review Policy

Directors,

Please see the attached Pay Schedule Review of Non-Represented Full-Time Positions Policy.

Each June the Board of Directors is presented for their formal approval the pay schedules of all District positions. The pay schedules state the base wages & salary levels established for these positions. Upon the Board's approval, the pay schedules then become effective at the beginning of the subsequent fiscal year (July).

As has been discussed in multiple prior meetings, the District does not currently have an approved policy identifying procedures and timing for the regular review and potential adjustment of pay schedules for non-represented full-time positions. Unlike the District's firefighters who are represented by their labor group and subject to the Meyers-Milias-Brown Act (MMBA) which dictates their legal right to engage in annual labor negotiations, our other full-time employees are not represented by an organized labor group and as such do not have the same negotiating rights. This has led to an inconsistent practice and frequency by which pay schedules for non-represented positions have historically been reviewed and adjusted by the Board.

At the May 2023 board meeting, Directors Ruggeri and Oyserman volunteered to work with staff in drafting the attached proposed policy. The attached draft policy establishes annual timing and procedures by which the Board will be presented with current pay schedules and other relevant data for which to conduct an informed review. The outcome of this review will determine any potential pay schedule adjustments to occur for non-represented positions in the subsequent fiscal year.

Please note, an aspect of the pay schedule review process includes a review of similar positions and their associated pay schedules as offered by comparable agencies. However, Marinwood CSD is a fairly unique agency. While we represent one of the smaller agencies in our region in regards to financial resources available, the offerings provided by our Recreation Department rival and often exceed those of much larger agencies in terms of scope and individuals served. Our Parks Maintenance staff perform a wide range of duties that are often performed by specialized employees or focused individual departments within comparable agencies. Due to our much lower total staffing numbers offering comparable services to our much larger counterparts, our full-time employees must wear multiple hats requiring a wide variety of skills and responsibilities on any given day. With that understanding, staff will make their best efforts to identify similar positions of comparable agencies but also recognize it will rarely be an *apples-to-apples* comparison.

Staff Recommendation: Adopt the Pay Schedule Review of Non-Represented Full-Time Positions Policy as presented.

MARINWOOD COMMUNITY SERVICES DISTRICT
PAY SCHEDULE REVIEW OF NON-REPRESENTED FULL-TIME POSITIONS POLICY

Presented to Board of Directors: June 13, 2023

Purpose:

Marinwood Community Services District (District) recognizes the need to provide fair and competitive wages to attract and retain exceptional personnel. This policy formalizes procedures and timing for annual review and potential adjustments of Pay Schedules for non-represented full-time positions.

Policy:

Annually, the Board of Directors shall review and approve Public Pay Schedules for District-wide employment positions. Pay Schedule adjustments for non-represented full-time positions shall be made in accordance with the Board's assessment of the District's ability to afford such adjustments.

Procedure:

The Board of Directors shall review and consider several factors in determining the District's ability to afford potential Pay Schedule adjustments for non-represented positions. In addition to those listed below, this shall include the District's most recent audited financial statements stating the District's total current assets and liabilities.

The below steps outline the other factors and associated timing to be included in the Board's annual review:

1. Each February staff shall prepare and present for review by the Board of Directors the following data sets:
 - a. Current District Pay Schedules of non-represented full-time positions within the following departments and functions:
 - i. Park
 - ii. Recreation
 - iii. Administrative

- b. Pay Schedules of similar positions identified within comparable agencies and/or organizations. To the extent possible and practical, the same agencies/organizations will be utilized each year as points of comparison, and those agencies will be made known to the Board of Directors.
- c. Consumer Price Index (CPI) change factor for the preceding December as published by the U.S. Bureau of Labor & Statistics (BLS).

Staff shall also present initial recommendations for potential Pay Schedule adjustments.

The Board of Directors shall provide consensus direction regarding potential Pay Schedule adjustments to be incorporated into forthcoming draft annual operating budgets.

