

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

Tuesday – June 14, 2022 – 7:30 PM

Internet Address: <https://us02web.zoom.us/j/82314813460>

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

Meeting ID: 823 1481 3460

ATTENTION: This will be a virtual meeting of the Marinwood CSD Board of Directors. There will not be a public location for participating in this meeting. Any interested member of the public can participate telephonically or via internet by utilizing the web link or dial-in information printed on this agenda.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting either via internet or telephone shall indicate their desire to speak. If participating via internet, please click the “raise hand” feature located within the Zoom application screen. If connected via telephone, please dial “*9” (star, nine). 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 & ROLL CALL OF DIRECTORS	
B.	AGENDA	Adopt
C.	CONSENT CALENDAR a. Resolution 2022-08: Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission. b. Resolution 2022-09: 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 c. Draft Minutes of Regular Meeting of May 10, 2022 (Remote Meeting) d. Bills Paid Nos. 6301 – 6396	Approve
D.	PUBLIC COMMENT OPEN TIME FOR ITEMS NOT ON AGENDA <i>Speakers are asked to address comments to the Board and limit comments to three minutes. Speakers may comment only on non-agenda items within the subject matter jurisdiction of the District. The Board may not take action on, consider or debate items not on the agenda except under narrow circumstances meeting statutory tests. Response to comments on non-agenda items will be limited to factual information or clarifying questions from staff or Board and 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. Park Maintenance Facility Exterior Courtyards Project: Accept Bid from Lowest Qualified Bidder in Response to Notice Inviting Bids and Authorize Staff to Enter into Contract with Lowest Qualified Bidder.	Approve
	2. Resolution No. 2022-10: Determining the 2022-2023 Appropriations Limit on Tax Proceeds	Approve
	3. Fiscal Year 2022-2023 Publicly Available Pay Schedules of All Positions	Approve
	4. Review of Marinwood CSD Board of Directors Bylaws	Review
	5. District-wide Capital Needs Planning Review	Review
F.	FIRE DEPARTMENT MATTERS	
	1. Draft Minutes of Fire Commission Meeting of June 7, 2022	
	2. Chief Officer Report and Activity Summary	Review
G.	PARK AND RECREATION MATTERS	
	1. 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 12, 2022	

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

RESOLUTION NO. 2022-08

RESOLUTION OF THE BOARD OF DIRECTORS OF MARINWOOD COMMUNITY SERVICES DISTRICT MAKING FINDINGS AND CONFIRMING THE NEED TO CONTINUE CONDUCTING REMOTE MEETINGS VIA TELECONFERENCE OF THE BOARD OF DIRECTORS, FIRE COMMISSION AND PARK & RECREATION COMMISSION

WHEREAS, on March 4, 2020, Governor Newsom issued a proclamation pursuant to Government Code section 8625 declaring a state of emergency in California due to the COVID-19 pandemic; and

WHEREAS, Government Code section 54953(e)(1), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), provided that the legislative body complies with the requirements of section 56953(e)(2); and

WHEREAS, pursuant to Government Code Section 54953(e)(3), if a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, the legislative body shall make specified findings at least every 30 days; and

WHEREAS, the Governor's proclaimed State of Emergency remains in effect, and State and local officials, including the Marin County Director of Health and Human Services, continues to recommend measures to promote social distancing; and

WHEREAS, the active proclaimed state of emergency and recommendations of local officials continue to directly impact the ability of the District's Board of Directors and Commissions to conduct public meetings safely in person.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors has reconsidered the circumstances of the State of Emergency since the May 10, 2022 Board meeting.
2. Board of Directors, Fire Commission and Park & Recreation Commission meetings will continue to be conducted remotely via teleconference for up to 30 days following adoption of this resolution in accordance with Government Code Section 54953(e)(2) and all other applicable laws.

PASSED AND ADOPTED at a regular meeting of the Board of Directors on June 14, 2022 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

MARINWOOD COMMUNITY SERVICES DISTRICT

Lisa Ruggeri, President of the Board

ATTEST: _____
Tiffany Combrink, Secretary to the Board

RESOLUTION NO. 2022-09

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

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

WHEREAS, it is the determination of said governing body the regularly scheduled election to be held on the 8th day of November, 2022, at which election the issue to be presented to the voters shall be to elect the following members to the Board of Directors:

Number of Regular Term Positions (4-year) 2

Number of Short Term Positions (2-year)

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

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

PASSED AND ADOPTED this 14th day of June , 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT:

Lisa Ruggeri, President
Board of Directors

ATTEST: _____
Tiffany Combrink, Secretary

Marinwood Community Services District

Draft Minutes of Board of Directors Meeting
Tuesday – May 10, 2022

Time and Place: 7:30PM via Teleconference

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

Present:

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

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

Absent: President Lisa Ruggeri

A. Call to Order & Roll Call of Directors

Board Vice President Oyserman called the meeting to order at 7:30pm.

B. Agenda

Agenda adopted with item E.3. “Review of Marinwood CSD Board of Directors Bylaws” postponed to the June 14, 2022 Board of Directors meeting

C. Consent Calendar

- a. *Resolution 2022-07: Making Findings and Confirming the Need to Continue Conducting Remote Meetings via Teleconference of the Board of Directors, Fire Commission and Park & Recreation Commission*
- b. *Draft Minutes of Regular Meeting of April 12, 2022 (Remote Meeting)*
- c. *Bills Paid Nos. 6241 - 6300*
Shea to approve/Case to second “consent calendar as presented.”
Aye: Oyserman, Case, Kilkenny, Shea. Absent: Ruggeri. Motion carried.

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

The Board of Directors received public comment regarding:

- a. Vision for a better Marinwood for tomorrow.
- b. State’s plan for 2024 phase out of gas-powered leaf blowers and lawn mowers.

E. District Matters:

1. *Request from Juarez Family for Placement of Memorial Bench at Marinwood Park Horseshoe Pits in Memory of Jim Juarez*
Shea to approve/Kilkenny to second “Request from Juarez Family for Placement of Memorial Bench at Marinwood Park Horseshoe Pits in Memory of Jim Juarez.”
Aye: Oyserman, Case, Kilkenny, Shea. Absent: Ruggeri. Motion carried.
2. *Fiscal Year 2022-2023 Proposed District Operating Budget*
Shea to approve/Kilkenny to second “Fiscal Year 2022-2023 Proposed District Operating Budget.”
Aye: Oyserman, Case, Kilkenny, Shea. Absent: Ruggeri. Motion carried.
4. *District Manager Report*
Board of Directors received District Manager Report

F. Fire Department Matters:

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

G. Park and Recreation Matters:

1. *Draft Minutes of Park and Recreation Commission Meeting of April 26, 2022*
Board of Directors reviewed Draft Minutes of Park & Recreation Commission Meeting.

2. *Recreation and Park Maintenance Activity Reports*

Board of Directors received Recreation and Park Maintenance Activity Report

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

- none

Meeting adjourned at 9:22PM

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 14, 2022

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
6301	5/5/2022	Able Tire & Brake	69.44	tire repair	Park	5210910	General	69.44
6302	5/5/2022	Chrissy Costello	227.20	Zumba	Rec	5210146	Adult	227.20
6303	5/5/2022	Diego Truck Repair	3,686.01	vehicle maint	Fire	5210910	General	3,686.01
6304	5/5/2022	Ewing Irrigation	35.58	irrigation maint	Park	5220310	General	35.58
6305	5/5/2022	Got Gophers	550.00	Pest Control	Park	5211532	General	275.00
				Pest Control	Park	5211532	General	275.00
6306	5/6/2022	Hagel Services	677.24	janitorial supplies	Rec	5220827	Building	677.24
6307	5/6/2022	Master Sim	900.00	TKD	Rec	5210146	Youth	900.00
6308	5/6/2022	Janet Carter	602.28	Pilates	Rec	5210146	Adult	602.28
6309	5/6/2022	JP Kessler	916.92	replace pool vacuum	Rec	5220215	Pool	916.92
6310	5/6/2022	Marin County Hazardous Ma	1,700.00	Hazmat JPA annual fees	Fire	5211610	General	1,700.00
6311	5/6/2022	Marin Landscape Materials	687.89	grounds maintenance	Park	5220310	General	687.89
6312	5/6/2022	Marin Sanitary Service	4,417.64	Garbage - Mar	Park	5210815	General	1,525.17
					Rec	5210815	General	435.76
					Fire	5210815	General	217.89
				Garbage - Apr	Park	5210815	General	1,567.17
					Rec	5210815	General	447.76
					Fire	5210815	General	223.89
6313	5/6/2022	Marinwood CSD	79,126.80	Fire salaries	Fire	5110110	General	30,708.60
				Fire OT	Fire	5120110	General	10,916.98
				FLSA	Fire	5110319	General	1,397.40
				Acting Pay	Fire	5110310	General	171.94
				Admin Asst	Fire	5110110	Admin	961.60
				Admin Mgr	Fire	5110110	Admin	2,310.40
				Admin Asst	Rec	5110110	Admin	961.60
				Admin Asst	Park	5110110	Admin	480.80
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,420.08
				Park salary	Park	5110110	General	4,507.20
				Park hourly	Park	5110210	General	130.50
				Pool Staff	Rec	5110210	Pool	5,230.39
				Swim Team	Rec	5110210	Pool	1,962.00
				Aquatics	Rec	5110210	Aquatics	60.00
				Summer	Rec	5110210	Summer	413.00
				Preschool	Rec	5110210	Preschool	5,098.75
				Afterschool	Rec	5110210	Afterschool	1,287.00
				Community	Rec	5110210	Community	465.00
				PR fees	Fire	5210230	General	161.92
				PR fees	Rec	5210230	General	112.06
				PR fees	Park	5210230	General	15.47
				SS + Medicare	Fire	5140140	General	3,525.36
				SS + Medicare	Rec	5140140	General	2,250.91
				SS + Medicare	Park	5140140	General	353.84
				EDU + SUI	Fire	5140145	General	9.09
				EDU + SUI	Rec	5140145	General	190.83
				EDU + SUI	Park	5140145	General	2.09
				Benefits withholding	Park	2120066	General	-805.97
				Benefits withholding	Rec	2120066	General	-1,249.80
				Benefits withholding	Fire	2120066	General	-5,906.24
6314	5/6/2022	Marinwood CSD	13,037.77	Retire 05/06/2022	Park	5130510	General	1,125.71
					Rec	5130510	General	1,943.19
					Fire	5130510	General	9,968.87
6315	5/6/2022	McBride, Ann	396.90	Irish Dance	Rec	5210146	Youth	396.90
6316	5/6/2022	Mehciz, Jerry	11,664.00	Tennis	Rec	5210146	Tennis	11,664.00
6317	5/6/2022	Murray Building	108,217.30	Maint Facility AFP #9		5220910	General	108,217.30
6318	5/6/2022	Partition Specialties	35,695.00	Main Hall Room Divider	Rec	5220910	General	35,695.00
6319	5/6/2022	Van Midde & Son Concrete	7,700.00	Pool deck patching and repa	Rec	5220910	General	7,700.00
6320	5/6/2022	Willscot	1,274.09	mobile office - Apr	Park	5220310	General	626.46
				mobile office - May	Park	5220310	General	647.63
6321	5/10/2022	Hilary Ashford-Ng	282.00	Refund summer camp	Rec	4631920	Summer	282.00
6322	5/10/2022	Hilda Cruz	597.20	Refund summer camp	Rec	4631920	Summer	597.20
6323	5/10/2022	Francis Lawrence	591.00	Refund summer camp	Rec	4631920	Summer	591.00
6324	5/10/2022	Ben Ludin	270.00	Refund summer camp	Rec	4631920	Summer	270.00
6325	5/10/2022	Lindsay Riddell	1,872.00	Refund summer camp	Rec	4631920	Summer	1,872.00
6326	5/10/2022	Katherine Torre Degennaro	188.00	Refund summer camp	Rec	4631920	Summer	188.00
6327	5/10/2022	Natalia Korolev	72.00	reimburse employee expens	Rec	5220819	Summer	72.00
6328	5/10/2022	Bruton, Robyn	85.76	preschool supplies	Rec	5220819	Preschool	85.76