- 2. Each March and April staff shall prepare and present for review by the Board of Directors a draft annual operating budget for the upcoming fiscal year. Draft budgets shall incorporate the consensus direction received from the Board of Directors during prior review(s) regarding any Pay Schedule adjustment recommendations.
- 3. Each May staff shall prepare and present for approval by the Board of Directors the final draft annual operating budget for the upcoming fiscal year. The final draft budget shall include final Pay Schedule adjustments as directed by the Board of Directors during prior draft budget reviews.
- 4. Each June staff shall prepare and present for approval by the Board of Directors the Public Pay Schedules applicable to the subsequent fiscal year for all District positions. Any Pay Schedule adjustments from the current fiscal year shall become effective with the first full pay period of the subsequent fiscal year, unless otherwise directed by the Board of Directors.



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 13, 2023
Re: Fiscal Year 2023-2024 Pay Schedules

Directors,

Please see the included FY 23-24 Pay Schedules for District-wide positions. Approval of the Pay Schedules is required to be performed by the governing body each fiscal year.

All pay schedules presented were incorporated into the FY 23/24 operating budget as reviewed and approved by the Board of Directors on May 9, 2023. All fire department wages are consistent with their current memorandum of understanding approved by the Board of Directors at the public meeting conducted on October 12, 2021.

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 23-24 Pay Schedules as presented.

MARINWOOD COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2023-2024 PAY SCHEDULE

Effective Date: July 1, 2023

BASE SALARY RANGES FOR FULL-TIME PARK DEPARTMENT POSITIONS

	STEP A	STEP B	STEP C	STEP D	STEP E	STEP EE
<u>MAINTENANCE WORKER II</u>						
Base Pay - Hour	24.05	25.25	26.51	27.84	29.23	30.69
Base Pay - Month	4,168.00	4,376.00	4,595.00	4,825.00	5,066.00	5,319.00
Base Pay - Year	50,016.00	52,512.00	55,140.00	57,900.00	60,792.00	63,828.00

BASE SALARY RANGES FOR FULL-TIME RECREATION DEPARTMENT POSITIONS

	STEP A	STEP B	STEP C	STEP D	STEP E	STEP EE
<u>RECREATION DIRECTOR</u>						
Base Pay - Hour	39.66	41.65	43.73	45.92	48.21	50.63
Base Pay - Month	6,875.00	7,219.00	7,580.00	7,959.00	8,357.00	8,775.00
Base Pay - Year	82,500.00	86,628.00	90,960.00	95,508.00	100,284.00	105,300.00

ASSISTANT RECREATION DIRECTOR

Base Pay - Hour	29.35	30.81	33.00	34.65	36.38	38.20
Base Pay - Month	5,088.00	5,341.00	5,720.00	6,006.00	6,306.00	6,622.00
Base Pay - Year	61,048.00	64,084.80	68,640.00	72,072.00	75,670.40	79,456.00

RECREATION SUPERVISOR

Base Pay - Hour	26.68	28.01	30.00	31.50	33.08	34.73
Base Pay - Month	4,625.00	4,855.00	5,200.00	5,460.00	5,733.00	6,020.00
Base Pay - Year	55,494.40	58,260.80	62,400.00	65,520.00	68,806.40	72,238.40

SENIOR ADMINISTRATIVE ASSISTANT

Base Pay - Hour	26.12	27.42	28.79	30.24	31.75	33.33
Base Pay - Month	4,527.00	4,753.00	4,991.00	5,241.00	5,503.00	5,778.00
Base Pay - Year	54,324.00	57,036.00	59,892.00	62,892.00	66,036.00	69,336.00

BASE SALARY RANGES FOR FULL-TIME FIRE DEPARTMENT POSITIONS

	STEP A	STEP B	STEP C	STEP D	STEP E	STEP EE
<u>FIREFIGHTER & FIREFIGHTER-PARAMEDIC</u>						
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

ENGINEER

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

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

MARINWOOD COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2023-2024 PAY SCHEDULE

Effective Date: July 1, 2023

BASE SALARY RANGES FOR FULL-TIME ADMINISTRATION POSITIONS

	LOW	HIGH
<u>DISTRICT MANAGER</u>		
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

ADMINISTRATIVE ASSISTANT (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

	LOW	HIGH
Building Attendant	20.00	26.00
Janitorial Assistant	15.50	16.50
Park Maintenance	16.00	20.00
Camp Counselor	15.50	30.00
Swim Instructor	19.50	30.00
Lifeguard	19.00	26.00
Pool Attendant	15.50	17.00
Preschool Director	34.00	40.00
Preschool Teacher	22.00	27.00

District Manager Report
June 13, 2023
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.