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
6329	5/10/2022	Pest Plus	259.00	Pest Control	Fire	5220310	General	90.00
					Rec	5220320	General	169.00
6330	5/10/2022	PG&E	1,007.18	electric Mar	Rec	5210810	General	807.32
					Fire	5210810	General	-6.09
					Park	5210810	General	205.95
6331	5/10/2022	Play Well TEKologies	208.89	Pokemon LEGO	Rec	5210146	yiou	208.89
6332	5/10/2022	Project A	40.00	email hosting	Fire	5220110	General	20.00
					Rec	5220110	General	20.00
6333	5/10/2022	Rent a fence	447.92	Fence rental - Mar	Park	5211220	General	223.96
					Park	5211220	General	223.96
6334	5/10/2022	SiteOne Landscape Supply	2,757.09	irrigation maint	Park	5220310	General	2,757.09
6335	5/11/2022	SolEd Solar Holdings	1,767.51	Solar - Mar	Rec	5210810	General	1,282.71
					Fire	5210810	General	484.80
6336	5/11/2022	Sprint	141.27	cell phones	Fire	5210725	General	141.27
6337	5/11/2022	Marin Ace	428.56	supplies	Park	5220310	General	210.16
					Fire	5220810	General	218.40
6338	5/11/2022	State of CA - Dept of Justice	192.00	fingerprinting	Rec	5210128	General	192.00
6339	5/11/2022	TIAA Commercial Finance	596.64	copier lease	Rec	5220130	General	387.82
					Fire	5220130	General	149.16
					Park	5220130	General	59.66
6340	5/12/2022	Leah Albert	20.00	Refund summer camp	Rec	4631920	Summer	20.00
6341	5/12/2022	Airgas	635.47	pool chems	Rec	5220710	Pool	635.47
6342	5/12/2022	AT&T	286.46	Phones - Apr	Fire	5210725	General	140.40
					Park	5210725	General	21.25
					Rec	5210725	General	124.81
6343	5/12/2022	Buck's Saw Service	208.87	equipment maintenance	Park	5220210	General	208.87
6344	5/12/2022	Cal West Rentals	119.50	Equipment rental	Park	5211220	General	119.50
6345	5/12/2022	Carquest Auto Parts	91.52	vehicle maint	Fire	5210910	General	91.52
6346	5/12/2022	County of Marin	124.00	County Counsel Q3	Park	5210131	General	31.00
					Rec	5210131	General	31.00
					Fire	5210131	General	62.00
6347	5/12/2022	Comcast	149.03	Cable - May	Fire	5210725	General	149.03
6348	5/12/2022	Comcast	141.50	internet	Fire	5210725	General	70.75
					Rec	5210725	General	70.75
6349	5/12/2022	Grainger	685.40	trash bags	Rec	5220310	Building	685.40
6350	5/12/2022	ILS Associates	1,280.00	Revised civil drawings - Cou	Measure A	5220910	General	1,280.00
6351	5/12/2022	Landesign	3,075.00	landscape contractor	Park	5211125	General	3,075.00
6352	5/12/2022	Marin Municipal Water	3,884.96	Water Mar/Apr	Fire	5210835	General	420.00
					Rec	5210835	General	544.45
					Park	5210835	General	2,920.51
6353	5/13/2022	Marin Resource Recovery	226.00	debris dump	Park	5210815	General	226.00
6354	5/13/2022	Battle Born Media	950.00	camp advertising	Rec	5210122	General	950.00
6355	5/13/2022	Mill Valley Refuse Service	460.36	porta potty	Park	5211220	General	460.36
6356	5/13/2022	PG&E	4,225.20	Gas - Apr	Rec	5210810	General	3,904.90
					Fire	5210810	General	320.30
6357	5/13/2022	PG&E	1,675.49	Streetlights - Apr	Streetlights	5210825	General	1,675.49
6358	5/13/2022	Quill	103.64	cleaning supplies	Fire	5220827	General	103.64
6359	5/13/2022	Rent a fence	223.96	Fence rental - May	Park	5211220	General	223.96
6360	5/13/2022	S&S Worldwide	538.95	summer supplies	Rec	5220819	Summer	538.95
6361	5/13/2022	SDRMA	227.70	Life ins - June	Fire	5130120	General	92.85
					Park	5130120	General	49.99
					Rec	5130120	General	84.86
6362	5/16/2022	DC Electric Group	289.26	SL maint	Streetlights	5210915	General	289.26
6363	5/16/2022	Leslie's Pool Supplies	457.83	pool chems	Rec	5220710	Pool	457.83
6364	5/16/2022	Freitas, Raul	75.00	network maintenance	Rec	5220110	General	75.00
6365	5/17/2022	Staples	373.69	office supplies	Rec	5220110	General	373.69
6366	5/17/2022	Marinwood Market	1,271.36	Raise a Glass - food	Rec	5220819	Community	1,271.36
6367	5/23/2022	Denise Bailey	1,128.00	Refund summer camp	Rec	4631920	Summer	1,128.00
6368	5/23/2022	Duncan MacSwain	438.00	Photography class	Rec	5210146	Adult	438.00
6369	5/23/2022	Jerry Mehcz	8,867.20	Tennis	Rec	5210146	Tennis	8,867.20
6370	5/23/2022	AFLAC	26.50	Disability Ins - May	Park	5130120	General	26.50
6371	5/23/2022	AT&T	90.95	internet	Park	5210725	General	90.95
6372	5/23/2022	Robyn Bruton	138.93	preschool supplies	Rec	5220819	Preschool	138.93
6373	5/23/2022	Comcast	151.50	internet	Fire	5210725	General	75.75
					Rec	5210725	General	75.75
6374	5/23/2022	Delta Dental	2,105.84	Dental - June	Fire	5130120	General	1,337.80
					Park	5130120	General	339.78
					Rec	5130120	General	428.26
6375	5/23/2022	Hansell Design	7,476.15	Arch svcs Jan-May 2022	Measure A	5220910	General	7,476.15
6376	5/23/2022	Marinwood CSD	84,412.08	Fire salaries	Fire	5110110	General	30,708.60
					Fire	5120110	General	15,690.57
					Fire	5110310	General	186.24
					Fire	5110110	Admin	961.60
					Fire	5110110	Admin	2,310.40
					Rec	5110110	Admin	961.60

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				Admin Asst	Park	5110110	Admin	480.80
				Admin Mgr	Rec	5110110	Admin	1,155.20
				Admin Mgr	Park	5110110	Admin	1,155.20
				Rec Dir	Rec	5110110	General	2,571.52
				Rec Dir	Park	5110110	General	1,102.08
				Rec salary	Rec	5110110	General	7,436.00
				Rec hourly	Rec	5110210	General	97.75
				Park salary	Park	5110110	General	5,425.20
				Park hourly	Park	5110210	General	261.00
				Building attendants	Rec	5110210	Building	150.00
				Pool Staff	Rec	5110210	Pool	6,289.89
				Swim Team	Rec	5110210	Pool	1,809.00
				Aquatics	Rec	5110210	Aquatics	105.00
				Summer	Rec	5110210	Summer	70.50
				Preschool	Rec	5110210	Preschool	5,306.75
				Afterschool	Rec	5110210	Afterschool	1,179.00
				PR fees	Fire	5210230	General	170.55
				PR fees	Rec	5210230	General	110.88
				PR fees	Park	5210230	General	18.87
				SS + Medicare	Fire	5140140	General	3,784.74
				SS + Medicare	Rec	5140140	General	2,289.73
				SS + Medicare	Park	5140140	General	434.06
				EDU + SUI	Rec	5140145	General	195.54
				EDU + SUI	Park	5140145	General	18.86
				Benefits withholding	Park	2120066	General	-867.94
				Benefits withholding	Rec	2120066	General	-1,250.87
				Benefits withholding	Fire	2120066	General	-5,906.24
6377	5/23/2022	Marinwood CSD	12,837.68	Retire 05/20/2022	Park	5130510	General	1,257.35
					Rec	5130510	General	1,945.47
					Fire	5130510	General	9,634.86
6378	5/23/2022	Marinwood CSD	47,811.81	Health Ins - June	Park	5130120	General	9,121.45
					Rec	5130120	General	8,054.16
					Fire	5130120	General	30,636.20
6379	5/23/2022	Pet Waste Eliminator	259.20	pet waste bags	Park	5220810	General	259.20
6380	5/23/2022	PG&E	1,175.18	Electric - Apr	Rec	5210810	General	979.20
					Fire	5210810	General	12.32
					Park	5210810	General	183.66
6381	5/23/2022	Pitney Bowes	500.00	postage	Rec	5220110	General	475.00
					Fire	5220110	General	25.00
6382	5/23/2022	SiteOne Landscape Supply	340.03	irrigation maint	Park	5220310	General	340.03
6383	5/23/2022	SolEd Solar Holdings	2,148.16	Solar - Apr	Rec	5210810	General	1,556.01
					Fire	5210810	General	592.15
6384	5/23/2022	Sprint	141.25	cell phones	Fire	5210725	General	141.25
6385	5/23/2022	State of CA - Dept of Justice	2,176.00	fingerprinting	Rec	5210128	General	2,176.00
6386	5/23/2022	TIAA Commercial Finance	649.89	copier lease	Rec	5220130	General	422.43
					Fire	5220130	General	162.47
					Park	5220130	General	64.99
6387	5/23/2022	VSP	387.94	Vision - June	Fire	5130120	General	237.33
					Park	5130120	General	73.04
					Rec	5130120	General	77.57
6388	5/26/2022	C.A.P.F.	265.50	LTD June	Fire	5130120	General	265.50
6389	5/26/2022	CalPERS	8,333.00	CERBT May	Park	5130130	General	3,250.00
					Rec	5130130	General	583.00
					Fire	5130130	General	4,500.00
6390	5/26/2022	County of Marin	365.87	Gas - Apr	Park	5220610	General	365.87
6391	5/26/2022	County of Marin	1,723.57	Vehicle maint - Apr	Park	5210940	General	1,723.57
6392	5/26/2022	Kaiser Foundation Health Pl	487.00	FF physicals	Fire	5140130	General	487.00
6393	5/26/2022	Nola Gabbard	20.00	pool uniform	Rec	5220825	Pool	20.00
6394	5/26/2022	PG&E	1,673.09	Streetlights - May	Streetlights	5210825	General	1,673.09
6395	5/26/2022	Marin Ace	423.92	supplies	Park	5220310	General	381.46
					Fire	5220810	General	42.46
6396	5/26/2022	US Bank Corp Pmt Svcs	10,940.26	vehicle maint	Fire	5210910	General	46.80
				online meeting subscription	Fire	5211325	General	27.49
				subscriptions, tools, flowers,	Fire	5220810	General	335.26
				online meeting subscription	Park	5211325	General	13.75
				tools, signage, spray paint	Park	5220110	General	216.30
				campfire, restroom signage	Park	5220819	General	103.44
				CPR class supplies	Rec	5220819	Adult	416.22
				food supplies	Rec	5220819	Afterschool	59.94
				Art Show	Rec	5220819	Community	296.59
				marketing postcards, job po	Rec	5210122	General	566.00
				fingerprinting	Rec	5210128	General	105.00
				ARC staff certs	Rec	5211315	General	704.00
				online meeting subscription,	Rec	5211325	General	109.03
				office supplies, domain rene	Rec	5220110	General	1,317.87

NO.	DATE	VENDOR	TOTAL CLAIM	PURPOSE	Class	GL Account	Job	AMOUNT
				website, music subscription	Rec	5220819	General	39.73
				opening day coffee	Rec	5211325	Pool	31.90
				chlorine generator	Rec	5220210	Pool	3,580.15
				pool supplies	Rec	5220215	Pool	296.30
				pool chems	Rec	5220710	Pool	114.31
				pool cards, ping pong suppli	Rec	5220819	Pool	621.26
				vending	Rec	5220826	Pool	568.16
				supplies	Rec	5220819	Preschool	13.90
				supplies	Rec	5220819	Youth	1,356.86
TOTAL:			502,680.73					502,680.73

Total by Department:

Streetlights	3,637.84
Fire Department	159,067.84
Recreation Department	172,368.65
Park Department	50,632.95
Measure A	8,756.15
MWPA	0.00
Unclassified	108,217.30



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 14, 2022
Re: Park Maintenance Facility Exterior Courtyards Project: Bid Results

Directors,

Please see the included bid packet received from the sole bidder, Massa Construction Company, Inc., as a result of the Request for Proposals (RFP) recently issued for the District's Park Maintenance Facility: Exterior Courtyards, Fences and Gates Project.