FEMA Claim/Creek Bank Failure:

Work continues by our contracted engineers on plans for repairs related to our FEMA claim. Most recently, applications and initial plans have been submitted for review by the various regulatory agencies. Our lead engineer, Matt Smeltzer, also brought the plans into the County Planning Office for review as we are anticipating the project will be subject to the County Design Review process. Their initial feedback requested a large amount of unrelated data and information as it relates to the entire 16-acre parcel. We are currently in communication with County Planning requesting they reduce their requirements to focus on the primary work area surrounding the slide, referring to the requirements and precedent set with the construction of the park maintenance facility which was also subject to design review yet did not require such extensive information.

We are further requesting they provide a means to expedite the design review process. Design review typically takes approximately 5 months to complete once final plans are submitted. As we simply don't have the luxury of that much time, we are requesting the process be completed in 30 days in an effort to potentially complete the project prior to the next rainy season. Needless to say, if we enter the rainy season without completing or at least making significant progress on the needed repair work, this could place the pool mechanical room in a critical position should we experience another unusually wet season causing high water levels and additional earth movement.

We will not have a cost estimate for the actual repair work until final design plans are accepted by FEMA, the County and the regulatory agencies. Staff will continue to keep the Board apprised.

Marinwood Roadway Medians:

After several years of back and forth with County DPW regarding which agency was responsible for the maintenance of roadway medians located through-out Marinwood, I engaged a review of our District's formation resolutions and any other relevant documentation dating back to 1960 in an attempt to provide clarity to this issue. While the District could find nothing within this documentation indicating Marinwood CSD has responsibility for maintenance of roadway medians, I further requested a review of this matter by the County Counsel's office. In short, the County has now conceded that they are indeed the agency responsible for all roadway medians throughout Marinwood and that this responsibility does not fall under the purview of the CSD.

That said, I understand vegetation management needs within the medians are a low priority for County DPW. Their usual practice when it comes to medians is to remove vegetation and hardscape the medians to eliminate such future maintenance needs. All the same and realizing the medians do not fall under the CSD purview, I have requested a personal meeting with the DPW director set to occur later this month to discuss ways in which our two agencies may be able to work together in attempt to resolve some of the ongoing concerns. I also requested County staff be directed to discontinue their practice of referring concerned residents to Marinwood CSD regarding matters involving roadway medians.

In the meantime, the CSD did contract a crew to perform some clean-up of the Miller Creek Road median between Las Gallinas and Quietwood. This work began last week.

Other Items of Note:

- **Open Space Vegetation Management** – During the past month I met with our fire prevention vegetation management partners of San Rafael Fire Department to identify project needs for the 23/24 fiscal years. We toured specific areas along the zone previously treated from Queenstone Fire Road to the County Facilities on Idyberry Road to provide spot treatment to areas of need. We also identified areas of District-owned properties in Lucas Valley Estates to be treated.
- **California Voters Rights Act (CVRA)** – This past week I participated in a CSDA webinar regarding the CVRA. Amongst other things, a focus of the CVRA requires many, but not all, public agencies to transition from “at-large” elections to “district” elections based largely on demographic representation. In short, an agency’s area of jurisdiction is separated into an equal number of districts as there are governing body seats and each district must have a local representative serving as an elected official. With this provision of the CVRA, many towns, cities, school districts and even some larger special districts practicing “at-large” elections have faced costly lawsuits from private law firms that eventually led these agencies to transition to district elections. Given the size and limited population of registered voters within the Marinwood CSD jurisdictional boundaries, it is unlikely that Marinwood CSD is subject to this provision. However, this is something I will be keeping an eye on as more agencies face potential lawsuits.
- **Community Center Furnace Replacement** - As has been anticipated and planned in the past few budgets, an aging furnace serving a portion of the community center’s HVAC system finally reached the end of its useful life. Fortunately, we were able to have the furnace promptly replaced in time for the summer season as the furnace is an essential component of a split-system that also provides air conditioning throughout the facility.

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.



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 13, 2023
Re: Resolution 2023-06: Determination of Disability Status for Michael Prince

Directors,

Please see the attached Resolution 2023-06 (Government Code section 21156) regarding the determination of disability status for former firefighter-paramedic Michael T. Prince.

On May 17, 2023, the District was informed by CalPERS that Mr. Prince submitted an application with CalPERS requesting disability retirement due to an industrial injury suffered while performing his regular duties for the Marinwood Fire Department.

In accordance with government code, the Board of Directors must make a determination in a public meeting that the employee is *"substantially incapacitated for the performance of his or her duties. This 'substantial incapacity' must be due to a medical condition of permanent or extended duration of at least twelve consecutive months or will result in death."* It further states *"...the medical determination must be based on the following:*

- *Competent medical opinion*
- *Medical records and other available information to support the medical opinion"*

To protect Mr. Prince's privacy rights, information and medical opinions in the possession of the District were confidentially shared with the Board to the extent needed for the Board to make their informed determination.

Staff Recommendation: Approve Resolution 2023-06 as presented.

RESOLUTION NO. 2023-06

**RESOLUTION OF THE BOARD OF DIRECTORS OF
MARINWOOD COMMUNITY SERVICES DISTRICT
(Government Code section 21156)**

WHEREAS, the Marinwood Community Services District (hereinafter referred to as "Agency") is a contracting agency of the California Public Employees' Retirement System (CalPERS); and

WHEREAS, the California Public Employees' Retirement Law requires that a contracting agency determine whether an employee of such agency in employment in which he/she is classified as a local safety member is disabled for purpose of the California Public Employees' Retirement Law and whether such disability is "industrial" within the meaning of such law; and

WHEREAS, an application for industrial disability retirement of orthopedic-back from Michael T. Prince employed by the Agency in the position of Firefighter-Paramedic has been filed with CalPERS; and

WHEREAS, the Board of Directors has reviewed the medical and other evidence relevant to such alleged disability.

NOW, THEREFORE, BE IT RESOLVED:

That the Board of Directors find and determine and it does hereby find and determine that Michael T. Prince is substantially incapacitated within the meaning of the Public Employees' Retirement Law for performance of his duties in the position of Firefighter-Paramedic for orthopedic-back and does hereby certify under penalty of perjury that this determination was made on the basis of competent medical opinion and was not used as a substitute for the disciplinary process in accordance with Government Code section 21156(a)(2). If the disciplinary process occurred before the member's separation from employment, all relevant personnel documents were forwarded to CalPERS for determination of the member's eligibility for disability retirement and CalPERS' determination that the member is eligible to apply for disability retirement was obtained prior to starting the process of determination. Michael T. Prince had filed a Workers' Compensation claim for his disabling condition. The Worker's Compensation claim was accepted.

BE IT FURTHER RESOLVED that the Board of Directors hereby find and determine that such disability is a disease arising out of and in the course of employment. Neither said Michael T. Prince nor the agency Marinwood Community Services District has applied to the Workers' Compensation Appeals Board for a determination pursuant to Section 21166 whether such disability industrial.

BE IT FURTHER RESOLVED that the last date paid in the position of firefighter-paramedic member after expiration of his rights under Government Code sections 21163 and 21164, is effective August 5, 2022 and that no dispute as to the expiration of such leave rights is pending. The member has exhausted unused sick leave, compensating time off or Labor Code 4850 until the last date paid.

There is not a possibility of third party liability; and

Advance Disability Pension Payments will not be made; and

The primary disabling condition is orthopedic, back.

The duration of the disabling condition is expected to be permanent, which is certified by competent medical opinion.