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

The District noticed and issued a formal Request for Proposals (RFP) to qualified contractors on May 9, 2022. This notice was distributed to the Marin Builders Association, the North Coast Builders Exchange as well as two other State-wide builders associations and was also posted as a legal notice in the local newspaper, all in accordance with Public Contract Code. The RFP resulted in three (3) general contractors expressing interest in the project and performing a site visit. Of those, the District received one (1) sealed bid on June 7, 2022.

The sealed bid received from Massa Construction Company, Inc. revealed a base bid cost proposal of \$272,240. The base bid component consisted of grading, drainage installation and construction for the West Courtyard only. The RFP was intentionally designed for the "base bid" to consist of only the single courtyard as this was deemed essential to the overall completion of the maintenance facility. The west courtyard provides not only for storage and workspace areas but also serves to close off and secure the otherwise open-ended section of the recently constructed facility building.

Included in the RFP were several Additional Alternatives (Add Alts) for which cost proposals were requested and required to be provided. The Add Alts consisted of the East Courtyard, various materials options for the wood fencing and construction of the pedestrian pathway traversing across the front of the facility and connecting to the existing Panhandle Trail.

In accordance with the materials options incorporated into the Add Alts, the cost proposed for the West Courtyard range from \$258,800 - \$272,240. Additional costs proposed for the construction of the East Courtyard range from \$204,400 - \$218,800 depending on the materials selected. The additional cost proposed for the pathway construction was \$90,000. Combined, the costs proposed for the construction of both courtyards, excluding the pathway, range from \$463,200 - \$491,040.

Similar to the initial bidding for the Maintenance Facility, this is a public works project guided by Public Contract Code legislative requirements (Gov Code Section 20100-20920): https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=PCC&division=2.&title=&part=3.&chapter=1.&article=3.5.)

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

1. Do nothing at this time. In accordance with the terms stated in the RFP, the District has 60 days from the date of the sealed bid opening to take formal action.
2. Reject the bid.
 - a. Reissue RFP without changes in hopes of attracting additional bids.
 - b. Instruct staff to redesign construction plans and re-issue an RFP in hopes of receiving lower bids.
 - c. Abandon exterior courtyards as conceived and instruct staff to return to the Board with new options to allow for effective solutions to meet our needs.
3. Accept the bid submitted by Massa Construction Company, Inc. and authorize staff to execute contract with the bidder.

To provide detail to each option above:

1. Do nothing.

Should the Board feel they need more time to consider the bid, perform additional research, etc., this is an allowable option. Should this option be chosen at this time, the Board will need to take formal action as described in options 2 or 3 no later than August 5, 2022 (60 days from bid opening that occurred on June 7, 2022).
2. Reject all bids.
 - a. Re-issue. This option would simply reissue the existing RFP in the hopes additional contractors will submit bids. Obviously, there is no guarantee the District will receive additional bids nor the original contractor will submit another bid. There is also the possibility any bids received with the second round will come in at a higher cost than currently proposed.
 - b. Redesign. It must be understood that redesigning the courtyards and reissuing an RFP in an attempt to lower the total construction cost could likely cause the District to be required to repeat aspects of the County Building Permit process, depending upon the scope of the redesign. The District received Design Review approval specifically on the project as presented. If after only minor revisions it was determined by the County that the revised design remains within the scope of the original approval, it will take significant time to reach that point. This is in addition to the time and expense that will be incurred with the need to then create new construction plan sets based on the revised design as well as the time involved in revising the RFP packet, noticing the RFP to the required agencies and awaiting the receipt of the second round of sealed bids. There are no guarantees that a second round of bidding would result in reduced costs despite any reduction in construction design.

Additionally, the current design was created to meet the District's operational needs at a minimal yet effective level for the foreseeable future. Any further reductions in design scope would compromise the facility's intended effectiveness towards achieving its identified functional needs. It should also be noted, with the implementation of the separate bidding process exclusive to the Courtyards Project, design changes were incorporated to further value-engineer the design from what was included in the original plan sets.

- c. Abandon the exterior courtyards as conceived. Abandoning the project as conceived would not relieve the District from the needed grading and drainage to be performed prior to the rainy season. This must be completed in order for the existing facility to be usable. Once that work is completed, staff would still need to construct some level of fencing solution to provide an adequate, albeit reduced, level of security. Not to mention a reduction in aesthetic quality.

3. Accept the bid and authorize the District Manager to execute contract. The District reserves the right to accept the base bid and/or the individual Add Alt bids included in the proposal.

While the bidder is in no way obligated, it is allowable within the Public Contract Code to work with the sole bidder in a collaborative manner to identify ways by which the project design could potentially be further value-engineered and modified in attempt to lower total construction costs. In initial conversation with Massa Construction, the owner has agreed to meet to discuss and strategize various potential options that may help to reduce the overall project cost, primarily as it relates to the East Courtyard which is not as complex in regards to the needed grading and drainage required for the West Courtyard.

With that, should the board accept the base bid and associated Add Alt for the West Courtyard only at this time, staff can continue to explore options with the contractor for value-engineering the East Courtyard and potentially the pathway. Should a solution be discovered that would reduce the current proposed cost, this could be brought back to the Board at that time as a formal change order for the Board to consider and potentially approve. Staff believes the opportunity to reduce construction cost of the East Courtyard based on potential recommendations of the contractor is possible and strongly encourages the Board to consider this approach.

Otherwise, in speaking with staff, and while certainly not ideal, it is believed that we can *make do* with only completing the single West Courtyard at this time. This will reduce the overall storage and work space capacity as originally intended but is feasible and a reasonable option. In that event, staff could potentially build a fencing solution in-house for the East end of the facility. It would not be of the same quality and would be difficult to match aesthetics. However, such a decision would not be made until all equipment and other supplies have been moved in and staff is able to explore the most efficient arrangements for maximizing productivity.

While considering the above options available at this time it should also be noted that until the project is completed and staff are able to move in and make the facility usable, the District will continue to bear the rental expense of the current mobile office, temporary fencing and portable restroom.

In summary, the Board once again finds itself at a critical decision point for the project. The District does have the funds available to complete this project in full should the Board believe this is the best option. Additionally, all factors point to construction costs continuing to increase. The decisions made at this time regarding the Courtyards will be the last needed in regards to the use of formal bidding. The remaining aspects of the project, primarily landscaping, can and will be performed in-house.

Staff Recommendation: Accept the base bid received with Add Alt 04. Determine which, if any, other Add Alts to accept and authorize the District Manager to engage Massa Construction Company, Inc. in executing a contract for the construction of the Marinwood Park Maintenance Facility Exterior Courtyards, Fences and Gates. If no other Add Alts are accepted at this time, direct staff to explore value-engineering opportunities with the contractor for the East Courtyard and report back to the Board with options and potential change order for formal approval.

**MARINWOOD COMMUNITY SERVICES DISTRICT
PARK MAINTENANCE FACILITY
EXTERIOR COURTYARDS, FENCES, & GATES
BID PROPOSAL**

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

Name of Bidder:

MAGA CONSTRUCTION Co Inc

Business Address:

MAILING ADDRESS P.O. Box 150097 SAN RAFAEL CA 94915
OFFICE 332 Kent Avenue Kentfield, CA 94904

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

Base Bid (Lump Sum): The work consists of furnishing all required labor, materials, transportation, equipment, incidentals, and services for construction of new Park Maintenance Facility Exterior West Courtyard including site preparation, grading, concrete stem walls, area drainage, fences, & and design/build rolling gate as shown on the plans and specifications
Note: For horizontal boards at fencing and gates, Base Bid shall include 1x4 S4S Thermally-cured Ash by Thermory, (or equal if approved by Architect.)

\$ 272,240⁰⁰
Two Hundred Seventy-Two Thousand
Two Hundred Forty and no/100

Additive Bid Item:

	Price (Words)	Price (Dollars)
Add Alt 01- A East Courtyard including fencing on concrete stem walls, rolling gates, and compacted gravel surface. ADDENDUM #1 NOTE – Use 1x4 S4S Thermally-cured Ash by Thermory (or equal if approved by Architect.)	Two Hundred Eighteen Thousand Eight Hundred and 00/100 Dollars	\$ 218,800 ⁰⁰
Add Alt 01- B East Courtyard including fencing on concrete stem walls, rolling gates, and compacted gravel surface. ADDENDUM #1 NOTE – Use 1x4 S4S Ipe for fencing.	Two Hundred Ten Thousand Eight Hundred and 00/100 Dollars	\$ 210,800 ⁰⁰
Add Alt 01- C East Courtyard including fencing on concrete stem walls, rolling gates, and compacted gravel surface. ADDENDUM #1 NOTE – Use 1x4 S4S Kiln-dried, Clear, All-Heart Redwood for fencing.	Two Hundred Four Thousand Four Hundred and 00/100 Dollars	\$ 204,400 ⁰⁰
Add Alt 02 New perimeter pathway, as defined by the drawings and specifications.	Ninety Thousand and 00/100 Dollars	\$ 90,000 ⁰⁰
Add Alt 03 Horizontal Boards for Fencing and Gates to be 1x4 S4S Ipe.	Two Hundred Sixty Six Thousand Two Hundred Forty and 00/100 Dollars	\$ 266,240 ⁰⁰
Add Alt 04 Horizontal Boards for Fencing and Gates to be 1x4 S4S Kiln-dried, Clear, All-Heart Redwood.	Two Hundred Fifty Eight Thousand Eight Hundred and 00/100 Dollars	\$ 258,800 ⁰⁰

ADDENDA ACKNOWLEDGEMENT

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

Addendum #1 ✓

Dated: June 2 2022

Addendum #2 _____

Dated: _____

Addendum #3 _____

Dated: _____

Addendum #4 _____

Dated: _____

Addendum #5 _____

Dated: _____

Addendum #6 _____

Dated: _____

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

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

Subcontractor name, address, license #	Subcontractor work
<u>NO SUBS</u>	

Respectfully submitted,

Official Address: _____ Firm: MASSA CONSTRUCTION CO INC

By: Ken MASSA

Title: President

Date: June 7 2022

VERIFICATION OF SITE VISIT

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

May 24, 2022

Date

and have inspected the planned project areas.

MASSA CONSTRUCTION CO INC

Name of Bidder

[Handwritten Signature]

Signature of Bidder

Confirmed by:

[Handwritten Signature]

Signature of Owner or Architect

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

<u>PLANNED APPRENTICES</u>	<u>TRADE/DESCRIPTION OF WORK</u>
As Required by the Ratio of Apprentices to Journeymen	All Work

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

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

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

State of California)
County of Marin) ss.

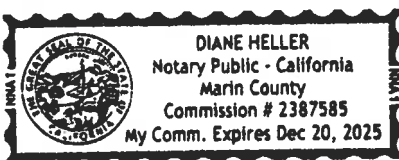
To the MARINWOOD COMMUNITY SERVICES DISTRICT

Kenneth Massa, being first duly sworn, deposes and says that

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

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

Notary Seal



Diane Heller

Signature of Notary Public

Kenneth Massa

Signature of Document Signer

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

EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION

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

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

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

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

SUBCONTRACTOR DEBARMENT AND SUSPENSION CERTIFICATION

TITLE 49, CODE OF FEDERAL REGULATIONS, PART 29

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

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

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

Authorized Representative:

Name (printed)



Signature

Title

Date

Name of Company

Project Name

BIDDER SHALL INCLUDE A SIGNED DEBARMENT AND SUSPENSION CERTIFICATION FOR EVERY SUBCONTRACTOR LISTED IN THE BID. FAILURE TO INCLUDE SUBCONTRACT CERTIFICATION MAY DEEM A BID NON-RESPONSIVE.

Notes: The certification of this provision is a material representation of fact upon which reliance was placed. Providing false information may result in criminal prosecution or administrative sanctions and the termination of the contract for default.
The Contractor may submit the signed SUBCONTRACTOR DEBARMENT AND SUSPENSION CERTIFICATION form(s) up to 48 hours after the bid opening.

TO BE SUBMITTED AS DESCRIBED
WITHIN 48²⁵ HOURS

NOTICE

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

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

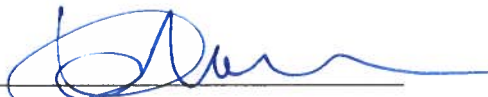
I declare under penalty of perjury that the foregoing is true and correct.
Executed this 7th day of June 2022, at Kentfield CA
California.



(Signature)

2. I am a licensed Contractor possessing the following license, the number of which is 344050, the license expiration date is Nov 30, 2022.

I declare under penalty of perjury that the foregoing is true and correct. Executed this 7th day of June 2022, at Kentfield, California.



(Signature)

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

PUBLIC CONTRACT CODES

Public Contract Code Section 10285.1 Statement

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

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

Public Contract Code Section 10162 Questionnaire

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

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

Yes _____

No _____

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



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 14, 2022
Re: Resolution 2022-10: Appropriations Limit

Directors,

Please see the included Resolution 2022-10 determining the Fiscal Year 2022-2023 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/Forecasting/Demographics/Documents/PriceandPopulation2022.pdf>

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

Staff Recommendation: Approve Resolution 2022-10 as presented.

RESOLUTION NO. 2022-10

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
MARINWOOD COMMUNITY SERVICES DISTRICT
DETERMINING THE 2022-2023 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 2021 be utilized in calculation of the maximum limit applicable to the 2022-2023 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 2022-2023 appropriations of tax proceeds is

\$ 2,475,975

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 2022-2023, including the special taxes for Fire Protection and Prevention and for Park, Open Space and Street Landscape Maintenance, is calculated to be

\$ 4,152,379

PASSED AND ADOPTED at a regular meeting of the Marinwood Community Services District Board of Directors held on the 14th day of June, 2022 by the following vote:

AYES:

NOES:

ABSENT:

MARINWOOD COMMUNITY SERVICES DISTRICT

Lisa Ruggeri, 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 2022-2023**

CALIFORNIA PER CAPITA PERSONAL INCOME: 7.75%

CPCPI Factor = $(7.75\% + 100)/100 = 1.0755$

POPULATION FACTOR (Marin County Total 2021): -1.11%

Population Factor = $(-1.11 + 100)/100 = 0.9889$

RATIO OF CHANGE FOR 2022-2023: $1.0755 \times 0.9889 = 1.0636$

(Note: The above information is taken from the State of California Department of Finance letter "Price Factor and Population Information" dated May 2022.)

	Street Lights	Fire Dept.	Park & Rec	TOTAL
Appropriations Limit for Proceeds of Taxes for Fiscal Year 2021-2022:	\$ 281,388	\$1,350,919	\$ 695,613	\$ 2,327,920
Change Factor for 2022-2023:	<u>x 1.0636</u>	<u>x 1.0636</u>	<u>x 1.0636</u>	
Appropriations Limit for 2022-2023 Based on Per Capita and Population Change:	<u>\$ 299,284</u>	<u>\$ 1,436,837</u>	<u>\$ 739,854</u>	<u>\$ 2,475,975</u>
ADD:				
Maximum proceeds from voter-approved Fire Protection and Park Maintenance taxes:		<u>\$ 1,257,920</u>	<u>\$ 418,484</u>	<u>\$ 1,676,404</u>
TOTAL APPROPRIATION LIMITATION FOR FISCAL YEAR 2022-2023:	<u>\$ 299,284</u>	<u>\$ 2,694,757</u>	<u>\$ 1,158,338</u>	<u>\$ 4,152,379</u>



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 14, 2022
Re: Fiscal Year 2022-2023 Publicly Available Pay Schedules

Directors,

Please see the included FY 22-23 Publicly Available Pay Schedules. 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 22/23 operating budget as reviewed and approved by the Board of Directors on May 10, 2022. All park and recreation department wages stated are consistent with the recommended wage adjustments presented to the Board of Directors at the public meeting conducted on March 8, 2022. 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.

Staff Recommendation: Approve the FY 22-23 Publicly Available Pay Schedules as presented.

MARINWOOD COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2022-2023 PAY SCHEDULE

Effective Date: July 1, 2022

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	23.33	24.50	25.72	27.01	28.36	29.78
Base Pay - Month	5,662.00	5,945.00	6,242.00	6,554.00	6,882.00	7,226.00
Base Pay - Year	67,944.00	71,340.00	74,904.00	78,648.00	82,584.00	86,712.00

ENGINEER

Base Pay - Hour	25.27	26.54	27.87	29.26	30.72	32.26
Base Pay - Month	6,133.00	6,440.00	6,762.00	7,100.00	7,455.00	7,828.00
Base Pay - Year	73,596.00	77,280.00	81,144.00	85,200.00	89,460.00	93,936.00

CAPTAIN

Base Pay - Hour	28.09	29.50	30.97	32.52	34.15	35.86
Base Pay - Month	6,817.00	7,158.00	7,516.00	7,892.00	8,287.00	8,701.00
Base Pay - Year	81,804.00	85,896.00	90,192.00	94,704.00	99,444.00	104,412.00

Approved by Board of Directors: 6/14/2022

MARINWOOD COMMUNITY SERVICES DISTRICT

FISCAL YEAR 2022-2023 PAY SCHEDULE

Effective Date: July 1, 2022

BASE SALARY RANGES FOR FULL-TIME ADMINISTRATION POSITIONS

	LOW	HIGH
<u>DISTRICT MANAGER</u>		
Base Pay - Hour	51.92	72.12
Base Pay - Month	9,000.00	12,500.00
Base Pay - Year	108,000.00	150,000.00

ADMINISTRATIVE ASSISTANT (Accounting, Payroll and Benefits)

Base Pay - Hour	27.69	34.62
Base Pay - Month	4,800.00	6,000.00
Base Pay - Year	57,600.00	72,000.00

HOURLY WAGES FOR PART-TIME AND SEASONAL POSITIONS

	LOW	HIGH
Building Attendant	20.00	22.00
Janitorial Assistant	15.00	16.00
Park Maintenance	16.00	20.00
Camp Counselor	15.00	24.00
Lifeguard	17.00	22.00
Pool Attendant	15.00	16.50
Preschool Director	28.00	38.00
Preschool Teacher	22.00	26.00



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 14, 2022
Re: Review of Marinwood CSD Board of Directors Bylaws

Directors,

This item was originally to be discussed during the May 10, 2022 board meeting and was tabled until this meeting.

Please see the included Marinwood CSD Board of Directors Bylaws. This item is for review only and there are no actions to be taken by the Board at this time.

In consultation with Board President Ruggeri, it was noted that several comments and questions raised in recent board meetings were regarding various District processes and procedures as they relate to the roles of governance and operations. There have also been comments and questions raised regarding board meeting structure and protocols.

Many of these items are addressed in the existing Board Bylaws. As such, it was felt this would be a good opportunity to review the bylaws as currently written and approved.

The Bylaws are also on the District website: <https://www.marinwood.org/about-us/board-documents>

**MARINWOOD COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS BYLAWS**

Adopted by Board Motion: April 12, 2016

Article I Mission

The Board of Directors is a 5-member governing body of the Marinwood Community Services District (MCSD) and acts collectively to establish policies, provide oversight, and set vision to ensure the District offers the highest level of service in a fiscally sustainable way.

Article II Place of Business

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

Article III Authority

The Board of Directors has authority to establish or modify ordinances, resolutions and policies guiding the governance and operation of MCSD within its geographical boundaries and sphere of influence, including Joint Powers and Shared Services Agreements. The Board of Directors provides direction to and receives recommendations from the District Manager, the Fire Commission and the Park & Recreation Commission. The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

All powers of the District shall be exercised and performed by the Board as one body. Individual members of the Board of Directors, except as provided in this manual or otherwise authorized by the Board, shall have no independent power to act for the District, or the Board of Directors, or to direct staff of the District. As individuals, members of the Board of Directors may not commit the District to any policy, act, or expenditure.

Article IV Formation

A. Election

Members of the Board of Directors are publicly elected by the residents of MCSD. As a special district, MCSD consolidates their elections with the County of Marin.

B. Qualifications

Members of the Board of Directors must be U.S. citizens of voting age and residents of MCSD for the duration of their term.

C. Oath of Office

Newly elected members of the Board of Directors may not assume their role until they take their Oath of Office administered by the District Manager. Oaths may be taken as schedules allow or at a Board meeting. If the oath is taken outside of a meeting, the District Manager shall report as such at the next regular Board meeting. A copy of the Oath of Office document is kept on file at the District office and the original is sent to the Marin County Elections Department.

The members of the Board of Directors, and persons elected but who have not yet assumed office as members of the Board, will fully comply with the provisions of the Brown Act.

D. Term of Office

Members of the Board of Directors are elected to four (4) year terms. The positions are staggered, so every two years at least two positions are up for election. Individuals who are elected to the Board of Directors shall take office at the first meeting of the Board of Directors following the publication of certified election results from the Marin County Registrar of Voters. Individuals who are appointed take office when they take the Oath of Office.

E. Compensation

Individuals serving on the Board of Directors serve without compensation.

F. Resignation

Individuals serving on the Board of Directors may resign their position for any reason by submitting their decision in writing (email or hard copy) to the District Manager, who will inform the remaining Directors of the resignation by the next business day.

G. Removal

Individuals serving on the Board of Directors may be required to relinquish their position if they violate MCSD Board of Directors Bylaws as set herein, or any applicable California Government Codes or federal laws.

H. Vacancies

Once a vacancy exists, the District has a total of sixty (60) days in which to take action. If the Board fails to take action within sixty (60) days or if there is a lack of a quorum to take action, Government Code §1780 provides that the Marin County Board of Supervisors may appoint a successor to fill the vacancy.

The District Manager shall publish the notice of vacancy within three (3) business days from the time he is informed of the resignation and at least fifteen (15) days before the Board appoints a new Director. The notice shall appear on District's website, social media and the local paper. It shall outline the appointment process, due date, and require a resume detailing qualifications and experience from all candidates seeking appointment.

I. Appointments

All applications for the vacant Board position shall be included in the agenda packet for the regular meeting of the Board of Directors taking place at least fifteen (15) days after the posting, and all candidates shall be encouraged to attend. The Board may hear candidate statements and shall vote to select the new Director.

A Director appointed to fill a vacancy that occurs the first half of a term of office and at least 130 days prior to the next general district election shall serve until the next scheduled election that takes place. The winner of the election then serves the remainder of the term.

A Director appointed to fill a vacancy that occurs during the first half of a term of office but less than 130 days prior to the next general district election, or that occurs during the second half of a term of office, shall serve until the expiration of the vacated term of office.

The District Manager shall notify the Marin County Elections Official within fifteen (15) days of appointment.

Article V

Board Officers

At the regular Board of Directors meeting in December of each year, the Directors shall elect one of their members as Board President and another member as Vice President by a majority vote of the Board. The term of office for each shall be one year, effective immediately. The elected Board President and Vice President may be re-elected by the Board for a maximum of four terms. Should the Board President resign during the term, the Vice President becomes the Board President for the remainder of the term and a new Vice President is elected by the Board of Directors during the next regular Board meeting. Should the Vice President resign, a replacement shall be appointed at the next regular meeting by a majority vote of the Board. The replacement completes the term of the replaced officer.