PASSED AND ADOPTED at a regular meeting of the Marinwood Community Services District Board of Directors held on the 13th day of June 2023, by the following vote:

Ayes:

Noes:

Absent:

Agency: _____
Sivan Oyserman, Board President

Attest: _____
Tiffany Combrink, Secretary to Board of Directors



Memo

To: Marinwood Board of Directors

From: Darin White, Fire Chief

Date: June 13, 2023

Re: Fire Department Update

Marin Wildfire Prevention Authority- (MWPA)

On Thursday May 18, 2023, the Marin Wildfire Prevention Authority approved the FY 2023-24 Workplan and Budget. The Workplan is the fourth year/iteration of effort by the Operations Committee and Advisory Technical Committees collective efforts to build a comprehensive and effective strategy to reduce wildfire risk throughout Marin County. The workplan includes, but is not limited to: strategic shaded fuel breaks, goat grazing, and other vegetation management activities near homes to reduce fire intensity and severity, rate of spread, and potential for burning embers to be carried downwind into adjacent communities.

Additionally, the Workplan included vegetation management projects to reduce risk around key evacuation routes and vulnerable communities, funding dedicated to home hardening and defensible space inspections, as well as grants to support residents working to implement the recommendations provided during those inspections. Funding is available for free chipper programs for residents performing their own defensible space work, evacuation, and alert systems, including auditory alert systems, online evacuation management systems, and additional signage.

Vegetation Management

The Goat Grazing Program is currently underway in Marinwood. Almost 20 acres of open space owned by the CSD is being grazed right now by a herd of 100 goats to remove flashy fuels and weeds. The goats are creating a buffer of over 100 feet from residents' homes to remaining unmanaged grasses. Goats will remain at the Idylberry area for one more week before transitioning to a 4-acre site at Grasshopper Hill. (Photo on page 2, top)

A tree service contractor has been working to clear acres of dense brush on homes behind Ellen Drive and Las Gallinas Avenue near the Miller Creek Middle School. Concurrent with the goat grazing, crews are currently working in grasshopper hill clearing dense brush within 100' of structures by creating a shaded fuel break. The crews are removing small invasive plants/ trees, limbing up mature trees, and removing dead woody debris from the site (see photo on page 2, below).



The photos above reflect work being completed by hand crews and goats in the areas of Ellen Drive, Las Gallinas avenue, and the Miller Creek Middle School.

Marin County Survivors Celebration Event



On Thursday May 25, the Marin County Survivors' Celebration was held at the Marin Osher JCC. Personnel from law enforcement, Fire, EMS, Kaiser Hospital, Marin County Health and Human Services, American Red Cross, multiple Fire Service agencies, and others all came to socialize, celebrate, and learn about the hardships, miraculous recoveries, and life altering events that our personnel have responded to while improving the outcomes of those who found themselves in a sudden and unexpected brush with death. In the photo above, Marinwood Firefighter Paramedic Sean Day and San Rafael Fire Department Firefighter Paramedic Juan Alejandre are thanked by the individual who survived an otherwise deadly abdominal aneurism. Thanks to their care, and that of numerous others at the Emergency Department, the individual has survived and has overcome this life-threatening event.

Ember Stomp 2023



On Saturday May 20, 2023, the much anticipated second annual Ember Stomp 2023 was held at the Marin County Fairgrounds. Estimations of approximately 5,000 attendees filled the fairgrounds to learn about Wildfire safety, Emergency Management best practices and preparedness, fire safe landscaping and more. Multiple vendors displayed and demonstrated their tools and equipment designed to create fire safety. (In the photo on page 3 bottom, Chief White is flanked on his left by Anne Crealock of the MWPA and Quinn Gardner, Deputy Director of Emergency Management, and by City of San Rafael Council Member Rachel Kertz and Executive Director Mark Brown of the MWPA).