A. President

The Board President shall have following authority:

- 1) Call meetings of the Board, giving notice as prescribed by law;
- 2) Coordinate preparation of meeting agendas with the District Manager;
- 3) Serve as chairperson at all Board meetings;
- 4) Sign all instruments to carry out the requirements and the will of the Board;
- 5) Confer with the District Manager or designee on crucial matters which may occur between meetings;
- 6) Be the Spokesperson for the Board; and
- 7) Perform other duties as authorized by the Board.

The Board President shall have the following duties:

- 1) Call the meeting to order at the appointed time;
- 2) Be responsible for the orderly conduct of all Board meetings in accordance with Rosenberg's Rules of Order;
- 3) Announce the business to come before the Board in its proper order according to the agenda;
- 4) Enforce Board policies in relation to District business and the conduct of meetings;
- 5) Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference;
- 6) Explain what the effect of a motion would be if it is not clear to every member of the Board;
- 7) Restrict discussion to the question when a motion is before the Board;
- 8) Rule on parliamentary procedure; and
- 9) Put motions to a vote, and state clearly the results of the vote.

Decisions of the President are final, unless overruled by the 3-1 vote of the other Directors.

Because of his/her role, the President shall speak last during the discussion and debate stage and only make or second a motion unless no other Director will do so at that time.

B. Vice-President

The Vice President shall act if the Board President is absent or unable to act and shall exercise all of the powers of the Board President on such occasions.

C. Acting Chairperson

If the Board President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

Article VI Appointed Rapporteurs

A. District Manager

As the sole employee reporting to the Board, the District Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the District Manager. The District Manager shall:

- 1) Implement policies established by the Board of Directors for the governance and operation of the District;
- 2) Serve as technical advisor and consultant to the Board, Commissions and Committees
- 3) Appoint, supervise, discipline, and dismiss District employees, consistent with the employment policies established by the Board of Directors;
- 4) Supervise District facilities and services;
- 5) Manage the development and administration of District finances;
- 6) Supply the Board of Directors with information required in the decision-making process.
- 7) Prepare, post and distribute agendas and appurtenant materials for Board and Commissions in consultation with all applicable laws and regulations.

B. Board Secretary

The Board of Directors may at its discretion appoint a Secretary to keep minutes or to oversee the use of technology to record the discussions and actions of board meetings and any other necessary recordings.

C. Legal Counsel

The Board of Directors may appoint Legal Counsel to assist the Board of Directors and the District as needed. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board. The Legal Counsel reports to the Board as a whole however, the District Manager shall serve as the point of contact between the Board of Directors and the Legal Counsel. In the event the District Manager is the subject of legal concern, the President of the Board of Directors shall function as the point person.

D. Auditor

The District Auditor shall be appointed by the majority vote of the Board of Directors in a public meeting following the RFP process. Selection of the Auditor shall be done in a noticed public meeting and at least every three (3) years. The auditor will be responsible for conducting an annual audit of the District's accounting, records, and financial affairs in accordance with state and federal law and presenting the findings of the annual audit at a regularly scheduled meeting of the Board.

E. Other Consultants

The Board may also appoint, employ, fix the compensation of, and prescribe the duties and authorities of other professional consultants as necessary for the business of the District.

Article VII Meetings

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

A. Time and Place of Regular Meetings

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

B. Special Meetings

Special meetings may be called by the Board President or a majority of the Board of Directors, and the purpose of the meeting communicated clearly.

C. Emergency Meetings

In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting in accordance with the Brown Act. An emergency situation means a crippling disaster or threat of crippling disaster which severely impairs public health, safety, or both, as determined by the District Manager or Board President. Anyone who has requested notice of special meetings in accordance with the Brown Act shall be notified by at least one hour prior to the emergency meeting. In the event that telephone and internet services are not functioning, the notice requirement of one hour is waived, but the District Manager or designee shall notify the public of the emergency special meeting and of any action taken by the Board as soon after the meeting as possible. No closed session may be held during an emergency meeting. The minutes of the emergency special meeting shall include a list of persons the District Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions.

D. Attendance

Directors make a commitment to attend monthly meetings and actively participate as Board members. Directors shall attend all regular and special meetings of the Board unless there is good cause. Directors who will be absent at a meeting shall notify the District Manager as soon as possible.

Article VIII Agenda

A. Setting of the Agenda

The District Manager in cooperation with the Board President shall prepare an agenda for each regular and special meeting of the Board of Directors. Any Director may request any item to be placed on the agenda by either requesting it during an appropriate part of a public meeting or submitting an agenda request via email to the District Manager at least five (5) business days prior to the date of the meeting. Directors should submit the wording they want on the agenda and designate it as a discussion only item or action item.

Any member of the public may request that a matter directly related to District business be placed on the agenda of a regularly scheduled meeting of the Board of Directors, subject to the following conditions:

- 1) The request must be made either verbally during an appropriate part of a public meeting or submitted in writing to the District Manager;
- 2) The Board President shall be the sole judge of whether the public request is or is not a “matter directly related to District business” and shall decide, in consultation with the District Manager, whether or not to include the item on the agenda;
- 3) No item that is legally a proper subject for consideration by the Board in closed session will be accepted under this policy.

This policy does not prevent the Board from hearing public comments at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board.

B. Publication of Agenda

The District Manager shall prepare and post agendas for each meeting in accordance with the Brown Act and shall develop an agenda packet which will contain all documents related to the items listed on the agenda. Agendas shall be posted conspicuously for public review at the District office and District’s website. Agendas shall be mailed or sent by electronic media to any person who has on file with the District a written request to receive agendas, after the District has received payment of the appropriate fees to cover either faxing or mailing of said agendas. There will be no fee if the agenda is sent electronically.

1) Regular Meetings

At least seventy two (72) hours prior to the time of all regular meetings, an agenda, which includes all meeting topics and related materials on which there may be discussion and/or action by the Board, will be posted on District website. Supporting materials may be received by the District Manager past this deadline, but must be made available to public at the same time they are made available to the members of the Board of Directors.

2) Special Meetings

The agenda for a special meeting shall be posted at least twenty four (24) hours before the meeting in the same locations as for regular meetings. Agenda packets for special meetings will be available to the Board and the public as soon as they are created, usually no less than ten (10) hours before the special meeting.

3) Emergency Meetings

The agendas for emergency meetings shall be posted no less than one (1) hour before the meeting in the same locations as for regular meetings. Emergency meetings are called only if there is an issue that severely impairs public health, safety or both, as determined by the District Manager or President of the Board.

C. Agenda Items

Although the President of the Board of Directors has the final authority on setting the agenda for each meeting, all regular meetings of the Board will have following agenda items:

- 1) Call to Order;
- 2) Agenda Review;
- 3) Consent Calendar;

- 4) District Matters, when applicable;
- 5) Public Comment – Open Time for Items not on the Agenda;
- 6) Fire Department Matters;
- 7) Park and Recreation Matters;
- 8) Requests for Future Meetings Agenda Items;
- 9) Recognitions and Announcements
- 10) Adjournment.

D. Changes to the Agenda

Any member of the Board of Directors may make a motion that agenda items be presented in different order. A simple majority is needed for approval of the motion.

The Board may take action on an item that is not on the agenda by first identifying the item and upon a determination by a two-thirds vote of the members of the Board of Directors present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of MCS D subsequent to the agenda being posted, as specified in the Brown Act.

E. Correspondence

All correspondence from the public addressed to the Board of Directors is to be sent to the District Manager who shall forward it to all Directors and acknowledge this action to the originator.

F. Consent Calendar

Agendas for Board meetings shall incorporate a consent calendar listing items of a routine nature, not normally requiring discussion. Approval of the consent calendar shall take place by a motion and a second of the Board and passed by a majority vote. Dissenting votes (by name), shall be recorded in the minutes. The following is a list of consent calendar items, which may be amended from time to time by the direction of the Board of Directors or the District Manager, as they deem appropriate:

- 1) Approval of Minutes;
- 2) Approval of Bills paid during the last month (Payables List).

G. Public Comment on Agenda Items

Any member of the public may address the Board on any item on the agenda at the time that item is being considered by the Board. Speakers will be limited to three (3) minutes per agenda item. The Board President may alter the allocated time at his discretion, for example, shortening the time limit to accommodate a lengthy agenda or lengthening the time limit to allow additional time for discussion of a complicated matter, but must do so before the public comment period begins and must make sure that the same modified time limit will apply to everyone, equally. Speakers shall not be allowed to “split” their time, nor shall they be permitted to “reserve” all or any portion of their allotted time. If any person fails or refuses to abide by these rules, causing disruption of the meeting, the Board President, after warning the speaker, may declare that the speaker is disrupting, disturbing or impeding the orderly conduct of the meeting and order the speaker to leave the meeting room.

1) Action Items

In accordance with Rosenberg’s Rules of Order, the public comment will take place only after the technical questions from the Board of Directors have been answered, and before a motion is introduced. The Board President shall clearly announce the beginning and end to periods of public comment for each action item.

2) Discussion Items

The Board President shall announce the discussion item and whether the public comment section will take place before or after the discussion by the Board of Directors. The Board President shall clearly announce the beginning and end to periods of public comment for each discussion item.

H. Public Comment on Items not on the Agenda

Any member of the public may address the Board on any item of interest to the public within the subject matter jurisdiction of the District that is not on the agenda during the “Public Comment – Open Time for Items not on the Agenda” section of the meeting. Speakers will be limited to three (3) minutes. The Board President may alter the allocated time at his discretion, for example, shortening the time limit to accommodate a lengthy agenda or lengthening the time limit to allow additional time for discussion of a complicated matter, but must do so before the public comment period begins and must make sure that the same modified time limit will apply to everyone, equally. . Speakers shall not be allowed to “split” their time, nor shall they be permitted to “reserve” all or any portion of their allotted time. If any person fails or refuses to abide by these rules, causing disruption of the meeting, the Board President, after warning the speaker, may declare that the speaker is disrupting, disturbing or impeding the orderly conduct of the meeting and order the speaker to leave the meeting room.

No action shall be taken on any item not appearing on the agenda. The Board shall not engage in debate, dialogue, or take action on any matter brought to its attention under public comment, except to respond with factual information only, refer the matter to staff or to determine that the matter should be included on a future agenda for consideration and possible action.

Article IX Public Decorum

During any public comment before the full Board, remarks shall be addressed to the Board, not to individual Directors or staff and not to the audience.

A. Prohibited Actions

The following actions are prohibited during public meetings:

- 1) Obscene, vulgar or abusive language
- 2) Shouting or yelling
- 3) Use of electronic devices, unless they are in silent mode

B. Disorderly Conduct

The presiding officer shall order removed from the meeting room any person who commits the following acts in respect to a Board meeting:

- 1) Disorderly, contemptuous or insolent behavior toward the Board or staff or any member thereof, tending to interrupt the due and orderly course of said meeting;
- 2) A breach of the peace, boisterous conduct or violent disturbance, tending to interrupt the due and orderly course of said meeting;
- 3) Disobedience of any lawful order of the presiding officer, which shall include an order to be seated or to refrain from addressing the Board
- 4) Any other interference with the due and orderly course of said meeting.

C. Conduct Enforcement

Any person removed from a meeting shall be excluded from further attendance at the meeting from which removed, unless permission to attend is granted upon motion adopted by a majority vote of the Board. Such exclusion shall be performed by any law enforcement officers or security officers upon being so directed by the presiding officer. Any law enforcement officers or security officers at the meeting, or whose services are commanded by the presiding officer, shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at a public meeting.

D. Law Violations

In addition to performing the removal of any person who, in the opinion of the presiding officer has violated the order and decorum of any meeting, the presiding officer may direct any law enforcement officer or officers to place such person under arrest for violation of Section 403 or Section 415 of the California Penal Code, or any other applicable law, and shall cause such person to be prosecuted. The complaint shall be signed by the presiding officer, the District Manager, or the clerk of the meeting.

Article X Rules of Order

The MCSD Board of Directors, Commissions and any appointed standing Committees shall follow Rosenberg's Rules of Order. A copy of the rules may be obtained online at https://www.cacities.org/Resources/Open-Government/RosenbergText_2011.aspx or by contacting the District Manager and is included in these bylaws as Appendix A.

Article XI Code of Conduct

A. Nondiscrimination

In the performance of their official duties and responsibilities, MCSD Directors will not discriminate against or harass any person on the basis of race, religion, color, creed, age, marital status, national origin, ancestry, gender, sexual orientation, medical condition or disability. A Board member will not grant any special consideration, treatment or advantage to any person or group beyond that which is available to every other person or group in similar circumstances;

B. Decorum

Members of the Board of Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors, and shall conduct themselves with courtesy to each other, to staff, and to members of the audience present at the meetings. Directors shall defer to the President of the Board or Acting Chairperson for conduct of meetings, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being offensive. Once the Board of Directors takes action, Directors should commit to supporting said action and not create barriers to the implementation of said action;

C. Chain of Command

To obtain information needed to supplement their knowledge and improve decision-making, all Directors may approach staff members directly only if the request will not substantially divert the staff from their daily responsibilities. Any requests by individual Director for a meeting with a staff member or for substantive information and/or research from staff shall be channeled through the District Manager. Information that is exchanged before meetings shall be distributed through the District Manager to all Directors.

D. Use of District Resources

Except as specifically authorized, MCSD Directors will not use or permit the use of District owned vehicles, equipment, telephones, materials or property for personal benefit or profit. A member of the Board of Directors will not ask or require a District employee to perform services for the personal benefit or profit of a Board member or employee. Each Director must protect and properly use any District asset within his/her control, including information recorded on paper or in electronic form. MCSD Board of Directors will safeguard District property, equipment, information, moneys and assets against unauthorized use or removal, as well as from loss due to criminal act or breach of trust.

E. Communication Channels

In order to avoid potential conflict with the Brown Act, members of the MCSD Board of Directors are discouraged from commenting on any issues within the District's subject matter jurisdiction on any social media platform, and should channel any information to be distributed to the Board of Directors or to the public through the District Manager. Corrected information shall be limited to factual information previously disclosed in public meetings.

If contacted by the media, MCSD Board of Directors members shall clearly state that the opinion expressed is their personal opinion, and shall include the opinion of the Board of Directors as a whole.

If contacted by the media for comments on issues within the subject matter jurisdiction but not discussed or acted upon recently, Directors shall defer to the District Manager.

Article XII Meeting Records

A. Minutes

The Secretary of the Board of Directors shall keep minutes of all meetings of the Board and any other meetings as required by the Brown Act. The minutes will be in action item format. If a recording device is used by the secretary to aid in preparation of minutes, a copy of the recording will be available to the public upon request for 30 days from the meeting date.

In accordance with Robert's Rules of Order pp.468 et seq., Marinwood Board of Directors meeting minutes will include the following:

- 1) Date, place and type of each meeting;
- 2) Directors present and absent by name;
- 3) Time and name of late arriving or early departing Directors;
- 4) District staff present by name;
- 5) Call to Order time and name of the presiding Director;
- 6) Start and end time of Closed Session;
- 7) Adoption of the agenda;
- 8) Approval of the Consent Calendar;
- 9) Subject matter of Public Comment during Open Time for Items not on the Agenda;
- 10) Agenda Items for Board Review or Discussion;
- 11) A statement indicating that staff or consultant reports were received by the Board;
- 12) Name of Directors making and seconding motions;
- 13) Final wording of each main motion;
- 14) Name of Directors voting "aye", "nay", "abstaining" or absent during vote, unless the vote was unanimous with all Directors present;
- 15) Time of meeting adjournment;
- 16) Name of the secretary or substitute preparing the minutes

B. Approval of Minutes

A draft of meeting minutes shall be approved, as presented or with modifications, by the Board of Directors at the following regular meeting. Once approved by the Board, the official minutes will be a public record and shall be posted on the Marinwood CSD website www.marinwood.org. A backup electronic copy will also be kept by the Board Secretary.

C. Public Recordings

In accordance with the Brown Act, members of the public may audio or video record MCSD Board of Directors meetings.

Article XIII Commissions

The MCSD has two advisory commissions aligned with District's mission. The Fire Commission provides guidance and oversight of the Fire Department. The Park & Recreation Commission provides guidance and oversight to the Park & Recreation Department. Each commission operates under a set of approved Bylaws and adheres to the Brown Act and Rosenberg's Rules of Order.

A. Board Liaisons

Every year, at the January meeting, the Board President shall appoint one Director to serve as liaison to each Commission. Those appointments shall be filled by alternating members of the Board, and all Directors are encouraged to serve as a liaison to the Fire or Park & Recreation Commissions at least once. Other Board members may attend commission meetings as observers in accordance with the Brown Act, but have no authority to participate in any way in commission discussions.

Article XIV Committees

Committees are advisory in nature and should focus on matters which typically require extensive research and review. At the time the Board Chair forms a committee, he/she shall give instructions of the duties of that committee. Additional duties and functions may be delegated by the Board Chair, as needs arise. Committees shall present their reports or recommendations at a regular

meeting of the Board of Directors. The committee chairman shall notify the District Manager of items to be placed on the agenda where action is needed, if possible, five (5) business days prior to the meeting.

A. Standing Committees

Standing committees have a continuing subject matter jurisdiction and a meeting schedule fixed by ordinance, resolution, or formal action of the Board of Directors. The Board President may appoint selected members of the Board, members of the public and District consultants to serve on Standing Committees. A standing committee, even if comprised of less than a quorum of the Board, is subject to the Brown Act. Members of the public may attend meetings of the Standing Committee, and Rosenberg’s Rules of Order shall be followed. Board members not appointed to the Standing Committee may attend committee meetings as observers, but have no authority to participate in any way in committee discussions.

B. Ad Hoc Committees

Ad hoc committees are temporary, advisory committees composed solely of less than a quorum of the Board. An ad hoc committee serves a purpose limited in scope and will be dissolved once its specific task is completed. An ad hoc committee is not subject to the Brown Act. The President of the Board of Directors shall appoint such ad hoc committees as deemed necessary or advised by the Board. The duties of the ad hoc committees shall be outlined at the time of appointment. An ad hoc committee shall present monthly activity updates during a regular meeting of the Board of Directors, and once its final report has been made the committee shall be considered dissolved. The appointment of an Ad Hoc committee shall include the term “Ad Hoc” in its title.

Article XV Applicable Laws

A. Government Code §61000, et seq. - Community Services District Law

Following are links to the sections in the California Government Code pertaining to Special Services Districts:

California Government Code	Topic
<u>Sections 61000-61009</u>	Introductory Provisions
<u>Sections 61010-61014</u>	Formation
<u>Sections 61020-61022</u>	Initial Board of Directors
<u>Sections 61025-61030</u>	Reorganizing the Board of Directors
<u>Sections 61040-61048</u>	Board of Directors
<u>Sections 61050-61053</u>	District Officers
<u>Sections 61060-61070</u>	General Powers
<u>Sections 61100-61107</u>	Authorized Services and Facilities
<u>Sections 61110-61119</u>	Finance
<u>Sections 61120-61124</u>	Alternative Revenues
<u>Sections 61125-61131</u>	Capital Financing
<u>Sections 61140-61226.5</u>	Zones

B. Government Code §54950, et seq. - Ralph M. Brown Act

MCSD Board of Directors are obligated to comply with the Brown Act, which guarantees the public's right to attend and participate in meetings of local legislative bodies. Full text may be obtained at http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf

All elected MCSD Directors shall complete Brown Act training. Any director that serves on the Board of another agency is only required to take the training once.

C. Government Code §6250, et seq. - California Public Records Act

This code gives the public a right to inspect public records and to request records subject to payment of fees covering the direct cost of duplication. Exemptions to this act include privileged or confidential documents such as those protected by attorney client privilege, preliminary draft documents and personnel records. A summary is available at http://ag.ca.gov/publications/summary_public_records_act.pdf

D. Government Code §53234, et seq. - Ethics Laws

Although this code does not apply to MCSD Board of Directors as members are not compensated or reimbursed for their service, Directors shall nevertheless complete online courses on these subjects within six (6) months of election or appointment to the Board of Directors, and at least once every two years thereafter. The state Fair Political Practices Commission has made the AB 1234 Local Ethics Training available at no cost to satisfy the local officials' ethics training requirement (<https://oag.ca.gov/ethics>). Should an alternative course be used, it needs to comply with the California Attorney General and the Fair Political Practices Commission.

Directors shall obtain proof of participation after completing the ethics training, and the District Manager will retain those certificates for at least five (5) years. These documents are public records subject to disclosure under the California Public Records Act. Any director that serves on the Board of another agency is only required to take the training once every two years.

E. Government Code §81000, et seq. - Political Reform Act

This code ensures that elections are fair, public officials perform their duties impartially, and serve all citizens equally, free of prohibited conflicts of interest. Government Code §87100 – 87105 in particular refers to the Conflicts of Interests and stipulates that government officials may not make, participate in making, or in any way attempt to use their position to influence a governmental decision if they know or have a reason to know they have a financial interest in the outcome.

Article XVI Training

Members of the Board of Directors are encouraged, but not obligated, to attend educational conferences and professional meetings that further Directors' understanding of District business and/or their role as Board Director. Participation in all training or attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences may be paid for by the District, subject to Board approval for the specific training opportunity requested. Members of the Board of Directors may take advantage of special discounts offered by a business to all legislative bodies or offered to the District because of MCSD's membership in a particular organization.

There is no limit to the number of Directors attending a particular conference or seminar, but if three or more members of the Board attend a particular conference or seminar, they are prohibited from discussing MCSD business amongst each other so as not to violate the Brown Act.

Article XVII Violations

A perceived violation of policies and laws by a Director should be brought to the attention of the Board President or the full Board of Directors for investigation and consideration of any appropriate action. Remedies include but are not limited to:

- 1) adoption of a resolution expressing disapproval of the conduct of the Board member who has violated this policy;
- 2) referral of the violation to the District's Legal Counsel

Article XVIII Governing Provisions; Severability

Any and all applicable laws of any governmental authority or agency having jurisdiction over the Board of Directors are hereby incorporated by reference as if fully set forth herein. In the event of a conflict between such applicable law(s) and any provision of these Bylaws, the applicable law(s) shall control and such Bylaws provision(s) shall be considered null and void; provided; however, that any and all provisions of these Bylaws not so affected shall remain in full force and effect.

Article XIX Bylaws Adoption and Amendments

The MCSD Board of Directors reserves the right to modify, supplement, or rescind any provision of the manual, as it deems necessary. Adoption of a new policy or an amendment to an existing

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

Amendments:

Article XIII as amended 8/9/16

Article IX as amended and included 5/8/18

Article XII as amended 2/12/19



Staff Report

To: Board of Directors
From: Eric Dreikosen, District Manager
Date: June 14, 2022
Re: Capital Needs Planning Review

Directors,

Please see the included documents detailing identified potential capital expenditure needs as well as historical capital projects completed since FY 13/14. This item is for review/discussion only and requires no formal action of the Board at this time.

This document has been used by staff for the past several years as a planning tool in regards to large capital project needs. It is reviewed regularly and adjusted as needed.

The top portion of the document lists the identified items/needs, estimated costs (exact costs are included for historic expenditures) as well as anticipated expenditure timing when applicable.

The bottom portion of the document is intended to serve as a baseline for capital reserve planning purposes. While the bottom portion does not list all items, it does list those that are more significant in cost and also have fairly defined lifespans. In theory, the total cost of each item is divided by the estimated lifespan. Ideally, the annual amounts listed represent the amount of funds the District *should* be placing into a separate capital reserves fund each year. Then, rather than use funds from either annual operating revenue or various financing options, the District could transfer funds from the established capital reserve fund at the time of each needed expenditure.

While reviewing these documents, it is important to recognize that future capital expenditures are but one factor when analyzing the full-scope of the District's strategic financial planning and expenditure priorities. In addition to capital needs, District leadership must also consider other factors when planning, prioritizing and ultimately balancing the use of limited financial resources.