Marinwood Fire Department Statistics: May 2023

The Marinwood Fire Department responded to 120 emergency calls in May 2023. A little over half of the calls for service were medical calls. Engine 58 responded to no fire related incident in Marinwood during the month. E58 did respond to a hazardous incident Jeannette Prandi Way which turned out to be plastic left on a hot stove.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	15	12	2	0	0	N/A	0	29
CSA 13	7	7	0	0	0	N/A	0	14
Old JPA (Mont Marin)	6	3	0	0	0	N/A	0	9
New JPA (East of 101)	32	10	4	0	0	N/A	0	46
SR Mutual Aid	5	8	0	0	0	0	0	13
MC JPA	0	1	1	0	1	N/A	0	3
MC Mutual Aid	0	0	0	0	0	N/A	0	0
Novato	0	4	0	0	1	1	0	6
Total number	65	45	7	0	2	1	0	120
<i>Percentage of total</i>	<i>54.2%</i>	<i>37.5%</i>	<i>5.8%</i>	<i>0.0%</i>	<i>1.7%</i>	<i>0.8%</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, 41 seconds

Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 13, 2023
Re: Play Structures Replacement Project

Directors,

Recently, the District was awarded a grant through the Prop 68 “Per Capita Funding” grant program offered by the State of California Office of Grants & Local Services (OGALS). With recommendations from staff as well as the Park & Recreation Commission, the Board approved these funds be allocated towards the replacement of aging play structure equipment located in Marinwood Park. The Board further designated the P&R Commission as the formal body to direct primary discussion and work with staff in consideration of play structure designs and styles.

Potential funding from this grant is up to \$177,952 based on total project costs. Additionally, there is a 20% funding match requirement for the total cost of each grant-funded project. Meaning, if the District takes advantage of the full amount of funding available, the total project cost would be a minimum of \$222,440 (80% grant funding = \$177,952 ; 20% District match funding = \$44,488).

On May 1, 2023 the District issued a Request for Proposals (RFP) for our Marinwood Park Playground: Play Structure Replacement project (<https://www.marinwood.org/contracts-rfp>). Potential bidders were provided a deadline of May 31, 2023, by which to submit their proposals. In total, the District received proposals from the following five (5) unique vendors:

1. Specified Play Equipment Company (SPEC)
2. MRC/Gametime
3. Kompan
4. Zoom Recreation
5. Dave Bang Associates/Community Playgrounds

The RFP stated a budget for this project of \$215,00. The remainder of total project funding would be utilized for other project needs including document preparation included in the RFP (playground mapping) and potential post-project needs including but limited to supplemental fall material and new water fountains. With the \$215,000 budget stated in the RFP, vendors were requested to submit up to four (4) unique design options:

Required:

1. Option 1 - Main Playground Only
2. Option 2 - Main Playground and Tot Playground

Recommended Optional Additional Proposals:

3. Option 1a –Main Playground Only
4. Option 2a –Main Playground and Tot Playground

The RFP further stated that proposals were to be inclusive of removal and proper disposal of existing play structure equipment and provide for the layout design, procurement, assembly and installation of new play structure equipment.

At a public meeting conducted on June 6, 2023, the P&R Commission reviewed all proposals received. Based on the proposals received and their associated costs, it was apparent to both staff and the Commission that the best use of this funding was to focus solely on the Main Playground and to address the Tot Playground at a later date.

After discussion of the proposals, the Commission narrowed the selection down to two unique design options, one submitted by SPEC and one from Gametime/MRC, as their preferred choices. These were also the same two design options identified by staff during an internal review prior to the meeting, with a staff preference for the SPEC proposal. Both SPEC and MRC/Gametime are highly reputable vendors in the play structure industry.

The Commission further requested staff return to these vendors with potential proposal modification options and other clarifying questions. However, all parties also agreed that both proposal options as submitted would serve the community well for years to come. As such, the Commission did not feel they needed to reconvene to discuss vendor response, instead relying on staff for a final recommended option based on their expertise.

As of this writing, we have yet to receive response from the vendors. I do anticipate we will receive response prior to the Board meeting which will allow us to provide a singular recommendation. If for some reason this is not possible, I also rest assured that we do have two high quality proposals, both of which will significantly enhance the community.