For the past several years and rightfully so, the District's strategic financial planning priority has been to increase and stabilize the general fund balance. Over the course of the past seven (7) fiscal years the general fund balance has significantly improved. As recently as 2017 the District was not even able to maintain a positive cash balance year-round thus requiring a dry-period loan from the County to meet operating costs for the months prior to allocation of December property tax revenue. At present, not only does the District maintain a positive cash balance year-round, our year-end cash balance is nearing total budgeted expenditures for the following fiscal year. In comparing the audited financial statements and balance sheet from June 30, 2015 to June 30, 2021 the District has increased the general fund balance from \$1.83 million (6/30/15) to \$6.35 million (6/30/21).

While the District has done an admirable job of addressing this financial priority, other consideration factors include but are not limited to the financial expenditure and allocation needs that follow:

Other Post Employment Benefits (OPEB): As stated in the 6/30/2021 financial audit, the District's Net OPEB Liability stands at approximately \$4.39 million.

In 2017 the District created and began making financial contributions into a Section 115 restricted "OPEB Trust" investment fund intended to address long-term OPEB liabilities. While this

represented a sound financial decision and the District has contributed an annual amount of \$100K into the Trust since inception, these annual contributions remain lower than annual Actuarial Determined Contribution (ADC) amounts needed to prevent the liability from increasing year over year. The District is currently in process of completing an updated OPEB actuarial study, as required by GASB 75. Once completed this study will determine the current OPEB liability as well as the updated ADC. It will be presented in detail to the Board upon completion.

Pension: As stated in the 6/30/2021 financial audit, the District's Net Pension Liability stands at approximately \$5.38 million.

The District has not established an investment fund intended to reduce the Net Pension Liability similar to the OPEB Trust. To address the Unfunded Accrued Liability (UAL) CalPERS requires large annual cash outlays from essentially every participating member agency statewide specific to this future funding shortfall. However, CalPERS establishes the amount owed by each agency based on their internal pension funding formula which relies upon significant investment returns to achieve a fully funded status. In short, when CalPERS' investment returns do not achieve their target, the UAL increases as do the associated required payments impacting all participating agencies. While CalPERS has reduced their expected rate of return (AKA: Discount Rate) over the past few years, most economic experts still believe their investment expectations, currently at 7%, to be overly optimistic. It should also be noted that with each reduction in the planned discount rate, the UAL increases as does the required UAL annual payments. CalPERS releases updated pension valuations for each participating agency every August. Upon it's release, the updated data will be analyzed and presented to the Board at that time.

Beyond the above-mentioned OPEB and pension liabilities, the District must also consider the critical need for dedicated financial reserves. With fiscal year 2017/2018, and for the first time since formation of the District in 1960, \$100K was budgeted from operating revenue to be allocated into a "Board Designated Reserve" recognized on the District's balance sheet as such. This practice has continued with each subsequent fiscal year. Additionally, the successful growth of the District's general fund essentially represents a level of "reserve" funding. However, typical dedicated reserve funds found in public agencies also include but are not limited to: Capital Reserves; Operating Reserves; Emergency/Contingency Reserves.

As mentioned, in the coming months the Board will be presented with updated and detailed information regarding many of the items briefly stated here. The Board will also be presented with the year-end unaudited financial statements for FY 2021/2022. This information will allow the Board, staff and public to more fully understand the District's current financial status as well as the full-scope of current and future financial resource needs.

In summary, while capital needs planning and expenditures represent a critical function of District leadership, they must also be balanced against other critical needs of the District when prioritizing the District's finite financial resources. This financial balancing act is further compounded by the ever-increasing costs associated with the required equipment, supplies, services and staffing – the District's most critical and valuable asset – which drive the costs included in our annual operating budgets and are essential in allowing the District to continue to provide the high level of services and benefits currently provided to the community.

Marinwood Community Services District
Anticipated Park and Recreation Capital Expenditure and Reserve Needs

		Fiscal Year													Questions/Comments
		13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	
	Capital Expenditures	Estimated Cost													
Creekside	Playground replacement	\$150,000													Current equip. installed 2006.
Creekside	LVE Tennis Court Top Coat	\$7,500				\$5,750				\$7,360					3-4 year cycle depending
Creekside	LVE Tennis Court Resurface	\$60,000													Should be considered w/in next 2-3 years
MW Park	Tennis Court Top Coat (#3&4 - School)	\$8,250	\$8,250					\$12,000		\$2,500					3-4 year cycle depending
MW Park	Tennis Court Resurface (#3 & 4 - School)	\$100K-\$120K													Should be considered w/in next 2-3 years
MW Park	Tennis Court Top Coat (# 1 & 2 - Park)	\$12,000			\$11,300					\$14,720			\$12,000		3-4 year cycle depending
MW Park	Tennis Court Resurface (# 1 & 2 - Park)	\$100K-\$120K													Not currently recommended as urgent need
MW Park	Play Structure replacement	\$220,000									\$45,000				Add'l grant funding of \$177K
MW Park	Storm Drain Repair (Panhandle)	\$39,500						\$39,600							
MW Park	Cargo Storage Units	\$9,000							\$8,900						1-time purchase. Has resale value
Pool Cplx	New Pool Pump, Heater 1 & other maintenance	\$25,000	\$24,945												
Pool Cplx	Pool heater #1 replacement	\$6-\$8000					\$0					\$7,500			5 year cycle. Repalced in 2018 under warranty
Pool Cplx	Pool heater #2 replacement	\$6,000						\$6,000				\$6,000			5 year life cycle. 2nd heater should extend life
Pool Cplx	Wading pool heater	\$4,000	\$11,350					\$0				\$4,000			5 year cycle. Replaced in 2018 under warranty
Pool Cplx	Pool Salt Generator System Install	\$14,500			\$14,370										
Pool Cplx	Pool Covers	\$8,000							\$7,400						Approx 7-year life cycle.
Pool Cplx	Hydraulic Chair Lift (ADA)	\$8,000								\$8,000					Estimated timing need. Required by Code
Pool Cplx	Pool slide replacement	\$75,000													Not in current need of replacement
Pool Cplx	Pool Deck Concrete Repairs	\$10,000								\$7,700					Annual as needed budget alloc of \$10k
Pool Cplx	Wading pool (zero entry)	\$500K +													Determine design options/placement
Pool Cplx	Pool replastering (both)	\$120K-\$140K													
Pool Cplx	Pool Redesign and Construction	\$2mil +													
CommCtr	Rec Event Storage Shed	\$7,500	\$7,720												
CommCtr	Stove/Oven	\$6,000						\$6,050							
CommCtr	Kitchen cabinets, counters & flooring	\$75K - \$100K													Market driven costs at time of work
CommCtr	Reception Hall Floor Demo & Replacement	\$26,550	\$26,550												
CommCtr	Air Conditioning Installation - Main Hall Comm Ctr	\$21,000	\$20,622												
CommCtr	HVAC Furnace Replacement	\$14,000						\$6,000		\$6,500					Replaced 1 of 2 main hall heaters in 2018.
CommCtr	Commercial Bathroom Motion Sensors (toilets, sinks)	\$7,500								\$7,137					
CommCtr	Treat & stain wood trim on CC and pool building	\$12,000			\$11,900							\$15,000			
CommCtr	Parking lot slurry seal	\$15,000													Not currently needed
CommCtr	Phone System Replacement	\$5,000								\$3,210					
CommCtr	Reception Hall Room Divider	\$35,000								\$35,000					
Park V&E	Riding Mower	\$17,000									\$17,000				
Park V&E	Dump Trailer	\$8,000						\$8,000							
Park V&E	Utility Vehicles	\$16,000			\$16,000					\$14,000					
Park V&E	Truck - Park Maintenance	\$28,000				\$27,935									
Misc	Sidewalk & Pathway Repairs	\$15,000					\$7,500	\$7,500		\$7,500		\$7,500		\$7,500	Initial Split across FY's, then every other year
Annual Expenditure Totals:			\$34,270	\$65,167	\$53,570	\$33,685	\$7,500	\$41,000	\$55,885	\$26,647	\$103,280	\$62,000	\$34,000	\$18,000	\$9,000

Measure A Funded Expenditures

Capital Reserves Allocations		Estimated Cost	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Notes
Creekside	Playground replacement (8-10 Years)	\$150,000					\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$150K/10 Years - Continue after replacement
Pool Cplx	Main Pool replastering - 10 yrs	\$80-\$100,000								\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100K/10 Years - Continue reserves after work
MW Park	Playground replacement	\$200,000											\$13,333	\$13,333	\$13,333	\$200K/15 Years - Begin reserves after work
Park V&E	Park Maintenance Truck	\$40,000					\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$40K/10 Years
Park V&E	Park Maintenance Dump Trailer	\$8,000							\$800	\$800	\$800	\$800	\$800	\$800	\$800	\$8K/10 years - Begin reserves after purchase
Park V&E	Utility Vehicles (two)	\$30,000							\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$30K/10 Years - Begin reserves after purchase
Park V&E	Riding Mower	\$20,000											\$2,000	\$2,000	\$2,000	\$25K/10 Years
CommCtr	HVAC Replacement	\$35,000							\$2,333	\$2,333	\$2,333	\$2,333	\$2,333	\$2,333	\$2,333	\$35K/15 Years
Annual Capital Reserves Allocations:			\$0	\$0	\$0	\$0	\$19,000	\$19,000	\$25,133	\$32,800	\$32,800	\$35,133	\$48,133	\$48,133	\$48,133	

Marinwood Community Services District
Anticipated Fire Department Capitial Expenditure and Reserve Needs

		Estimated Cost	Fiscal Year												Questions/Comments
			13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	
Capitial Expenditures															
Facility	Storage Shed	\$5,000						\$5,000							
Facility	Firehouse Kitchen Remodel	\$60,000					\$87,960								
Facility	HVAC	\$14,000						\$14,000							
Facility	Bunk Mattresses & Box Springs (9)	\$9,000							\$6,830						9 sets * \$1k per set. 10-year life cycle
Facility	Storage Closets (Bunk Room & Storage Room)	\$5,000													
Facility	Phone System Replacement	\$5,000								\$2,140					
Facility	Back-up Generator Replacement	\$6,000								\$5,930					
Facility	Gender & ADA Compliance Modifications & Updates	\$80k - \$120K										\$80,000			Bunkroom, bathrooms (public works job)
Facility	Firehouse Upgrades (windows, lighting, shower tile)	TBD													
Vehicles	Type 1 Fire Engine (Unit 58)	\$750,000			\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	\$43,000	Current lease payments
Vehicles	Type 3 Wildland Engine (Unit 658)	\$500,000													Need estimate on remaining useful life
Vehicles	Utility Truck & Outfitting	\$45,000													Curently provided by San Rafael
Equip	SCBA Compliment	\$150,000				\$150,000									
Equip	Hi-Band Radios	\$14,000									\$14,300				
Equip	Halmatro Rescue Tool	\$25,000													
Equip	Thermal Imaging Cameras	\$17,350							\$17,370						Grant funded
Equip	Trail/Open Space Rescue Cart	\$6,000								\$5,200					
PPE	Turnouts Replacement/Update (set of 9)	\$22,500													9 sets * \$2500/set. 6- 10 year expected life cycle
Misc	Exercise Equipment	\$6,000				\$6,000									
Misc	Turnout Extractor & Dryer (Includes plumbing)	\$16,000									\$16,000				
Annual Expenditure Totals:			\$0	\$0	\$43,000	\$199,000	\$130,960	\$62,000	\$67,200	\$50,340	\$79,230	\$43,000	\$123,000	\$43,000	\$0

Capital Reserves Allocations		Estimated Cost	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25	25/26	Notes
Facility	Periodic HVAC Replacement	\$20,000							\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$1,333	\$20K/15 years
Vehicles	Type 1 Fire Engine (Unit 58)	\$750,000					\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$750K/15 years
Vehicles	Type 3 Wildland Engine (Unit 658)	\$500,000					\$33,333	\$33,333	\$33,333	\$33,333	\$33,333	\$33,333	\$33,333	\$33,333	\$33,333	\$500K/15 years (Est replacement need in 2027)
Vehicles	Utility Truck	\$45,000								\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$45K/10 years
Equip	Holmatro Rescue Tool	\$25,000						\$6,250	\$6,250	\$6,250	\$6,250	\$2,500	\$2,500	\$2,500	\$2,500	\$25K/4 years (current replace TBD), 10 year life
Equip	SCBA Compliment	\$150,000					\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$150K/10 years
Equip	Hi-Band Radios	\$14,000										\$1,400	\$1,400	\$1,400	\$1,400	\$14K/10 years
Annual Capital Reserves Allocations:			\$0	\$0	\$0	\$0	\$98,333	\$104,583	\$105,917	\$110,417	\$110,417	\$108,067	\$108,067	\$108,067	\$108,067	

MARINWOOD COMMUNITY SERVICES DISTRICT
DRAFT MINUTES OF FIRE COMMISSION MEETING
June 7, 2022

Time and Place: 7:00PM Via Teleconference

Present:

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

Absent: John Seratt, Greg Stilson (CSA 13 Alternate)

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

Farac called the meeting to order at 7:12 PM.