Staff Recommendation: Authorize staff to enter in contract with the recommended and preferred vendor and design option for the Marinwood Park Playground: Play Structure Replacement project.

RECREATION ACTIVITY REPORT

Final Summer Preparations

With our summer season starting on Monday, June 12th, the recreation staff has been busy finalizing schedules, running staff trainings, organizing supplies, communicating with participants, and managing rosters. The past few weeks have brought a frenzy of activity at the community center as parents have flooded in to pick up camp shirts, get information, and make last-minute schedule changes. We have been blessed to have some of our summer staff back early from college to help with the phone calls and emails, as well as getting everything cleaned, organized, and prepped for the summer. Things are coming together and we are on track for a successful start to the summer.

Staff Trainings

With around 250 part-time staff working for us this summer, getting everyone through the pre-season trainings is always a challenge. John Paul and Robyn have been running multiple staff trainings each week this past month to make sure our camp counselors, camp directors, pool attendants, swim instructors, lifeguards, camp supervisors, and senior lifeguards all know the skills and information necessary to ensure our programs run smoothly and safely this summer.

Counselors in Training / Guards in Training

This past month staff held our annual CIT and GIT interviews and trainings to make sure the multitudes of middle schoolers helping with our programs this summer know everything they need to know.

CITs are assigned to different camp groups throughout the summer, getting an introduction to being a camp counselor, working with our camp staff, and playing games and having fun. The GITs help out with our swim lesson program, learn lifeguard skills, participate in pool staff in-service trainings, and have fun at the pool. Both of these programs are integral feeders for our part-time summer aquatics and camp staffs.

School Pool Parties

This past week the pool hosted a handful of end-of-year school pool parties for local elementary schools. Every year during the last week of school we set aside time on the pool schedule for these end of school celebrations. This year we not only had school groups using the pool, but we also had several groups utilizing the park each day. It's nice to be able to host so many end of the school year celebrations in our facilities each year.

Music in the Park

Our next community event will be the first installment of our summer Music in the Park series, which takes place Friday, June 23rd from 6-8pm in the Marinwood Park. The other dates are July 7, August 4, and August 18. The lineup will be posted in the coming days. Marinwood Market will once again be providing food for purchase.

PARKS MAINTENANCE ACTIVITY REPORT

Tree Work

This past month we had trees trimmed in the main park between the two fields as well as in the Group Picnic Area, and one tree removed that was in danger of falling due to rot and termite damage.

Tree work is currently being performed in the medians along Miller Creek Road between Quietwood and Las Gallinas.

Encroachment Cleanup

Earlier this month staff were alerted to an area near the creek south of Creekside Park where furniture, garbage, construction cones, and other miscellaneous equipment and debris had been dumped or stored. Staff removed all materials from the creek and have continued to monitor the area for further activity.

Pool Repairs

During the last week of May a main line leak was discovered and repaired in the pool complex near the tot pool. This past month staff also made repairs to the long bench adjacent to the main pool, one of the bathroom sinks, and the fire gate.

Irrigation Maintenance

In May repairs were made at the Mini Park to irrigation wiring that had been chewed through, likely by a gopher. Repairs were also performed on a failing valve in the main park.

Weed Control

With weeds growing at an alarming rate this spring, staff have had to spend multiple days each week pulling and weed whacking at the 3 parks, around the community center and parking lot, and at the pool, as well as mowing in the panhandle.

Sidewalk Grinding

Last week staff identified a couple potential trip hazards on the sidewalk around the community center due to tree root growth. The hazards were ground down and the concrete patched where needed.

New Drinking Fountains

Staff have begun the process of installing new drinking fountains in the community center lobby, which will be followed by the installation of new drinking fountains at the pool. These new drinking fountains will provide chilled, filtered water, as well as bottle filling stations.

Upcoming Projects

Upcoming projects include landscaping at the north end of Marinwood Park, repairing lighting in the pool complex, and landscape updates at Creekside Park

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 playground equipment in all 3 playgrounds for damage/vandalism
- Check and adjust pool chemistry