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. Commissioner Items of Interest

- Chair Farac requested an update on the concerns presented regarding the eucalyptus trees in Miller Creek Road median between Las Gallinas Ave and Marinwood Dr.
- Commissioner Karsenti thanked Chief White regarding the notice and information for defensible space vegetation management grants available to local residents.

4. Draft Minutes of April 5, 2022 Fire Commission Meeting

M/s Marinoff/Elsbree to approve Draft Minutes of April 5, 2022 Fire Commission Meeting as presented. Ayes: Elsbree, Farac, Karsenti, Marinoff. Nays: None. Absent: Seratt. Motion carried.

5. Fire Department Capital Needs Planning Review

Commission reviewed capital needs planning document.

6. Chief Officer Report and Activity Summary

Commission received Chief Officer Report and Activity Summary.

7. Requests for Future Agenda Items

None.

The meeting was adjourned at 7:54 PM.

Eric Dreikosen



To: Marinwood Board of Directors

From: Darin White, Fire Chief

Date: June 14, 2022

Re: Fire Department Update

Marin Wildfire Prevention Authority- (MWPA)

MWPA Executive Director Mark Brown and Anne Crealock presented the FY 2022-23 Workplan and Annual Budget to the MWPA Board of Directors on May 19, 2022. The Operations Committee, Advisory Technical Committee, Finance Committee, Ecologically Sound Practices Partnership, and Citizens Oversight Committee have all weighed in on the proposals that were submitted.

Again, the proposals involve local, defensible space, and core funding allocations and build on the prior two year's risk reduction efforts. Some of the projects will continue to center around work in the shaded and non-shaded fuel breaks, educational landscaping, direct assistance for residents, prescribed herbivory, and evacuation route vegetation management projects.

Vegetation Management

The Defensible Space Inspectors (seasonal inspection staff) conducted inspections on Idylberry Rd in Marinwood earlier this month. Nearly all homes that back up to open space and others have been completed. These are being deliberately timed and in advance of the Fire Safe Marin Chipper days.

(Seasonal Defensible Space Inspectors Trevor Bloom, lower left, and Jack Goggans, below right, conduct inspections using tablets and clipboards, photos courtesy of Jesiah Goree, Defensible Space Inspector).



Fire Commissioner, Pascal Karsenti, was especially impressed with the inspector who inspected his home, Brendan Clifford, as he remarked: “Dear Chief White, I had the pleasure of interacting with Mr. Clifford today, during his inspection of my home. I found him to be personable, knowledgeable, and passionate on the topic of wildfire risk and resilience. He is a credit to the Fire Department”.

While the inspection staff are doing a fine job of addressing the vegetation and areas of concern on individual properties, the bulk of the credit goes to the community members who have shown substantial enthusiasm and appreciation for completing the work that must be done to achieve fire safety in all neighborhoods.

Additional wildfire mitigation work has now been completed, including goat grazing in the open space areas and fire road mulching on Queenstone Fire Road.

Fire Foundry crews have been working to reduce hazards in Marinwood. This direct assistance mirrors the type of work that Americorps crews has previously performed and is an instrumental part of assisting homeowners with projects that are very labor intensive and/or difficult such as removal of Italian Cypress and Juniper removal.

- We have provided free direct assistance defensible space work to 6 properties in Marinwood since they re-launched the direct assistance program in early March with the Fire Foundry crew.
- 6 additional Marinwood residents have recently applied for the direct assistance program.
 - We are still finalizing the project schedule for our next round of direct assistance (June 27-30), so it is yet to be determined as to how many of these additional Marinwood properties we will be able to make it to. It is likely that assistance will be provided to a few more of those properties, if not all of them.

The photo below shows the Fire Foundry working at a nearby property in Lucas Valley (just outside of Marinwood CSD). This will be similar if not identical to the apparatus that have been and will continue to work in Marinwood.



Guidelines/COVID-19:

According to Dr. Willis, Marin County’s Health Officer, it is “increasingly likely most of us will have a date with COVID if we haven’t yet”. This time last year the numbers were as follows: 86% of the population in Marin County over the age of 12 had become vaccinated. 93% of the COVID cases were among unvaccinated. Where we once believed vaccination would render us fully immune to COVID, we had not factored in variants and subvariants that would prove to be more infectious than the original COVID-19 virus. Mass vaccinations sites no longer exist and just recently children aged 5-11 were approved by the Food and Drug Administration (FDA) to obtain booster shots. Our tiered approach to safety has been shelved and we are now “encouraged” to wear masks and hold gatherings outdoors when possible.

Officials in multiple Bay Area and other California locations are again asking residents to mask up in public spaces, avoid nonessential indoor gatherings or move them outdoors, maintain social distancing, hand washing, and work remotely, when possible. Employers such as Apple are backing away from their plans to require employees to return to hybrid work schedules. This is in large part due to the ongoing, debilitating effects of long COVID/sickness, rate of transmission among employees and customers, hospitalizations and to a far lesser extent, deaths, relaxed restrictions, and waning immunity from vaccination, boosters and/or prior infection. Many expect the Governor (Gavin Newsom) will need to revise his long-term plan for COVID.

Two new subvariants which are evading the protection afforded by immunity are known as BA.4 and BA.5. They are also believed to be more transmissible than the current dominant variants BA.2 and BA.2.12.1 and are now considered by European officials to be “variants of concern”. These have been found in Santa Clara County wastewater and officials will continue to monitor hospitalizations, infection rates, and the increasing amounts of detected variants in wastewater to gauge the potential impact of the new threats.

Emergency Response



VEHICLE FIRE AT CHINA CAMP AREA

On May 12, 2022, at approximately 10:00 a.m., the Engine 58 crew arrived on scene of a vehicle fire located on North San Pedro Road between Back Ranch and Miwok Meadows in China Camp State Park. The engine compartment of a minivan was fully engulfed in flames. Neither the driver or any occupants were located at the scene. Both taillights of the van had been broken while the vehicle was parked at this location. The cause of the fire could not be determined but is listed as suspicious.

Marinwood Fire Department Statistics: May 2022

The Marinwood Fire Department responded to 128 emergency calls in May 2022. A little under two-thirds of the calls were medical incidents; two of which involved a suspected or confirmed COVID-19 case. The department responded to eight fires, one involving a minor structure fire on Mount Shasta Drive. E58 was first on the scene and arrived to a small fire on the side of the house. The resident was attempting to put it out with a hose and E58 quickly extinguished it. No injuries were reported.

<i>Incidents by Area and Type</i>								
Area	MA	PSA	FA/NN	FIRE	HAZMAT	COVER	OTHER	TOTAL
Marinwood	13	7	1	0	1	N/A	0	22
CSA 13	5	1	0	1	0	N/A	0	7
Old JPA (Mont Marin)	11	4	1	0	0	N/A	0	16
New JPA (East of 101)	30	7	3	1	0	N/A	0	41
SR Mutual Aid	15	5	0	3	0	1	0	24
MC JPA	3	0	0	0	0	N/A	0	3
MC Mutual Aid	0	0	0	1	0	N/A	0	1
Novato	2	8	0	2	0	2	0	14
Total number	79	32	5	8	1	3	0	128
<i>Percentage of total</i>	<i>61.7%</i>	<i>25.0%</i>	<i>3.9%</i>	<i>6.3%</i>	<i>0.8%</i>	<i>2.3%</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, 16 seconds

Parks and Recreation Report

June 2022

Submitted by: Luke Fretwell, Recreation Director

RECREATION

The 3-4 weeks leading up to the start of summer is typically the busiest time of the year for the recreation staff, and this year is no different. Between running several staff orientations and CPR/First Aid trainings, finalizing schedules, organizing supplies, planning special events, and much else, the staff has been working long hours and long weeks. This time of year also brings a steady stream of visitors to the office to pick up camp shirts, drop off paperwork, get camp and pool questions answered, and make last-minute registration changes. We are grateful for the small handful of camp and pool staff back from college this past week who have been able to help shoulder some of the workload.

Summer Update

Summer camp starts June 13th. We are looking forward to returning to a more conventional camp format this summer after 2 years of having to run a scaled back program due to COVID.

This year's camp program includes 13 different age group days camps (ages 3-entering 7th grade); an array of specialty camps including tennis, soccer, LEGO engineering, filmmaking, babysitter training, jazz band, and flag football; and our Counselors-in-Training and Guards-in-Training programs for 7th grade – 14-years.

Meet the Staff Night

On Friday, June 10th we hosted a Meet-the-Staff night at the community center—an opportunity for camp parents and campers to meet their camp staff for this summer. Parents were given an opportunity to ask questions, pick up camp shirts, and get a lay of the land before camp starts. Bounce houses were available for the campers and staff grilled up hot dogs for sale.

Music in the Park

We are excited to be able to resume our Music in the Park concert series this summer after 2 years off. The first installment will take place Friday, June 24th from 6-8pm in the park, featuring live music (TBA), and food for purchase by Marinwood Market. This year's lineup is still being finalized and will be announced in the coming days.

Pool

This past 2 weeks we hosted end of the year school parties each day for several local and semi-local elementary schools. The summer pool schedule starts on Monday, June 13th. This summer we will be offering adult lap swim, recreation swim, (GIT) Guards in Training program, group & private swim lessons, and pool party rentals.

On June 10th and 12th John Paul will be running the lifeguard staff through the annual pre-season in-service trainings. Throughout the summer months our lifeguards train as a staff weekly on water rescue, CPR, and First Aid skills. We also hold regular audits—or “practice emergencies”—throughout the summer during which time lifeguard staff members are tested on their skills and ability to work together in an emergency situation.

PARKS & BUILDING MAINTENANCE

Landscaping in front of Community Center

This past few weeks staff have worked hard to refresh the landscaping in front of the community center, including removing overgrown and dying plants, adding boulders and woodchips, resurrecting some defunct drip irrigation lines, and adding borders. The area is looking great just in time for our summer season.

Summer Camp Preparation

The Parks Staff has spent the past month helping the Rec Staff get the park, community center, and pool ready for the onslaught of summer campers. The turf in the park was fortified, with weak patches receiving new soil and seed; shade sails were hung over the north and east patios; a new storage shed was erected near the pool fire gate; and landscaping was revamped in certain areas of the pool.

Upcoming Projects

In the coming weeks, staff will shift focus to Creekside Park where they will make some repairs to the playground retaining walls, refresh the landscaping around the parking lot, refresh the woodchips, and trim some of the trees, among other things.

Daily/Weekly Duties:

- Clean and restock Community Center building and park bathroom
- Blow/rake leaves around community center
- Empty garbage and dog waste receptacles in 3 parks and at trailhead
- Mow lawns in 3 parks and pool
- Irrigation inspection in 3 parks
- Check 3 playgrounds for graffiti and hazards
- Check and adjust pool chemistry/equipment